



## Adding a Learning Module

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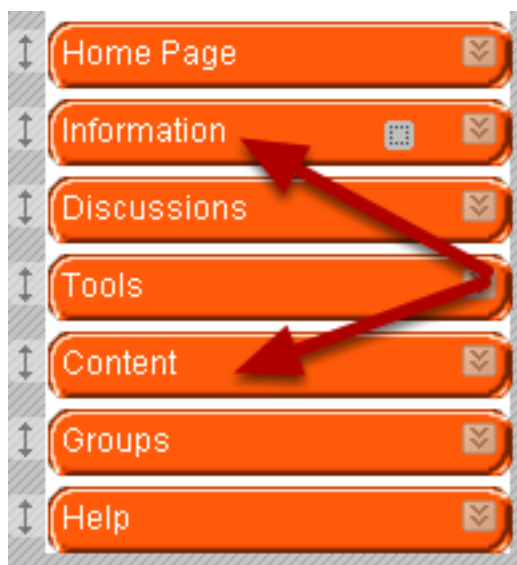
A Learning Module is a collection of Content Items focused on a specific subject that students can navigate at their own pace. For example, a Learning Module about the solar system can include lecture notes, links to websites with pictures of all the planets, and assignments. Instructors can create a structured path for progressing through the items. The path can be set so that students must view content sequentially, or set to permit users to view the content in any order.

### Enable Edit Mode



First make sure that **Edit Mode** is **ON**.

### Select Content Folder Where Data Will Be Added (Your Folder Names May Vary)



From the **Course Menu**, select folder where **Learning Module** will be added.



## Select Create Item Option

The screenshot shows the Blackboard navigation menu with three main sections: **Build Content**, **Create Assessment**, and **Add Interactive Tool**. The **Build Content** section is expanded, showing three sub-menus: **Create**, **New Page**, and **Mashups**. The **Create** sub-menu is further expanded, listing options: Item, File, Image, URL, Learning Module, Lesson Plan, Syllabus, and Course Link. A red arrow points to the **Learning Module** option.

Hover your cursor over the **Build Content** drop down menu. From the **Create** menu, select **Learning Module**.

## Name Learning Module

The screenshot shows the '1. Learning Module Information' form. It includes a required 'Name' field (marked with a red asterisk), a 'Color of Name' dropdown menu set to 'Black', and a 'Text' editor with a rich toolbar. The toolbar includes options for text formatting (Normal, Bold, Italic, Underline), font color (abc), background color, text alignment, bulleted and numbered lists, and other editing tools. A 'Text Editor is: ON' toggle is visible in the top right corner of the editor.



Under **Learning Module Information**, enter a **Name** (required) and **Text** (optional)



## Set Availability

### 2. Availability

Permit Users to View this Content  Yes  No

Select Date and Time Restrictions  Display After      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

1. Select **Yes** or **No** for **Permit Users to View this Content**. Select **Yes** if you want students to have access.
2. Select **Date and Time Restrictions** as desired.

## Views

### 3. View

Select **Yes** to force users to progress through the content in the order that is set by the number next to each Content Item. Users are unable to advance to a page within the Learning Unit without viewing the previous page.

Enforce Sequential Viewing of the Learning Module?  Yes  No

Open in New Window  Yes  No

Track Number of Views  Yes  No

1. Select **Yes** or **No** for **Enforce Sequential Viewing for the Learning Module**. Selecting Yes will require students to view the contents of the Learning Module in a set sequence.
2. Select **Yes** or **No** (recommended) for **Open in New Window**.
3. Select **Yes** or **No** for **Track Number of Views**.



## Table of Contents

### 4. Table of Contents

Select **Yes** to show a structured view of the Learning Module. Users can choose to display the Table of Contents on the bottom or on the side of the Learning Module.

Show Table of Contents to Users  Yes  No

Hierarchy Display

None  
Letters  
Mixed  
Numbers  
Roman Numerals

1. Select **Yes** or **No** for **Show Table of Contents to Users**. Selecting Yes will display all the content within the Learning Module within a Table of Contents, which students can also use to navigate through the Learning Module.
2. If a Table of Contents is used, indicate in **Hierarchy Display** which type of lettering or numbering to use. Available choices includes: None, Letters, Mixed, Numbers or Roman Numerals.

## Submit

Cancel Submit

When finished, click **Submit**. A confirmation message should appear indicating the Learning Module was successfully added. The newly added Learning Module icon should also appear within the content area.