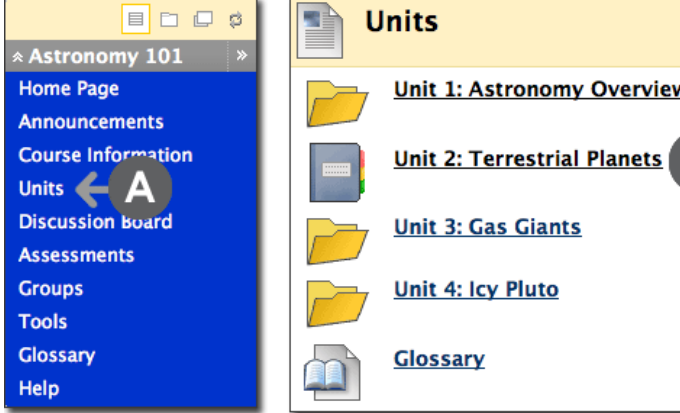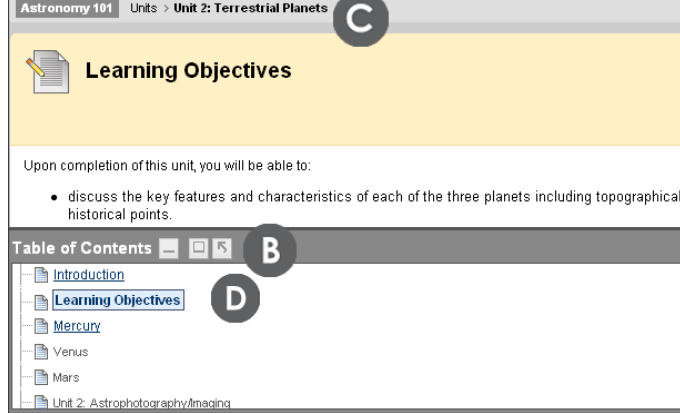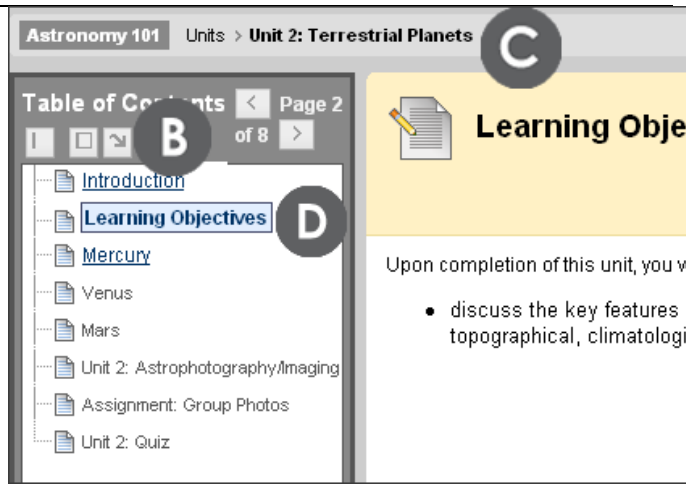**Blackboard Learn – Learning Modules**

