



Adding tools and content to a learning module

Comprehensive guide for designers

For Blackboard Vista 4.x

Learning modules are used to present students with a collection of learning activities, using relevant tools and content. Learning modules can be displayed with or without a table of contents. A learning module can include the following components: assessments; assignments; chat and whiteboard; content files; discussion topics; media library collections; web links.


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Creating a learning module


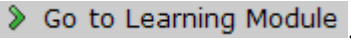
Before adding anything to a learning module it must be created. A learning module is used by designers to arrange course components into a table of contents that guides students through a learning path. Learning modules can be included on the home page or within folders.

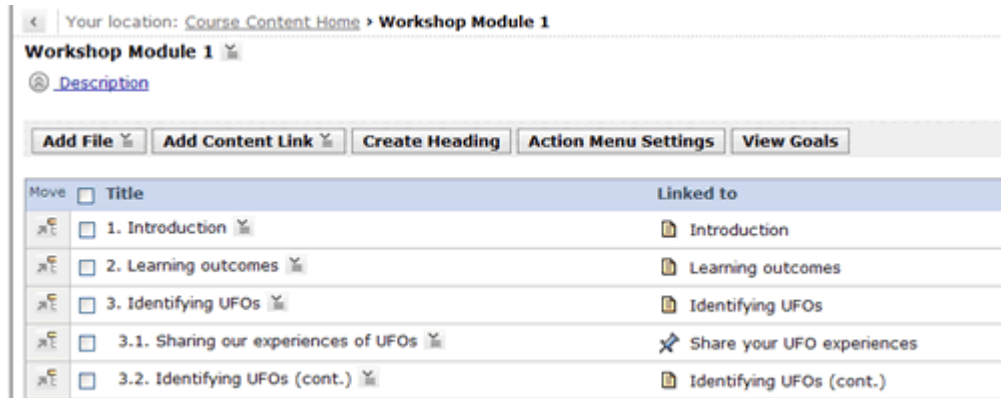
To create a learning module:

1. From the **Course Tools** menu, select **Learning Modules**. The **Learning Modules** screen opens.
2. Click **Create Learning Module** and fill out the fields as appropriate & click **Save** to return to the **Learning Modules** screen.
3. To add a link to the learning module on the home page or within a folder, click the check box to put a tick next to the newly created learning module.
4. From the drop down list next to **Create link on:** select the folder or page name and click .


Viewing components of a learning module

Learning modules can consist of a collection of tools and content. To view the components of a learning module:

1. Open the **Learning Modules** screen by selecting **Learning Modules** from the **Course Tools** menu.
2. Click the *ActionLinks* icon  next to the learning module you wish to view and select . The items are listed in page order.


















Your location: [Course Content Home](#) > **Workshop Module 1**

Workshop Module 1 

[Description](#)


[Add File](#) [Add Content Link](#) [Create Heading](#) [Action Menu Settings](#) [View Goals](#)

Move	Title	Linked to
	<input type="checkbox"/> 1. Introduction 	 Introduction
	<input type="checkbox"/> 2. Learning outcomes 	 Learning outcomes
	<input type="checkbox"/> 3. Identifying UFOs 	 Identifying UFOs
	<input type="checkbox"/> 3.1. Sharing our experiences of UFOs 	 Share your UFO experiences
	<input type="checkbox"/> 3.2. Identifying UFOs (cont.) 	 Identifying UFOs (cont.)

Adding headings to the table of contents


Headings are only displayed in a learning module if the *Table of Contents* has been set to display in the learning module settings.

1. Click [Create Heading](#) from the top menu.
2. Type your heading into the **Heading Text** box.
3. Click **Save**.
4. The heading will be added to the bottom of the *Table of Contents*. (To reposition a heading, see [Changing the order of components](#)).

If you chose not to display a *Table of Contents* when creating the learning module, then you can change this by clicking the *ActionLinks* icon  next to the title of the learning module and selecting **Edit Properties** from the drop-down list. Choose the option to display the *Table of Contents* Click **Save**.

What a student sees after opening a learning module

When a learning module is opened by a student, the first item seen is either the *Table of Contents* or the first page of the learning module.

You control which option is displayed through the settings when first creating the module (under '**First page of the learning module should be:**'). You can also change the option by clicking the *ActionLinks* icon  next to the title of the learning module and selecting **Edit Properties** from the drop-down list.

