

Learning Modules

A **Learning Module** is an area where course materials can be placed. In general, a **Learning Module** is used to display material that should appear in sequential order. For example, a “Weekly Unit” module might contain an overview page, lesson pages, a discussion board element, and an assignment or a quiz—to be completed in that order. Files included in a **Learning Module** work best if they are formatted in HTML.

If you simply want to organize content in your course (organizing handouts, for example), it would be best to organize the files into a **Folder** (see page 21).

Both file and content links can be included in a **Learning Module** (see pages 24 - 26) for a description of file and content links.

Creating a **Learning Module** involves:

- Adding the **Learning Module** tool
- Creating and/or uploading content, using WebCT utilities in the **File Manager**
- Adding and organizing links to content files in the **Learning Module**

Adding a Learning Module

A **Learning Module** *cannot* be added to a course unless the **Learning Module** tool has been included in the course. If the **Learning Module** tool is not listed in the **Course Tools Menu** of a course, the tool has not been added.

To include the **Learning Module** tool in a WebCT course,

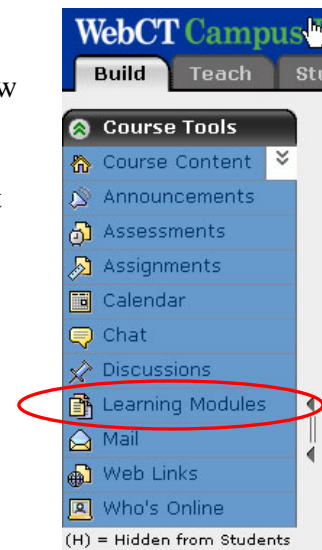
Step 1. Click the **Build** tab.

Step 2. Click **Manage Course** from the **Designer Tools** menu (below the **Course Tools Menu**).

Step 3. Click **Tools** at the top of the **Manage Course** window. A list of tools that can be added to a course is displayed.

Step 4. Select the **Learning Module** option located in the **Content Tools** section.

Step 5. Click the **Save** button at the bottom of the **Tools** screen. The **Learning Module** tool will appear under the **Course Tools Menu** (see screenshot at right).



Once the **Learning Module** tool has been added to a course, individual

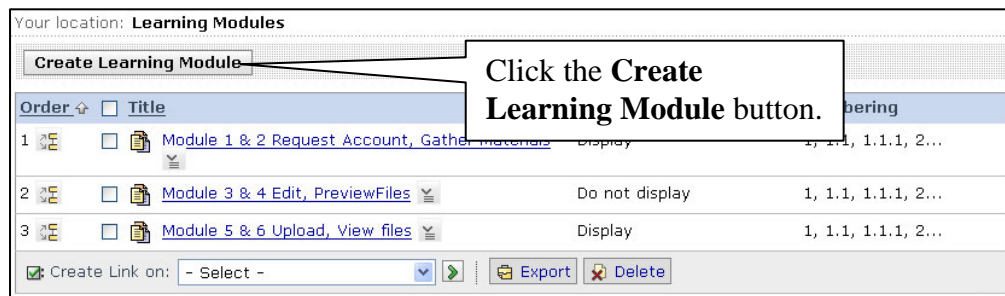
Learning Modules can be added.

TIP: If you wish to hide the **Learning Modules** tool from your students, access the **Course Menu** page located under **Manage Course**. All **Learning Modules** included in a course will remain available for your students, even if the tool is hidden on the **Course Tools Menu**.

To add a **Learning Module** to a course:

Step 1. Click the **Build** tab.

Step 2. From the **Course Tools Menu** (on the left), click **Learning Modules**. The **Learning Modules** page will appear.



Step 3. Click the **Create Learning Module** button at the top of the page:

Step 4. Enter the properties for the new **Learning Module** (see screenshot below for reference):

- a. Type a title for the new Learning Module in the **Title** text box. The title for a Learning Module is the label users click to access it.
- b. Type a description for the Learning Module if you wish the title to be displayed with a description. This attribute is optional.
- c. Select **Show Item** or **Hide Item** next to **Item Visibility**, depending on your preference.
- d. Choose a numbering preference from the **Numbering** drop-down menu (in the **Table of Contents** section).
- e. Under the option for **Display Table of Contents**, select **On the left** or **Do not display**, depending on your preference.
- f. Choose an option in the section labeled **First page of the Learning Module should be**. The options to choose from are labeled **The Table of Contents** or **The first page in the Table of Contents**.

Step 5. Click the **Save** button to save the new Learning Module. The new Learning Module will appear under the **Learning Modules** tool.

Learning Modules

**Learning
Module
properties
screen (sample
information)**

Create Learning Module

* Title:

Description:

Item Visibility: Show Item
 Hide Item

Table of Contents

Numbering:

Display Table of Contents:
 On the left
 Do not display

First page of the Learning Module should be:

The Table of Contents
 The first page in the Table of Contents

* Required field

Once a **Learning Module** has been added, it can be included as a content link within the **Course Content Home** area or **Folder**.