

Adding and Organizing Content Items in a Learning Module

The purpose of a **Learning Module** is to display your course content for your students. Within a **Learning Module**, headings, file, and content links can be added to create a listing of course content (similar to a Table of Contents).

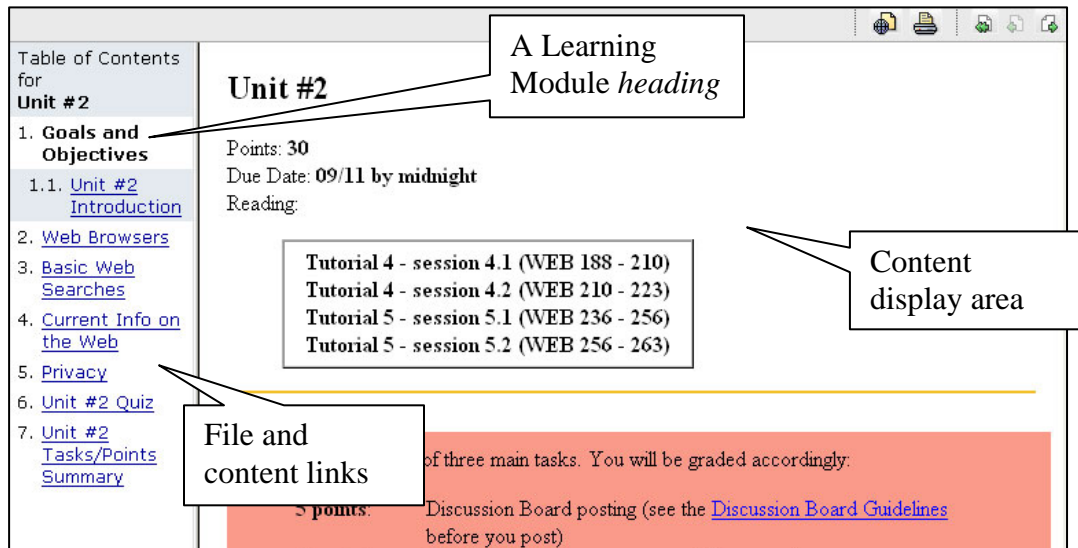


figure 1.1 A sample Learning Module, student view

As a designer, all Learning Modules included in a course are accessed via the **Learning Modules** tool located in the **Course Tools Menu**. Students can access course Learning Modules from this tool or via links placed in the **Course Content Home** area by a course designer.

Once files or content links are added to a Learning Module, they can be organized to fit the needs of the instructor and the students. Once files and content links have been added to a Learning Module, a designer can add headings, organize links, or edit existing elements.

Adding Files or Content Links to a Learning Module

Files that are linked in a **Learning Module** must be stored in the **File Manager**. A file can be uploaded to the **File Manager** prior to linking to it from a **Learning Module**, or the file will be uploaded to the **Learning Module** automatically when a link to a file on a user's computer is placed in a **Learning Module**.

Adding a File Link

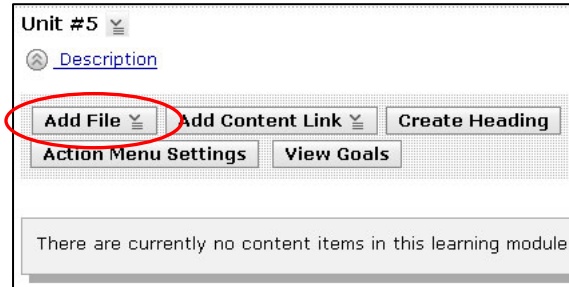
To add a link to a file in a **Learning Module**:

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

Step 2. From the **Course Tools Menu**, click the **Learning Modules** tool.

Step 3. Locate and click the Learning Module to which files will be added.

Step 4. Click **Add File** at the top of the **Learning Module** page.



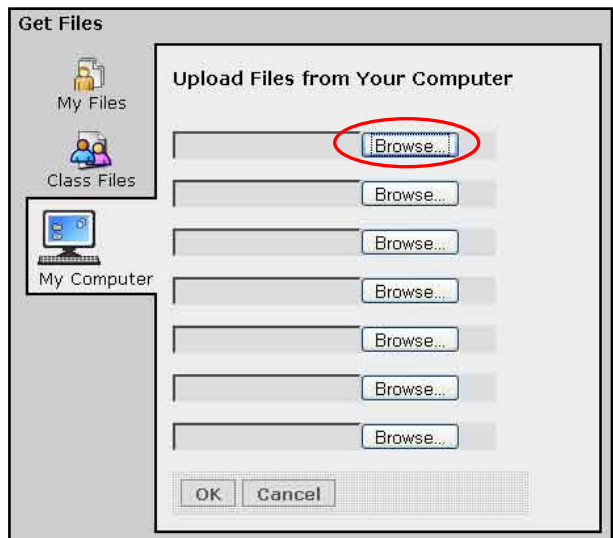
Step 5. Click **Browse for Files**.