Adding components


When viewing the components of a learning module you can add assessments, assignments, chat and whiteboards, discussions, media library collections, web links, content files and headings to the displayed learning module. The components added may already exist or can be created during this process.


From the 'Add File' option

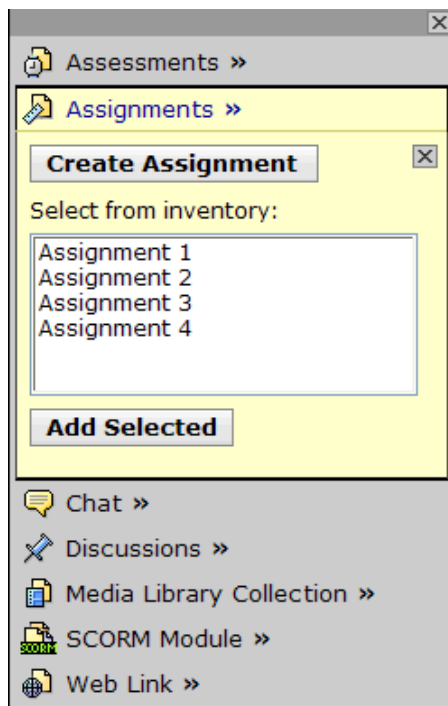
Either browse for the existing file or choose to create a new one.

From the 'Add Content Link' option



To add a component to the learning module, click the *ActionLinks* icon  next to the appropriate option from the menu above the table of components.

Select the required component type from the drop-down list. The link expands to display a list of existing components of this type, and relevant actions. To collapse this display, click the *Close* button .




- To add an existing component to the learning module, select its name from the list under 'Select from inventory:' (Multiple components can be selected by holding the keyboard Ctrl key if using Windows, or the Command key if using a Mac.) Then click **Add Selected**. The selected components will be added to the bottom of the table of contents of the displayed learning module.
- To add a new component, click the **Create ...** button – for example **Create Assignment**. The relevant create component screen is displayed. Fill in the fields and settings, then click **Save**. The component will be added to the bottom of the table of contents of the learning module currently displayed.

Tool component settings

When creating a new component in a learning module you will need to use the **Add Content Link** (e.g. **Assessments >> Create Assessment**) option described above to open the relevant component screen. You will then need to complete the details on the screen that opens with all the settings for the relevant component. Details are as follows.

Assessments


1. In the **Title** box, enter the name of the assessment.
2. Provide a description if appropriate.
3. In the **Grade Book column name** box, alter the column heading to the text you wish to appear in the grade book (e.g. a shortened version).
4. Under **Type**, select whether it will be a **Quiz**, **Survey**, or **Self test**.
5. Under **Template**, if there is an existing assessment that this will be based on, select '*Base on an existing assessment*' and from the drop-down list select the appropriate existing assessment.
6. Click **Save** once the settings are correct.

Note: Your newly created assessment will not be visible to students until questions have been added (indicated by 'Hidden' next to its title in the Table of Contents of the learning module). Once questions are added, click on the *ActionLinks* icon  for the assessment and select **Show Item**.

Assignments


1. In the **Title** box, enter the name of the assignment.
2. Provide a description if appropriate.
3. Enter your instructions in either the **HTML Creator** editing area, or the **Instructions** text box.
4. Attach any additional files relating to the assignment using the **Add Attachments** button.
5. Select the form that student submissions will take, to either **Text** with attachments (which would be the most common situation) or **Web site**.
6. Complete the **Assignment recipients** section.
7. **Dates:** Set the **Due Date** of the assignment by typing in the date or using the Date Selection calendar. If you want to add the due date to the Calendar tool, check the box next to '*Create a corresponding event in the calendar tool*'. Set the **Cutoff Date** when assignments will no longer be accepted, by typing in the date or using the Date Selection calendar.
8. Under **Grading**, set whether the assignment is to be graded; if so then complete the relevant Grade Book column title and whether to release the marks to students. Set whether it will be a numeric grade (and enter the value in the box), an Alphanumeric grade or will use a Grading Form.

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9. Click on  **More Options** to expand this area and choose if students can take back and correct work after submission; who can publish submissions (i.e. only the Section Instructor or the Section Instructor and Students can publish submissions; if the Section Instructor is notified by email of submission of an assignment and the relevant email address).
10. Click **Save** once the settings are complete.

Note: The new assignment will not be immediately available to students through the learning module until you assign it to an individual or group of students. It will be automatically shown once assigned.

