

## Competencies

After reading this document, you will be able to:

- ◆ Create a learning module.
- ◆ Add files, content links, and SCORM content to learning modules.
- ◆ Organize content within learning modules table of contents.
- ◆ Export and import learning modules.

## Learning Modules

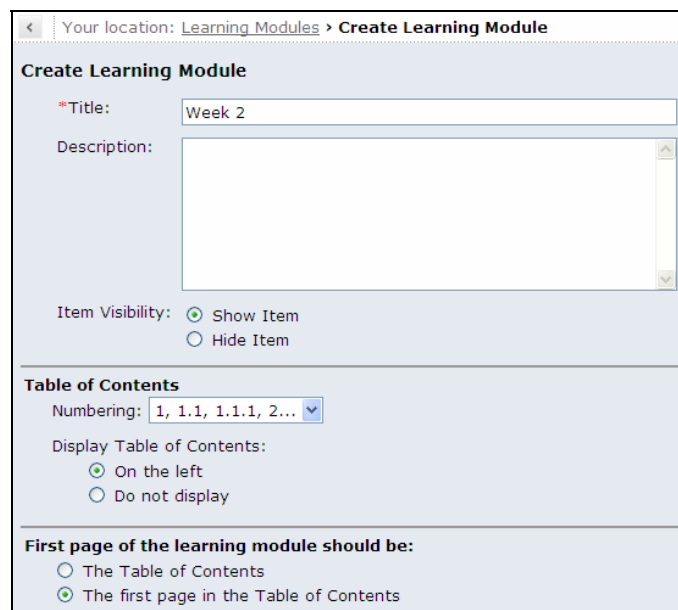
Learning modules allow the instructor to organize and deliver course content. By using learning modules instructors can specify a learning path. A learning path is meant to guide learners through the content in order to help students achieve the learning module's objectives.

## Organizing Content

After content has been added to a learning module, the module can be structured hierarchically within a table of contents by using headings and outline numbering. This allows organization of the order in which content is delivered. The Table of Contents essentially links to each page of content in the learning path. The Table of Contents links gives students the ability to click and go to any page of content thereby giving them a non-linear option.

### To Create a Learning Module:

- 1 From the *Learning Modules* screen, click **Create Learning Module**.



Your location: [Learning Modules](#) > **Create Learning Module**

**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

Figure 1: Learning Modules and Folders - Create Learning Modules

- 2 Enter a title and description.
- 3 Next to *Item Visibility*, select to show or hide the item for students.
- 4 Complete the *Table of Contents* section:
  - a From the *Numbering* drop-down list, select a numbering style for the Table of Contents.
  - b Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If *Do not display* is selected, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
- 5 Under *First page of the learning module should be*, select whether the first page in the learning module should be the *Table of Contents*, or the *first page in the Table of Contents*.

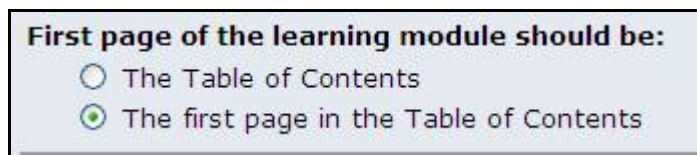


Figure 2: Learning Modules and Folders – First page of the learning module should be:

- 6 Under *Goals*, if goals are to be associated:
  - c Click **Select Goals**.
  - d Select the items and click **Add Selected**.
- 7 Click **Save**. Now items can be added to the learning module.

## Adding Content to Learning Modules

Course content can be added to a learning module. This allows related content to be placed in the same learning module so students can access the content from one place.

Files can be uploaded from a local computer using the *File Manager* tool, or create a new file.

### To Add Files to a Learning Module:

Course content may be presented by adding files in the *Course Content* or *Learning Modules* tools. This allows student to access content from these locations.

**To add a file:** Browse for files in another location or create an HTML file.

- 1 From the location where the file is to be added, click **Add File**.
- 2 Click one of the following options:
  - **Browse for Files**.
  - **Create File**.



**Note** Content that is edited within a Learning Module will be modified in all locations where the item exists within the course.

### To Add Content to Learning Modules:

- 1 From the learning module where content is to be added, click **Add Content Link**.

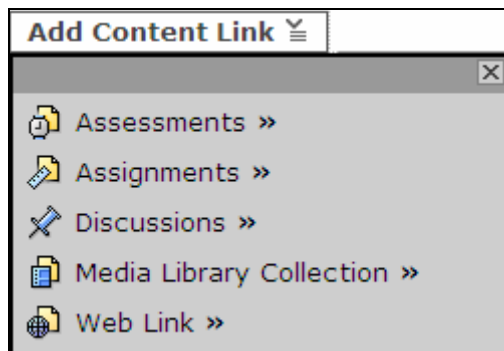


Figure 3: Learning Modules - Add Content Link



**Tip** If Content links are turned off they will not appear here. Go to Manage Course from the Teach or Build Tab and turn on any tool that is no visible and needed.

- 2 Content can be added from any content area. Choose the tool with the content to be added. The menu option expands.
- 3 Select an item from an inventory of all the items that belong to the tool, and then click **Add Selected**.

### Adding SCORM Content

Sharable Content Object Reference Model (SCORM) is a set of technical standards enabling web-based learning systems to find, import, share, reuse, and export learning content in a standardized manner. SCORM is a collection of standards and specifications for web-based e-learning. It produces small, reusable learning objects. If the course content that an instructor creates is SCORM compliant, then it can be imported and utilized in the CE 6 course.