- Learning Modules are used to package and present content. A Learning Module is similar to a folder and allows instructors to organize related content together.
- The value of creating Learning Modules lies in the ability to integrate related content and activities, providing a rich, interactive learning experience for students.
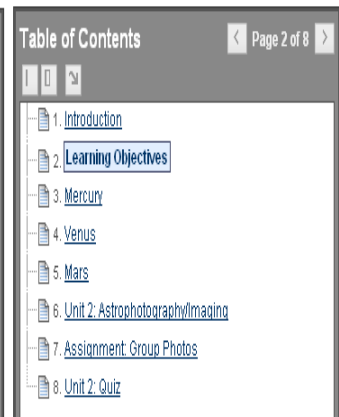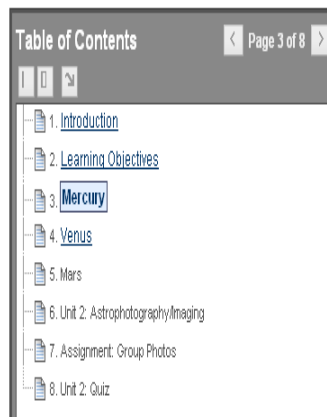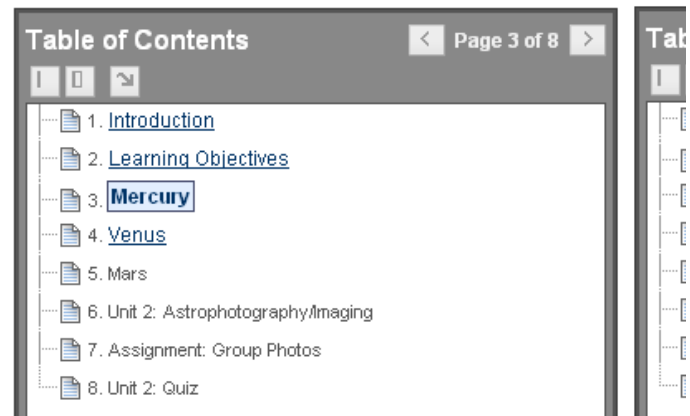
Learning Modules are used to package and present content. A Learning Module is similar to a folder and allows instructors to organize related content together. Students typically access Learning Modules from Content Areas. Take Note A On the Course Menu, click the Units Content Area which holds a Learning Module. B The Learning Module is designated by an icon. * Note: The system administrator selects the icon set for the institution so you may see different icons than shown above.	
Depending on how an instructor sets up a Learning Module, students can view content in one of two ways: - Sequentially: material is viewed in a specific order. - Non-sequentially: material is viewed in any order. A table of contents is displayed at the bottom of the Learning Module. It can be moved to the left, expanded or collapsed using the icons on the Action Bar. Take Note A. On the Action Bar of the content page or the Table of Contents, use the arrow buttons to page through content sequentially. As you progress through the pages, the current page is highlighted in the Table of Contents. B. On the Action Bar of the Table of Contents, click the up arrow icon to change the position of the Table of Contents to the left side. Click the collapse or expand icon to close or open the Table of Contents. C. Use the breadcrumbs to return to the Content Area. D. The current content page is highlighted and the available pages are links.	