Chat and/or Whiteboard

1. In the **Title** box, enter the name you want for the chat and/or whiteboard room.
2. Provide a description as appropriate.
3. Elect to how or hide the item in the learning module.
4. In **Maximum users** type the maximum number of people you want in the room at one time
5. Select either combined (Chat and Whiteboard), Chat only or Whiteboard only.
6. Click on  **More Options** to set if users can hide or show the Chat or Whiteboard in a combined room; if users can send private Chat messages; whether users can identify themselves using an alias; whether a Chat room log is maintained.
7. Click **Save** when the settings are correct.

Discussions

There are three choices for Discussion Topics:



- Threaded topic – the more traditional online discussion where users post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.
- Blog topic – a collaborative blog (weblog) space that allows users to post a chronological series of entries on a particular topic. Users can then add comments to any blog entry.
- Journal topic – a space for students to do their own writing; the journals can be kept private between the Student and the Section Instructor or shared with the class.

The steps described below are the same for each.

Threaded Topic

1. In the **Title** box, enter the name of the topic.
2. Enter details about the topic in the **Description** text box.
3. Select whether the topic will or won't be displayed.

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4. Choose a **Category** for the topic if required. By default the topic is not part of a category.
5. Select whether the topic is to be graded and if so, the method of grading and release to students.
6. Click on  **Peer Review** to expand these options. If Peer Review is allowed, select if students use a rating scale or a grading form.
7. Click on  **Topic Behaviour Options** to expand these options. Specify if students can post and reply, post only or reply only. Also select whether students can edit their messages after posting them.
8. Specify if it is to be locked (only Section Instructors only can post) and whether authors are identified or anonymous.
9. Click **Save** to complete setting up the topic.

Lectopia Link

Note: You must have a Lectopia account to use this tool.

1. In the **Title** box, enter a title for the Lectopia file.
2. Choose if you want the link to open in a new browser window.
3. Click **Configure** to open the Lectopia window.
4. Choose a unit from the 'Unit Name' list.
5. Click **Next**.
6. Choose from the options: 'Link to all recordings' or 'Link to a single recording'.
7. Click **Save**.

Media Library Collection

1. Enter the **Title** and **Description**
2. Decide whether the library will be shown or hidden.
3. Determine permissions for students
4. Enter **Keywords**
5. Click **Save**.

SCORM Module

SCORMs (Sharable Content Object Reference Module) are created outside MyLO and are imported as a zip file. These items may be files, images or quizzes.

1. In the **Title** box, enter a title for the SCORM module.
2. Choose a numbering system.
3. Enter an Author, Keywords and Description if required.
4. Choose, by clicking Yes or No, whether the SCORM module will be graded.
5. Choose from the list of navigation controls.

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6. Browse to find the SCORM .zip file.
7. Click **Save**.

Turnitin Assignment

1. Enter a **Title** for the Assignment.
2. Click on **Create Turnitin Assignment**.
3. Enter the **assignment title** and **point value**.
4. Select the relevant dates.
5. Enter any special instructions if required.
6. Click on **Submit**.

