Adding Headings to a Learning Module

Headings provide a method for organizing the course material you want referenced in a **Learning Module**. To add a heading:
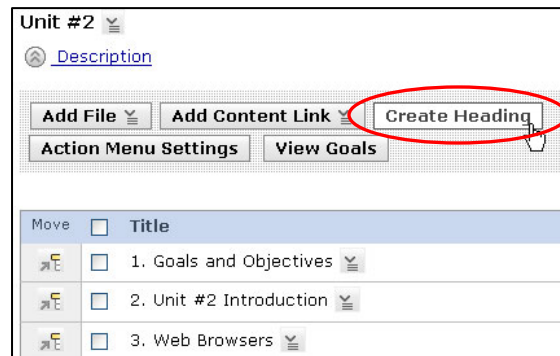
    Step 1. Click the **Build** tab.

    Step 2. Click **Learning Modules** in the **Course Tools Menu**. A list of existing Learning Modules will be displayed.

    Step 3. Locate and click the **Learning Module** to be worked on.

    Step 4. From the **Learning Module**, click **Create Heading** at the top (see screenshot at right).

    Step 5. Type the heading name in the **Heading Text** text box.

    Step 6. Click the **Save** button.

Organizing Content Items in a Learning Module

Within a **Learning Module**, layout can be altered by indenting linked files, content, or headings. Elements of a Learning Module can also be reordered.

To indent linked files, content, or headings:

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

    Step 2. Click **Learning Modules** in the **Course Tools Menu**. A list of existing Learning Modules will be displayed.

    Step 3. Locate and click the **Learning Module** to be worked on.

    Step 4. From the Learning Module, select the files to be indented by clicking the corresponding check box for each file.

    Step 5. Click the **Indent** button at the bottom of the Learning Module screen.

To reorder linked files, content, or headings:

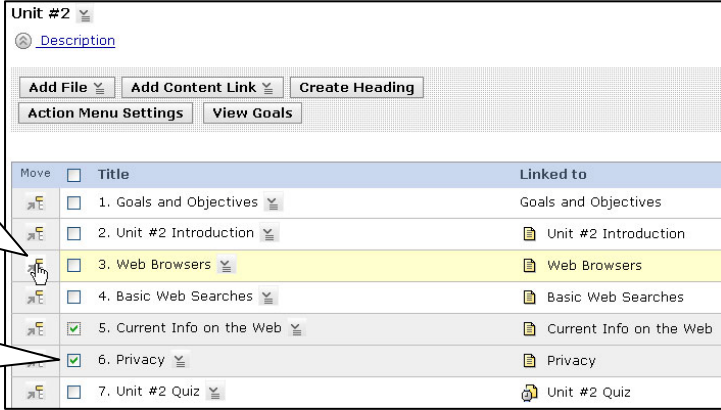**Step 1.** Click the **Build** tab.

Step 2. Click **Learning Modules** in the **Course Tools Menu**. A list of existing Learning Modules will be displayed.

Step 3. Locate and click the **Learning Module** to be worked on.

Step 4. From the Learning Module, select the files to be reordered (moved) by clicking the corresponding check box for each file.

Step 5. Click the **Move Selected Items Above** icon located to the left of the file, content link, or heading that the selected files are to be moved above.

    a. If the content item is to be moved to the bottom of the list, click the **Move Selected Items to Bottom of List** icon located to the left of the last item in the Learning Module.

2. Click the **Move Selected Items Above** icon to move the item.

1. Select the content items to be moved.

Editing Learning Module Content Items

Within the context of your Learning Module, you may want to delete items or edit titles.

To change item titles in a Learning Module:

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

Step 2. Click **Learning Modules** in the **Course Tools Menu**. A list of existing Learning Modules will show.
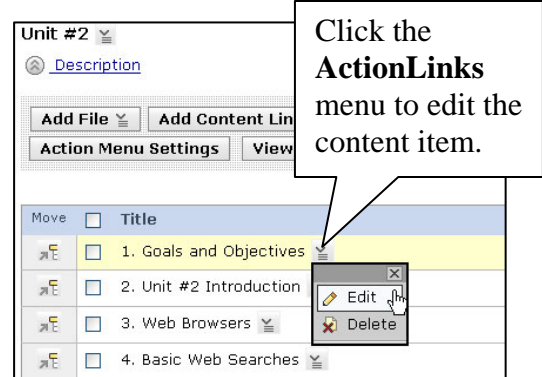
Step 3. Locate and click the **Learning Module** to be edited.

Step 4. From the Learning Module, click the
ActionLinks menu ⩔ located to the
right of the item to be edited.

Step 5. Click **Edit** from the ActionLinks menu.

Step 6. Edit the item title in the **Text** text box.

Step 7. Click the **Save** button to save the edited
title.

Unit #2 ⩔

⊙ Description

| Add File ⩔ | Add Content Lin |
| Action Menu Settings | View |

Move	☐	Title
〽	☐	1. Goals and Objectives ⩔
〽	☐	2. Unit #2 Introduction
〽	☐	3. Web Browsers ⩔
〽	☐	4. Basic Web Searches ⩔

✏ Edit
❌ Delete

Click the
ActionLinks
menu to edit the
content item.

To delete content items in a Learning Module:

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

Step 2. Click **Learning Modules** in the **Course Tools Menu**. A list of existing Learning
Modules will show.

Step 3. Locate and click the **Learning Module** to be edited.

Step 4. From the Learning Module, click the **ActionLinks** menu ⩔ located to the right of
the item to be edited (see screenshot in last section).

Step 5. Click **Delete** from the ActionLinks menu.

Step 6. Click **OK** to confirm the deletion.