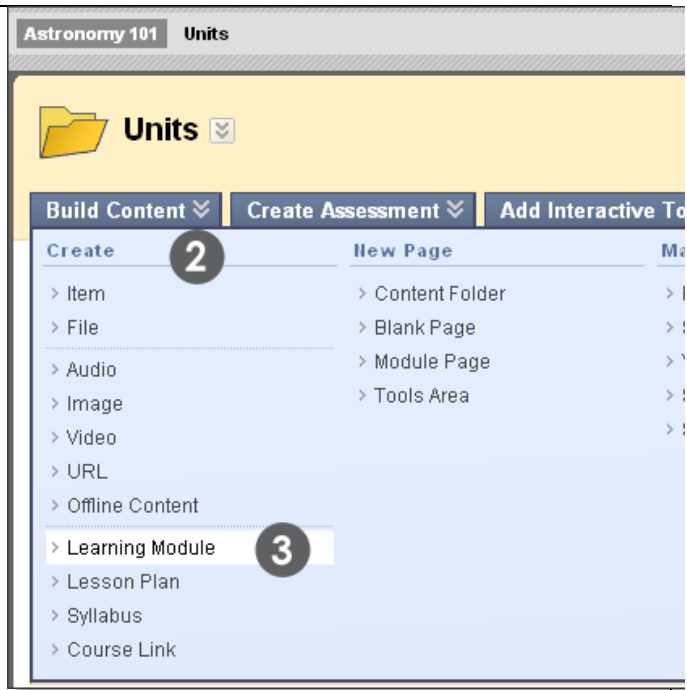|	
Take Note A. On the Action Bar of the content page or the Table of Contents, use the arrow buttons to page through content sequentially. As you progress through the pages, the current page is highlighted in the Table of Contents. B. On the Action Bar of the Table of Contents, click the down arrow icon to change the position of the Table of Contents to the bottom of the page. Click the collapse or expand icon to close or open the Table of Contents. C. Use the breadcrumbs to return to the Content Area. D. The current content page is highlighted and the available pages are links.	**Astronomy 101** Units › **Unit 2: Terrestrial Planets** **C** **Table of Co....nts** ‹ Page 2 **B** of 8 › 📄 Introduction 📄 **Learning Objectives** **D** 📄 Mercury 📄 Venus 📄 Mars 📄 Unit 2: Astrophotography/Imaging 📄 Assignment: Group Photos 📄 Unit 2: Quiz 🖋 **Learning Obje** Upon completion of this unit, you w • discuss the key features topographical, climatologi
The Learning Module's Table of Contents allows students to quickly see a list of available items. A Learning Module can contain different content types, such as discussion forums, assignments, and tests.	**Table of Contents** ‹ **Page 3 of 8** › **Tab** 📄 1. Introduction 📄 2. Learning Objectives 📄 3. **Mercury** 📄 4. Venus 📄 5. Mars 📄 6. Unit 2: Astrophotography/Imaging 📄 7. Assignment: Group Photos 📄 8. Unit 2: Quiz **Table of Contents** ‹ Page 3 of 8 › **Table of Contents** ‹ Page 2 of 8 › 📄 1. Introduction 📄 1. Introduction 📄 2. Learning Objectives 📄 2. **Learning Objectives** 📄 3. **Mercury** 📄 3. Mercury 📄 4. Venus 📄 4. Venus 📄 5. Mars 📄 5. Mars 📄 6. Unit 2: Astrophotography/Imaging 📄 6. Unit 2: Astrophotography/Imaging 📄 7. Assignment: Group Photos 📄 7. Assignment: Group Photos 📄 8. Unit 2: Quiz 📄 8. Unit 2: Quiz

First, you will add a Learning Module to a Content Area. This first step creates an empty shell. Content is added in the next step.
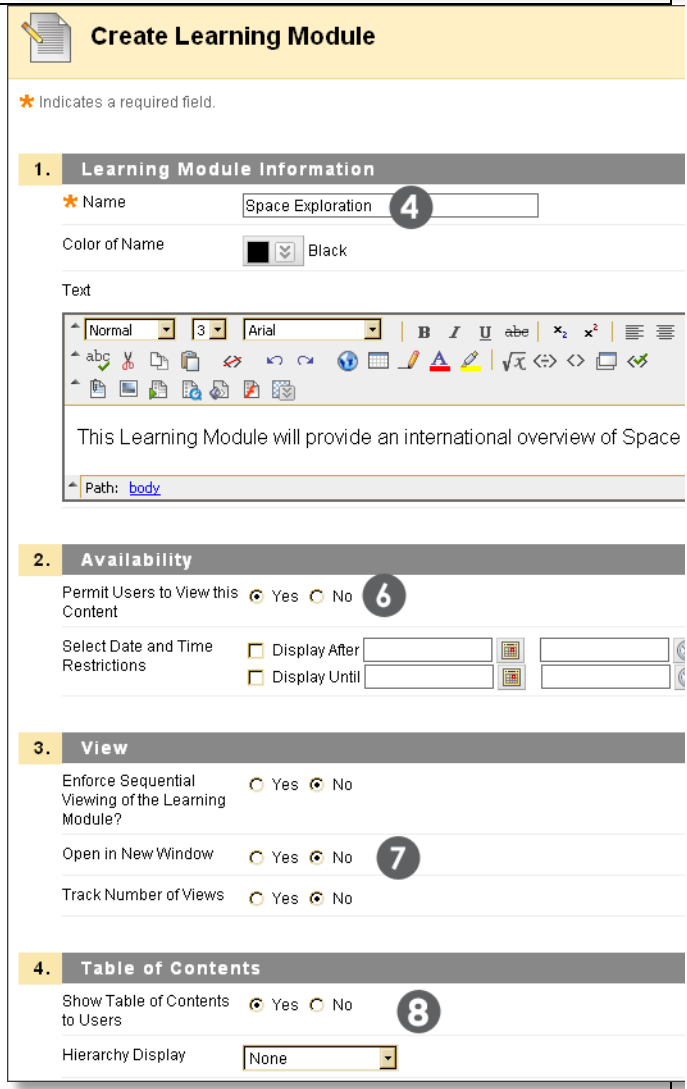*Note: In this workshop, the phrase "in Edit Mode" refers to Edit Mode being ON, showing all the instructor's functions.

