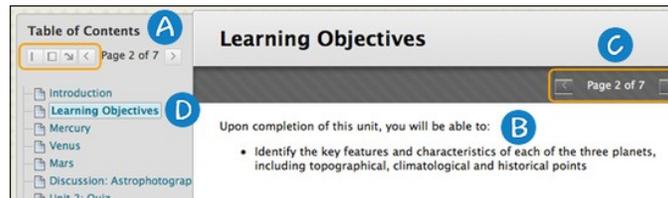


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## ABOUT LEARNING MODULES

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Learning modules are course areas that allow you to organize related course materials in a table of contents to provide a rich and interactive learning experience. Students typically access learning modules in content areas.



- A. The table of contents displays the items you added to the learning module. You can move it to the bottom, expand, collapse, or remove it from view using the icons. You can hide the table of contents by editing learning module settings.
- B. Content displays in the content frame.
- C. Click the arrows to scroll through the items in the learning module sequentially.
- D. The current content page being viewed in the content frame is highlighted in the table of contents and the available pages are links.

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## HOW TO CREATE A LEARNING MODULE

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You can set a structured path through the table of contents by enforcing sequential viewing or allowing users to explore the content in any order. For example, you can create a learning module that presents the concept of magnetic fields before describing how speakers and microphones work. Understanding the first concept is required for understanding the second concept. Alternatively, you can allow students to explore a learning module in any order for subjects where no particular arrangement is required for understanding the larger concept.

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Learning Module**.
5. On the **Create Learning Module** page, type a **Name**. Students access the learning module by clicking the name.
6. Optionally, type a description in the **Text** box. You can use the content editor functions to format the text. The description appears below the learning module name in the course area.
7. Select the options for **Availability**, **View**, and **Table of Contents**.
8. Click **Submit**. A link to the new learning module appears in the course area.

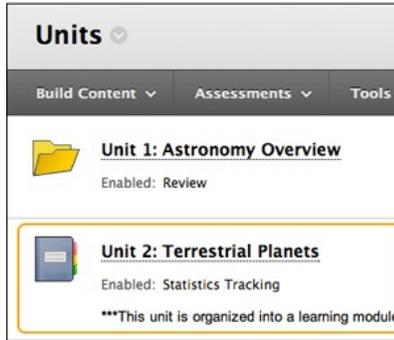
## LEARNING MODULE OPTIONS

The learning module options you select determine how users view the learning module as well as its availability.

Options	Settings
<b>Availability</b>	<p>Permit Users to View this Content: Select No to make the learning module unavailable to users.</p> <p>Select Date and Time Restrictions: You can set learning modules to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times. Display restrictions do not affect the learning module's availability, only when it appears.</p>
<b>View</b>	<p>Enforce Sequential Viewing of the Learning Module: Select Yes to force students to view the pages in the order you have determined. Students cannot advance to the next link in the table of contents without viewing the previous link. Although the table of contents displays a list of all the content items and folders in the learning module, links only appear for the content items that a user can access. After viewing links sequentially, users can review them in any order. If users navigate away from the learning module and return to it, they are required to view the links sequentially again.</p> <p>If you do not enforce sequential viewing, users can view items in the learning module in any order by clicking the links in the table of contents.</p> <p>Open in New Window: Select Yes if you want students to view the learning module in a separate window instead of in the content frame. This enables students to keep the learning module open in a separate window while navigating to other course areas.</p> <p>Track Number of Views: Select Yes to turn on statistics tracking and record the number of times the learning module is viewed, when it is viewed, and by whom.</p>
<b>Table of Contents</b>	<p>Show Table of Contents to Users: Select Yes to display a table of contents to students when they access the learning module. Even when you enforce sequential viewing, students can benefit from seeing the table of contents to gain perspective on the overall concepts being taught. If you hide the table of contents, students use the navigation arrows to move between pages, but they cannot see the list of items in the learning module.</p> <p>Hierarchy Display: Select the way items in the learning module are labeled to denote their relative position in the table of contents. You can select numbers, letters, Roman numerals, or mixed. If you select None, the items are not labeled.</p>

A newly created learning module is an empty container. Click the link to the learning module in the course area to access it. Next, point to any of the functions in the action bar to create content.

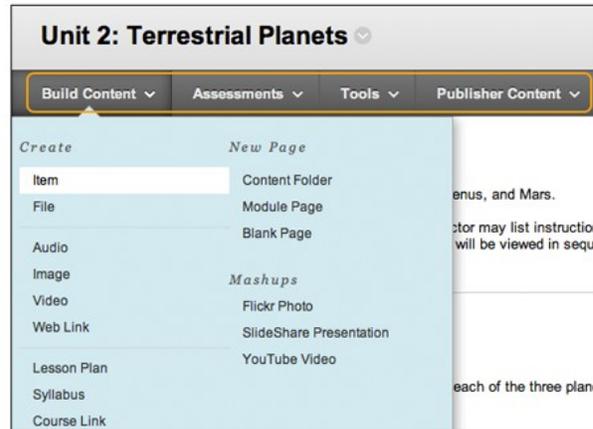
After creating content in your learning module, you can organize the content in folders to provide a hierarchical structure in the table of contents. You can set the sequence of learning module items by using the drag-and-drop function or the keyboard accessible reordering tool on the action bar. After reordering, click **Refresh** in the table of contents.



Change **Edit Mode** to **OFF** to view the learning module as students see it.

### FOLDERS AND LEARNING MODULES

Adding folders to a learning module provides a way to organize content in the table of contents that displays the relationship among items. Content that you place within a folder becomes a subsection of the table of contents hierarchy. You can use numbers or letters to label the hierarchy to further illustrate the relationship among items.



You can nest folders to provide a way to display many levels of content. Be aware that when you use folders in learning modules that are set to be sequential, each folder and all nested folders and the content within them **must be navigated through** before returning to an upper level in the hierarchy.

Each folder itself is a page in the learning module. Provide a description when adding a folder so that the page does not appear blank to students navigating through the learning module.

When you hide items in a table of contents, all nested items are also hidden. For example, if you hide a folder, then none of its content is visible either.

The following image shows how nested folders appear to students in the table of contents.

