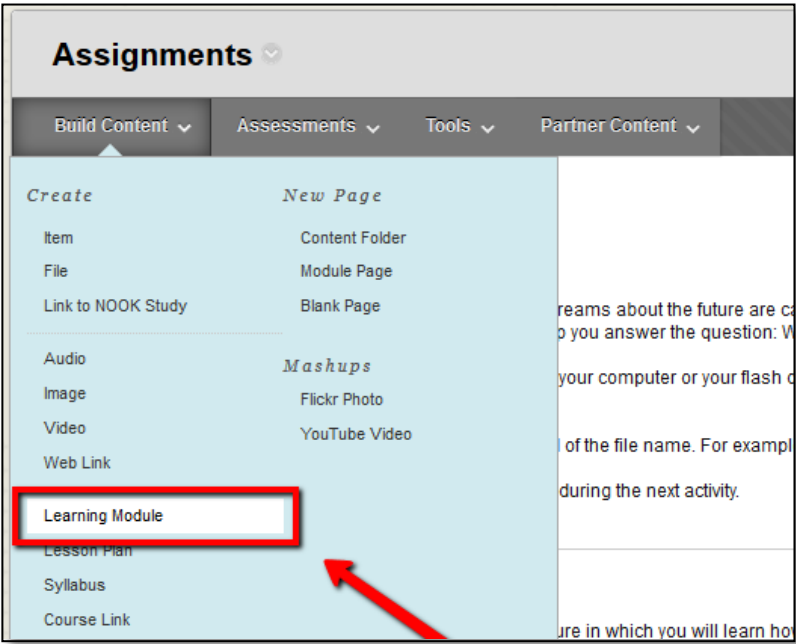


Introduction to Learning Modules

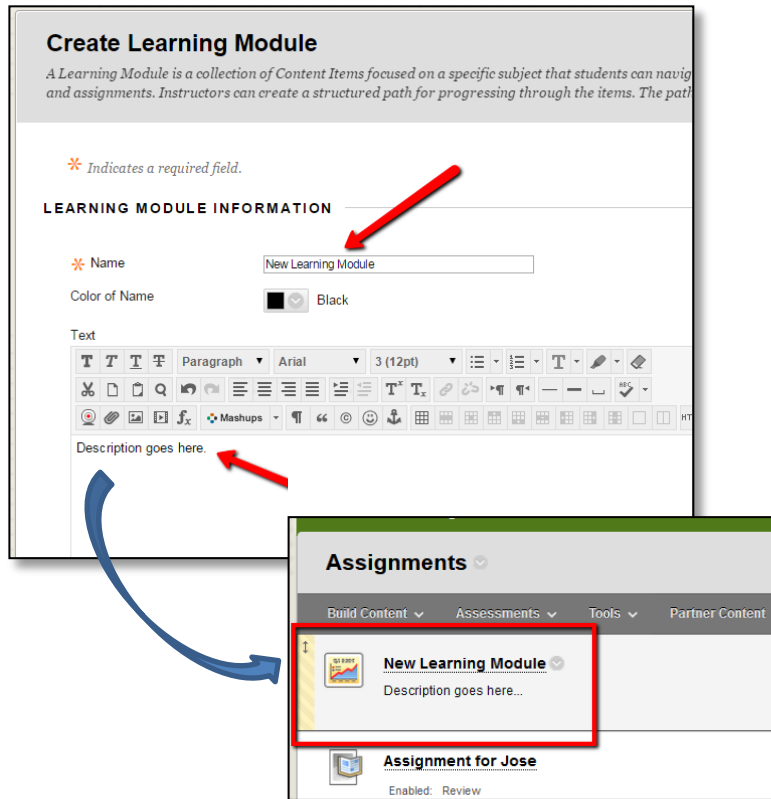
Learning Modules are one of the three ways to organize your course content in Blackboard. Learning Modules organize course materials in a particular order and will display just one piece of content (such as an item, file, or video) at a time, thereby only allowing students to progress sequentially through the module's content. The content in a Learning Module is generally organized in a table of contents, which also displays links to all the content of any subfolder you include in the module. These qualities make Learning Modules well suited for units that must be completed in a specific sequence, or are particularly text-heavy, or have many subfolders that would benefit from a bird's-eye view. Finally, they also encourage students to slow down and focus on each individual piece of content.