QUICK STEPS: **Adding a Learning Module**
1 In **Edit Mode**, on the Course Menu, click an existing Content Area or create a new one.
2 On the Content Area's Action Bar, click **Build Content** to access the drop-down list.
3 Select **Learning Module**.

Astronomy 101	Units

📁 **Units** ▾

Build Content ▾	Create Assessment ▾	Add Interactive To

Create ②	New Page	Ma
› Item	› Content Folder	›
› File	› Blank Page	›
› Audio	› Module Page	›
› Image	› Tools Area	›
› Video		›
› URL		
› Offline Content		
› Learning Module ③		
› Lesson Plan		
› Syllabus		
› Course Link		

4 On the **Create Learning Module** page, enter a **Name**. Students access the Learning Module by clicking the name you enter.
5 Optionally, enter a description in the **Text** box. Use the Text Editor to format it, if desired. The description appears below the Learning Module **Name**.
6 Select the **Options**.
7 Click **Submit**.

📝 **Create Learning Module**

★ Indicates a required field.

1. Learning Module Information

★ Name   Space Exploration ④

Color of Name   ⬛ ▾ Black

Text

This Learning Module will provide an international overview of Space

Path: body

2. Availability

Permit Users to View this Content   ⦿ Yes ○ No ⑥

Select Date and Time Restrictions   ☐ Display After [   ] 📅 [   ]
☐ Display Until [   ] 📅 [   ]

3. View

Enforce Sequential Viewing of the Learning Module?   ○ Yes ⦿ No

Open in New Window   ○ Yes ⦿ No ⑦

Track Number of Views   ○ Yes ⦿ No

4. Table of Contents

Show Table of Contents to Users   ⦿ Yes ○ No ⑧

Hierarchy Display   [None ▾]

Adding Items to a Learning Module
An item can be any type of formatted text, such as learning objectives, a reading list, or lecture notes. Images, external links, tables, bulleted lists, and file attachments can also be added.
*QUICK STEPS: **Adding Items to a Learning Module***
1 In **Edit Mode**, on the Course Menu, click the Content Area containing the Learning Module.
2 On the Content Area page, click the Learning Module's title.
3 On the Learning Module's Action Bar, point to **Build Content** and click **Item**.
4 On the **Create Item** page, enter a **Name**. The **Name** will appear in the Table of Contents in the Learning Module.
5 Enter text or other content in the **Text** box. Use the Text Editor to format it, if desired. The information appears below the item's **Name**.
6 Add attached files by clicking **Browse My Computer** or **Browse Course Files**.
7 Select the **Options** for availability, viewing tracking, and **Date and Time Restrictions**.
8 Click **Submit**.

You can enter a name for a file attachment, rather than use the file name. If you do not enter a name, the file name will be used.