**Note** After the SCORM content package is imported, it is referred to as a SCORM module.

SCORM modules are displayed in a user interface very similar to that of a learning module, including a table of contents and Previous and Next icons for navigation.

### To Add an Existing SCORM Module From Within the Course:

- 1 From the learning module where a SCORM module is to be added, click **Add Content Link**.

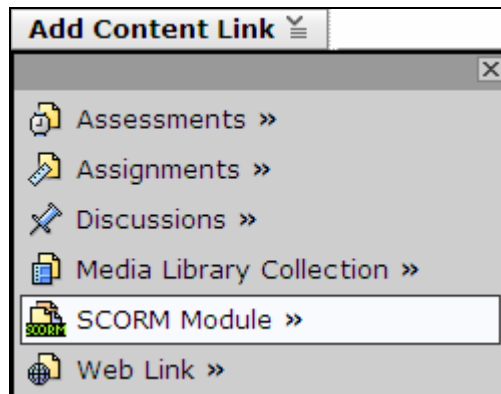


Figure 4: Learning Modules and Folders – Add SCORM Module

- 1 Click **SCORM Module**.
- 2 To add an existing SCORM module, select the SCORM module and click **Add Selected**.

### To Import a SCORM Module:

- 1 From the *Learning Module*, click **Add Content Link**.
- 2 Click **SCORM Module**.
- 3 Click **Import SCORM Module**.

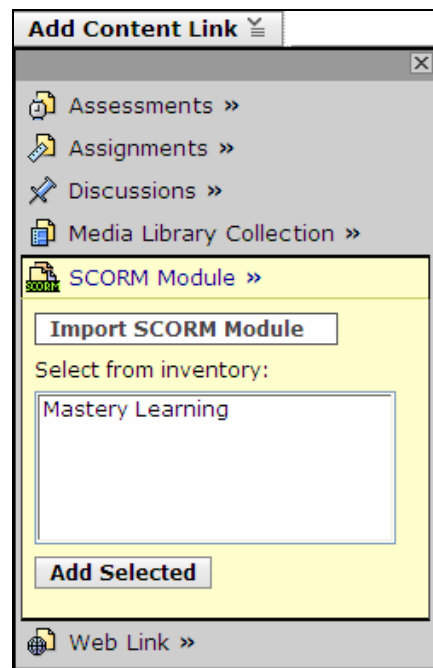


Figure 5: Learning Modules and Folders – Import SCORM Module

- 4 Under *Settings*, enter a title.
  - a From the *Numbering* drop-down list, select the numbering scheme for the table of contents.

- b In the *Author* text box, enter the author's name.
- c In the *Keywords* text box, enter searchable keywords.
- d Next to *Gradable*, select whether the SCORM module is gradable. If the gradable option is selected grades will appear in the *Grade Book* tool of the *Teach* tab.

**Import SCORM Module**

\*Title:

Numbering:

Author:

Keywords:

Description:

Gradable:  Yes  No

Only SCORM modules that contain gradable content for which Students are assigned a grade within the SCORM module and for which you select the gradable option will produce grades that appear in the **Grade Book** tool of the *Teach* tab.

Figure 6: Learning Modules and Folders – Settings for SCORM Module

- e Under *Navigation Controls*, select how Students are to navigate the SCORM module.




**Warning** SCORM content must be in zipped format.

- f Next to *File*:
  - Click **Browse**. The *Content Browser* pop-up window appears.
  - Locate and select the file to import. For more information, see *Navigating with Content Browser*.
  - Click **Save**.

## Organizing Learning Module Content

If a learning module is set to display a table of contents, a linked table of contents appears next to learning module content for navigation. The Table of Contents allows learners to click each page out of order where if the instructor chooses not to use the table of contents option then students are forced to view the content in a linear arrangement page by page. Utilizing the Table of Contents and the Selective Release options gives instructors the ability to create customized learning paths within the course meeting the needs of all students.

### To Reorder the Content in a Learning Module:

- 1 From the learning module choose the checkbox in front of the item to be moved.
- 2 Click the move icon  in front of the table of content item that the item should be above and the item is moved.

### Exporting and Importing Learning Modules

If learning modules that were created in a course are to be re-used, they can be exported from one course and imported to another.

#### To Export Learning Modules:

When a learning module is exported headings and any assessments and files linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menus are not exported. All learning module properties and action menu settings are exported, except the following: *Description*, *First page of the Learning Module should be*, and *Action Menu Status*. These items must be redefined.



**Note** If the course contains content from an e-Learning Resource Pack (e-Pack), those items cannot be exported.

- 1 From the *Learning Modules* screen, do one of the following:
  - i. To export one learning module, locate the learning module and click its **ActionLinks** icon.
  - ii. To export multiple learning modules, select each learning module you want to export.
  - iii. To export all learning modules on the page, in the table heading row, select the check box.
- 2 Click **Export**.
- 3 Navigate to the location where you want to save the zip file.
- 4 In the *Save as* text box, enter a name for the zip file.
- 5 Click **OK**.
- 6 Click **Return**.

#### To Import Learning Modules:

You can import learning modules and content modules that were created in other WebCT or Blackboard Learning System CE or Vista courses.



**Note** When a learning module is exported from a CE 6 course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- 1 On the course menu, under *Designer Tools*, click **Manage Course**.
- 2 Click **Import**.
- 3 Locate and select the zip file to be imported.
- 4 Click **View Import Log**.



**Note** If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to your content after it was imported and where it can be found in this version Campus Edition.

- 5 When you are finished viewing the import log, click **Close**.
- 6 Click **Return**.
- 7 To go to an imported learning module:
  - a Click **Learning Modules**.
  - b Locate the imported learning module and click its title.