Web Link

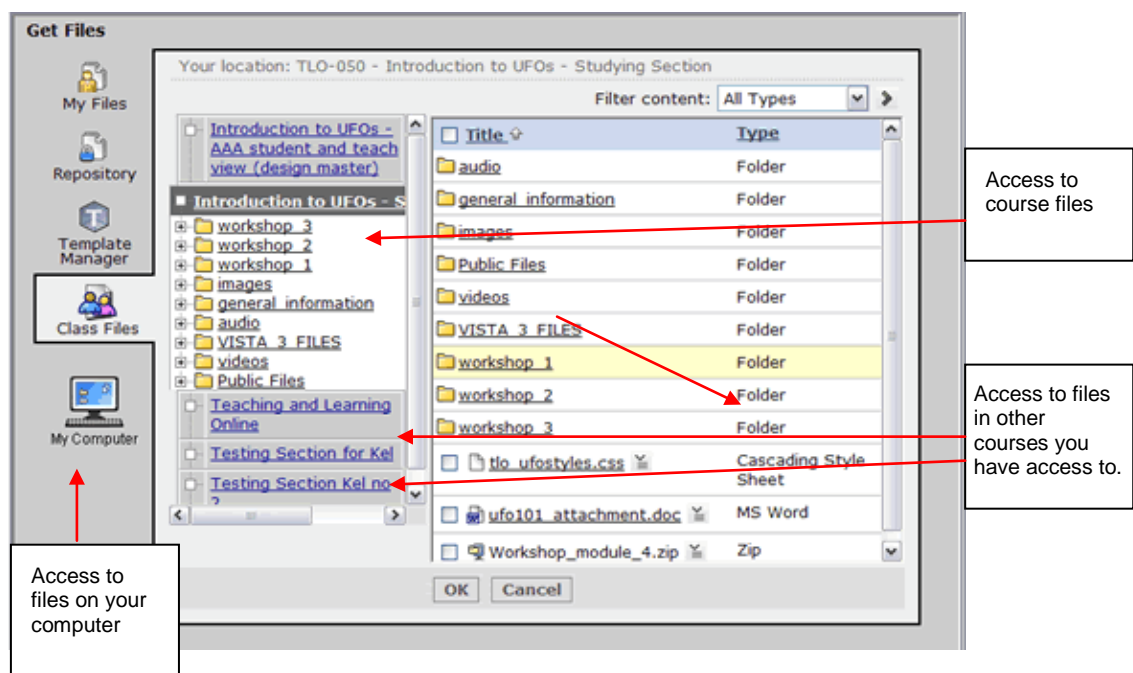
1. Enter the **Title** and **Description** (optional)
2. Decide whether the library will be shown or hidden.
3. Enter the web address (URL) and if it should open in a new browser window.
4. Choose a **Category** if required. By default the link is not part of a category.
5. Click **Save** or **Save and Create Another** to add more links.

Content files

Clicking the **Add File** option in the menu provides two options—either **Browse for Files** or **Create File**.

Browse for Files

This option allows a file to be inserted either from those already available to the section, other Blackboard Vista sections to which you have access privileges, or those accessible via your computer.



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Selecting a file within the course

Select each file that is required in the learning module (by selecting its check box), and then click **OK**.

Selecting files from your computer


You can use the **My Computer** icon to browse for a file from your computer to upload. Select the file (by single clicking) and click **Open**. The file is then added to the item list for the learning module.

Create File

The **Create File** option opens an editor window, either text or html, depending on the setting at the top (i.e. Enable/Disable HTML Creator). Enter a **Title** for the file, provide its content and specify the file name it will be stored as and whether it will be visible in the learning module, then click **Save** or **Save and Add Another** to add another file.

Note: Your file will be saved in the blank folder in file manager. You can move this file to a more appropriate folder from within file manager if required.


Hide/show items to students

You can hide/show items in a learning module through the *ActionLinks* icon  next to each item on the **Learning Modules** screen. Click on the icon and toggle between **Hide Item** and **Show Item**.

Changing the order of components

1. View the relevant learning module (see [Viewing components of a learning module](#)).

Move	Title	Linked to
	<input type="checkbox"/> 1. Assessment 2  (Hidden)	 Assessment 2
	<input type="checkbox"/> 2. test assignment 1 	 test assignment 1
	<input type="checkbox"/> 3. ufo101_attachment 	 ufo101_attachment
	<input type="checkbox"/> 4. digital_recordings 	 digital_recordings
	<input type="checkbox"/> 5. elms_issues 	 elms_issues
  Outdent All  Outdent  Indent  Remove		




2. Check the box to the left of the name of the component you want to move. Under **Move**, click the *Move selected Items Above* icon  next to the component you want the selected component to sit above.

Changing the indenting of components


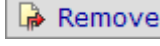
If the *Table of Contents* has been set to display in the learning module, you can use indenting to show the relationships between different components of the module.

1. View the learning module that you want to change the indenting for. Check the box to the left of the name of each component you want to either indent or outdent.

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- Click on either the ,  or  button to rearrange the indenting and numbering of the components within the learning module. The **Outdent All** button will return any selected components to the highest level.

Deleting components

- View the relevant learning module.
- To delete a single component, click on its *ActionLinks* icon  and select **Remove**. When asked, 'Are you sure you want to delete the link?' click **OK**.
- To delete a number of components, click in the box to the left of the name of each component to be deleted, to select it. Then click . When asked, 'Are you sure you want to delete all selected links?' click **OK**.

Changing learning module settings

These are set when a learning module is created. They can be changed in the **Learning Modules** window that appears when **Learning Modules** is selected from the **Course Tools** menu.

- Click on **Learning Modules** from the **Course Tools** menu
- Click the *ActionLinks* icon  next to the learning module you wish to make a settings change, and select **Edit Properties**.
- Make the appropriate changes, and click **Save**.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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