Step 6. If the file to be linked to already exists in the **File Manager**, click the **Class Files** button on the left.

- a. Select a file from folders and files listed in the **Content Browser** window
- b. Click **OK** at the bottom of the window to add a link to the file to the **Learning Module**.

Step 1. If the file to be linked exists on your computer and not in the **File Manager**, click **My Computer** on the left.

- a. Click the first **Browse** button at the top of the **Get Files** window (see screenshot at right).
- b. Choose the file from your computer you would like to add to your **Learning Module**.
- c. Repeat the step above up to seven times using the corresponding **Browse** button to add more than one file at a time.
- d. Click **OK** to add the files you have selected. The files will be automatically uploaded to the **File Manager** and links to the files will be placed in the **Learning Module**.



Adding a Content Link

Before links to WebCT content can be included, the content must already exist. Content that can be added as a link to a **Learning Module** include:

- an **Assessment** (such as a quiz/exam, self-test, or survey)
- an **Assignment**
- a **Chat** room
- a **Discussion Board** topic
- a **Web Link**

Adding a Link to an Assessment

To add a link to an Assessment (such as a quiz/exam, self-test or survey) in a **Learning Module**:

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

Step 2. From the **Course Tools Menu**, click **Learning Modules**.

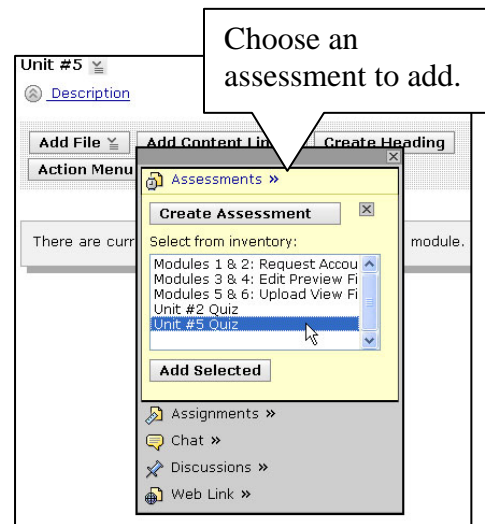
Step 3. Locate and click the **Learning Module** to which files will be added.

Step 4. From the **Learning Module**, click **Add Content Link** at the top. A drop-down menu will appear.

Step 5. Choose the option labeled **Assessments** from the drop-down menu. A list of assessments (quizzes, exams, surveys) will be displayed (see screenshot at right).

Step 6. Click the assessment to be added.

Step 7. Click **Add Selected** at the bottom of the drop-down menu. A link to the assessment will appear in the **Learning Module**.



Adding a Link to an Assignment

To add a link to an Assignment in a **Learning Module**:

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

Step 2. From the **Course Tools Menu**, click **Learning Modules**.

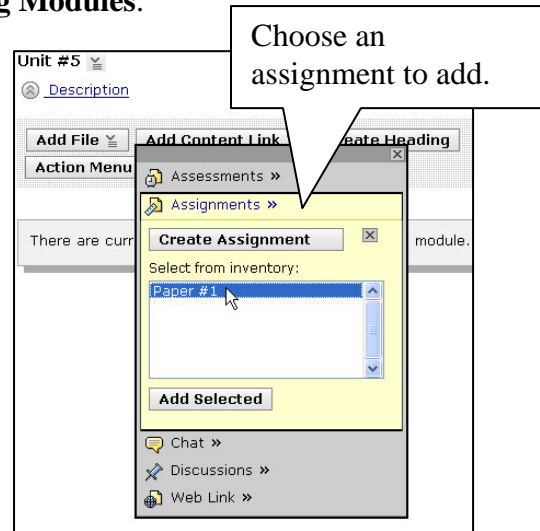
Step 3. Locate and click the **Learning Module** to which files will be added.

Step 4. From the **Learning Module**, click the **Add Content Link** button at the top. A drop-down menu will appear.

Step 5. Choose the option labeled **Assignments** from the drop-down menu. A list of assignments will be displayed (see screenshot at right).

Step 6. Click the assignment to be added.

Step 7. Click **Add Selected** at the bottom of the drop-down menu. A link to the assignment will appear in the **Learning Module**.



Adding a Link to a Chat Room

To add a link to a Chat room in a **Learning Module**:

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

Step 2. From the **Course Tools Menu**, click **Learning Modules**.