This guide outlines how to set up a Learning Module and highlights two issues you should consider while organizing your materials. Since building content in a Learning Module works the same way as it does in a Content Folder, this guide will not cover that process. For more information on building content in Blackboard, please see the quick guide "Introduction to Blackboard: Part III": <http://spsfaculty.commons.gc.cuny.edu/quick-guides/>

<u>Step 1</u>	
<p data-bbox="219 1081 568 1113">Creating a Learning Module</p> <p data-bbox="186 1155 576 1438">In order to create the learning module, go to the content area where you would like the module to be located (e.g. under "Weekly Materials"). Then hover over the Build Content tab and select "Learning Module" from the drop down menu.</p>	 <p>The screenshot shows the 'Assignments' page in Blackboard. The 'Build Content' dropdown menu is open, displaying various options. The 'Learning Module' option is highlighted with a red box, and a red arrow points to it from the right. Other options visible include Item, File, Link to NOOK Study, Audio, Image, Video, Web Link, Lesson Plan, Syllabus, Course Link, Content Folder, Module Page, Blank Page, and Mashups (with sub-options like Flickr Photo and YouTube Video).</p>

Step 2

Provide a descriptive name for your learning module (e.g. "Week 1") and, if you would like, a description that will appear beneath the link into the module.

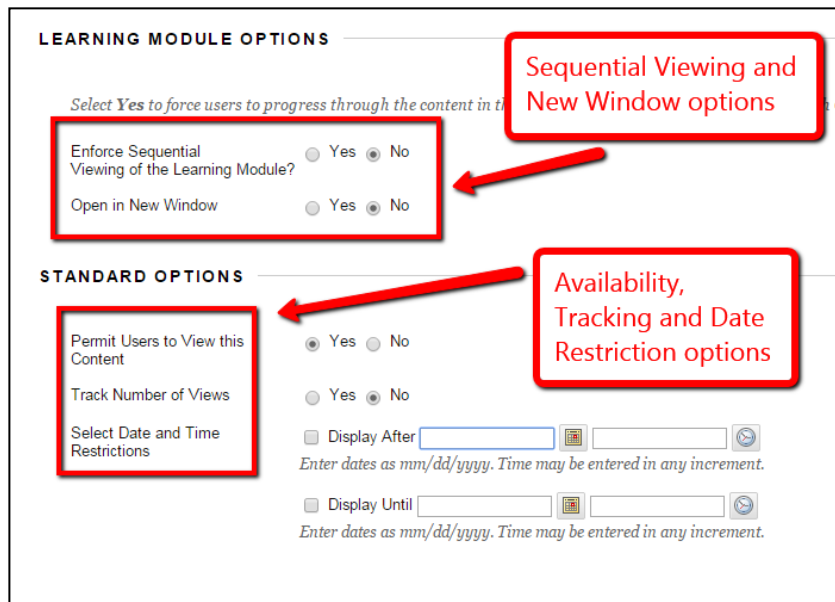


Step 3

If you would like students to view the module's contents in a specific order, select "Yes" next to **Enforce Sequential Viewing** under "Learning Module Options".

Note: The student view of the Learning Module will always consist of a Table of Contents to the left of the screen (see Step 8). If you do not enforce sequential viewing, students will be able to view the module's content randomly by clicking on the links in the Table of Contents. If sequential viewing is enforced, students will only be able to proceed sequentially from the first to the last piece of content. You can also opt here to have the module open in a new window (not recommended).

Under "Standard Options," you may set the module as unavailable to students, track the number of times the module is viewed, or provide a date range for when students can access it.



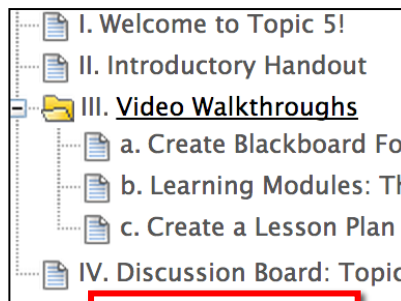
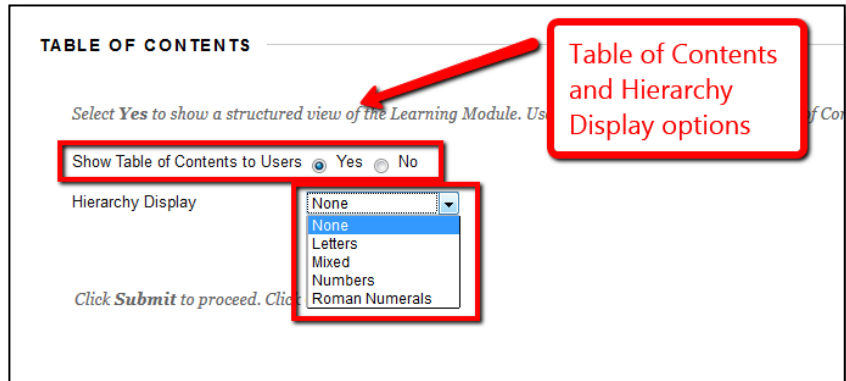
Step 4

Finally, under “Table of Contents,” we recommend you keep the default setting of “Show Table of Contents to Users” to students.