4

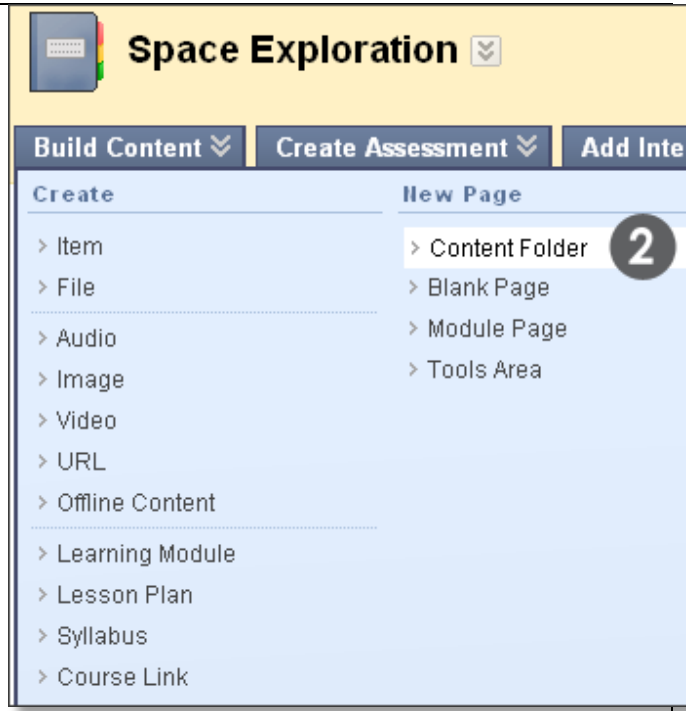|	
Adding Files to a Learning Module Adding files to the Learning Module is similar to adding items. The difference is that when you add a file, there is no text editor available to write a description of the file. Students will click the file name and open or download the file. The action is dependent on what type of file has been added. The Special Action setting you select will determine how the file is added. ***More specifics about files is found in the manual. *QUICK STEPS:* **Adding Files to a Learning Module** 1 In **Edit Mode**, access the Learning Module. 2 On the Learning Module's Action Bar, point to **Build Content** and then click **File**. 3 On the **Create File** page, find the file to upload by clicking **Browse My Computer** or **Browse Course Files**. 4. Enter a **Name**. The **Name** will appear in the Table of Contents in the Learning Module. If a name is not entered, the name of the file, including the file extension becomes the link in the Table of Contents. 5. To open the file in a new window, select **Yes**. 6. Select **Options**. 7. Click **Submit**.	**Space Exploration** ⊻ **Build Content** ⊻ **Create Assessment** ⊻ **Add Interactive** **Create** › Item › File ② › Audio › Image › Video › URL › Offline Content › Learning Module › Lesson Plan › Syllabus › Course Link **New Page** › Content Folder › Blank Page › Module Page › Tools Area
The file name or the name added to the Name of Link of File will appear in the Table of Contents. If students are allowed to view content non-sequentially, they can click the file's name to gain access.	**Create File** * Indicates a required field. **1. Select File** ③ * Find File Browse My Computer Browse Course Files Selected File File Name **four systems.jpg** Select a Different File * Name Four Rocket Systems ④ Color of Name ■ ⊻ Black Open in New Window ○ Yes ⦿ No ⑤ **2. Standard Options** Permit Users to View this Content ⦿ Yes ○ No ⑥ Track Number of Views ○ Yes ⦿ No Select Date and Time Restrictions ☐ Display After [ ] 📅 [ ] ☐ Display Until [ ] 📅 [ ] **3. Submit**

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 is placed within a folder becomes a sub-section of the Table of Contents hierarchy. Numbers or letters can be used to label the hierarchy to further illustrate the relationship among items.

QUICK STEPS: adding folders to a Learning Module
1. In **Edit Mode**, access the Learning Module.
2. On the Learning Module's Action Bar, point to **Build Content** and click **Content Folder**.

Adding Folders to a Learning Module

Each folder itself is a page in the Learning Module. It is important to provide a description or other content in the text editor when adding a folder so that the page will not appear blank to students navigating through the Learning Module.

3. On the **Create Content Folder** page, enter a **Name**. The **Name** will appear in the Table of Contents in the Learning Module.
4. Enter text in the **Text** box. It is important to add a description or other information here to that the page does not appear blank when students access it. Use formatting options to select font face, size, alignment and color. Use the Text Editor to insert images, embed multimedia files and spell check.
5. Select the **Options** for availability, tracking, and date and time restrictions.
6. Click **Submit**.