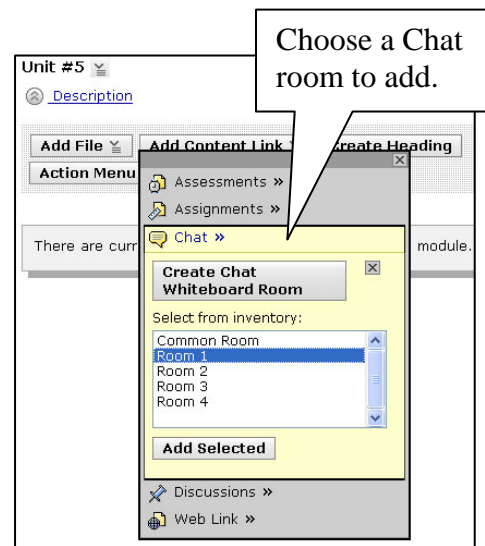
Step 3. Locate and click the **Learning Module** to which files will be added.

Step 4. From the **Learning Module**, click **Add Content Link** at the top. A drop-down menu will appear.

Step 8. Choose the option labeled **Chat** from the drop-down menu. A list of Chat rooms will become available (see screenshot at right).

Step 5. Click the Chat room to be added.

Step 6. Click **Add Selected** at the bottom of the drop-down menu. A link to the Chat room will appear in the **Learning Module**.



Adding a Link to a Discussion Board Topic

To add a link to a Discussion Board topic in a **Learning Module**:

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

Step 2. From the **Course Tools Menu**, click **Learning Modules**.

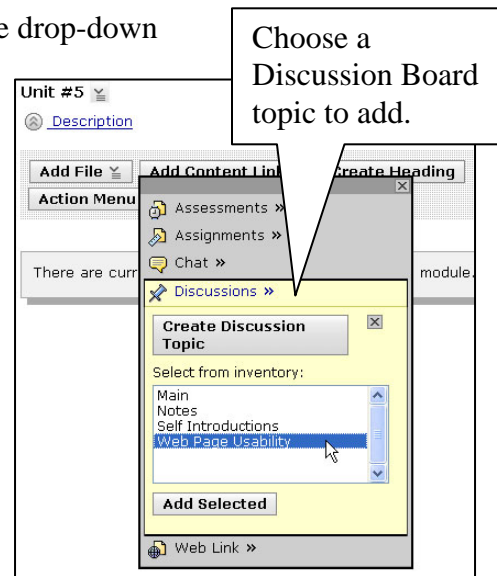
Step 3. Locate and click the **Learning Module** to which files will be added.

Step 4. From the **Learning Module**, click **Add Content Link** at the top. A drop-down menu will appear.

Step 5. Choose the option labeled **Discussions** from the drop-down menu. A list of Discussion Board topics will be displayed (see screenshot at right).

Step 6. Click the Discussion Board topic to be added.

Step 7. Click **Add Selected** at the bottom of the drop-down menu. A link to the Discussion Board topic will appear in the **Learning Module**.



Adding a Link to Web Link

To add a link to a **Web Link** (Web page or URL) in a **Learning Module**:

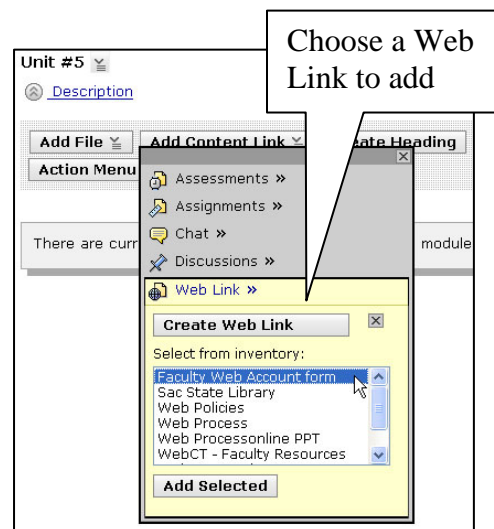
Step 1. Click the **Build** tab.

Step 2. From the **Course Tools Menu**, click **Learning Modules**.

Step 3. Locate and click the **Learning Module** to which files will be added.

Step 4. From the **Learning Module**, click the **Add Content Link** button at the top. A drop-down menu will appear.

Step 5. Choose the option labeled **Web Link** from the drop-down menu. A list of Web Links will become available (see screenshot at right).



Learning Modules

Step 6. Click the Web Link to be added.

Step 7. Click **Add Selected** at the bottom of the drop-down menu. A link to the Web Link will appear in the **Learning Module**.