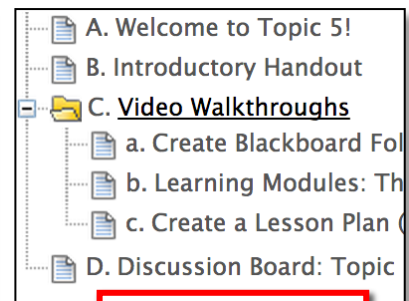
Note: if you choose not to show the Table of Contents, students will proceed through the material sequentially but they will not see the hierarchical outline/ overview.

In the “Hierarchy Display” menu, you may choose from four display styles, all of which mimic an outline by using alphanumeric characters (see examples at right).

When done, click Submit.



“Roman Numerals” Hierarchy Display

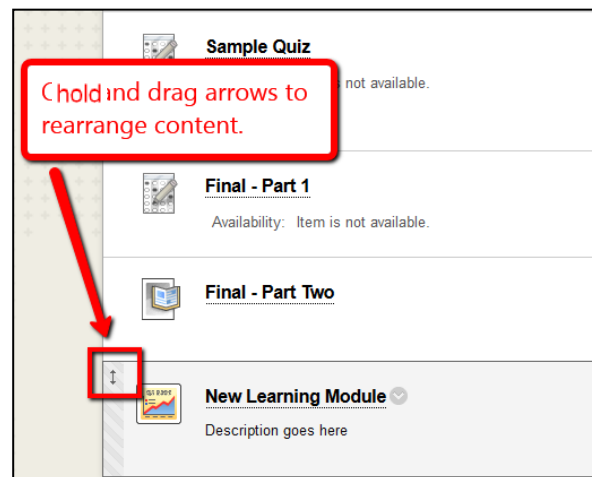


“Letters” Hierarchy Display

Step 5

The new module will appear at the bottom of the Blackboard page.

Optional: Click and hold the arrows that appear when you hover over the module and drag the module up or down to move it to a new location in the content area.



Step 6**Populating Your Learning Module**

To populate the module with content, click on its title to open it up. The Learning Module screen consists of a Table of Contents to the left of a Content Folder. Building content in a module – adding items, weblinks, mashups, test, assignments, etc. – works exactly the same as it does in a content folder. You can create nested subfolders (i.e. folders within folders) if you would like, and their contents will be included in the table of contents as well.

Table of Contents

New Learning Module

Build Content ▾ Assessments ▾ Tools ▾ Partner Co

Add content as you would in a content area.

Table of Contents will populate as you add content.

Populated TOC detail

Table of Contents

- Overview and Instructions
- Animal One: Dog
- Animal Two: Cat
- Animal Three: Cow
- Animal Sounds Assessment

Step 7

You can change the order of your course materials by dragging and dropping them in the main window. To see your changes in the table of contents, click the refresh button in the upper right corner of the Table of Contents.

Table of Contents

Animal Sounds: An Interactive Journey

Build Content ▾ AS

Click refresh button to see changes in TOC.

Drag content in main window to rearrange order.

Table of Contents

- I. Overview and Instruction
- II. Animals
 - a. Animal One: Dog
 - b. Animal Two: Cat
 - c. Animal Three: Co
- III. Animal Sounds Assesmen
- IV. Discussion Boar

Overview an

Welcome to you

- Learn how to identify animals by their physical appearances
- Learn how to identify animals by the sounds they produce.
- Test your knowledge.

Please proceed through the module step-by-step, being sure to submit the test when you are finished.

Good luck!

als

al Sounds Assessment

up what you've learned.

Step 8

Faculty View vs. Student View

The faculty view and the student view of a Learning Module differ greatly. While instructors view all content at once, for students each item in the module is displayed on a separate page (see "Student View" to the right). Students navigate through the module either by clicking on the links in the table of contents or on the page arrows on top of the page (see detail).

We recommend you always check your modules either by turning off "Edit Mode," or by entering "Student Preview" and cycling through the module pages to ensure your students are seeing what you want them to see in the right order.

For more information on the "Student Preview" feature, see our "What's New in Blackboard SP 15" quick guide: <http://spsfaculty.commons.gc.cuny.edu/quick-guides/>

Faculty view

Student view

Step 9

Course Links

When adding a course link to a Learning Module (e.g. a tool link to the discussion board, or to blogs, or wikis), the link will automatically open when students click on it. This means students will not see any instructions you entered into the module with the course link (including instructions for what to do after clicking the link).

To compensate for this, you should create a separate Item containing detailed instructions for what you'd like your students to do after clicking the course link, and position it in the Learning Module immediately before the course link.

Note: When linking to a discussion forum, we recommend creating a link to the main Discussion Board page and NOT to an individual discussion forum (because these links break when copying a course site). Make sure to include in your instructions what discussion forum students should use.

