



Adding tools and content to a learning module

Quick guide for designers


For Blackboard Vista 4.x

A learning module can include the following components: assessments, assignments, chat and whiteboard, content files, discussion topics (standard threaded, blog and/or journal), media library collections and web links.

You must create the learning module before you add components.

Creating a learning module

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 .


Adding components

Components to be added may already exist or they can be created during the process of adding them. To add a component to the learning module, click the appropriate button from the menu above the table of components.

From the 'Add File' option


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

From the 'Add Content Link' option




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 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 the **Add Selected** button. 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 **Create ...** – for example **Create Assignment**. The relevant create component screen is displayed. Fill in the fields and settings (see the companion comprehensive guide for instructions), then click **Save**. The component will be added to the bottom of the table of contents of the learning module currently displayed.


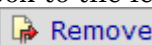
Changing the order of components

5. View the learning module.
6. 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


1. View the learning module in which you want to change the indenting. Click in the box to the left of the name of each component you want to either indent or outdent.
2. 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

1. View the relevant learning module.
2. 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**.
3. 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.

1. Click on **Learning Modules** from the **Course Tools** menu
2. Click the *ActionLinks* icon  next to the learning module you wish to make a settings change, and select **Edit Properties**.
3. 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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