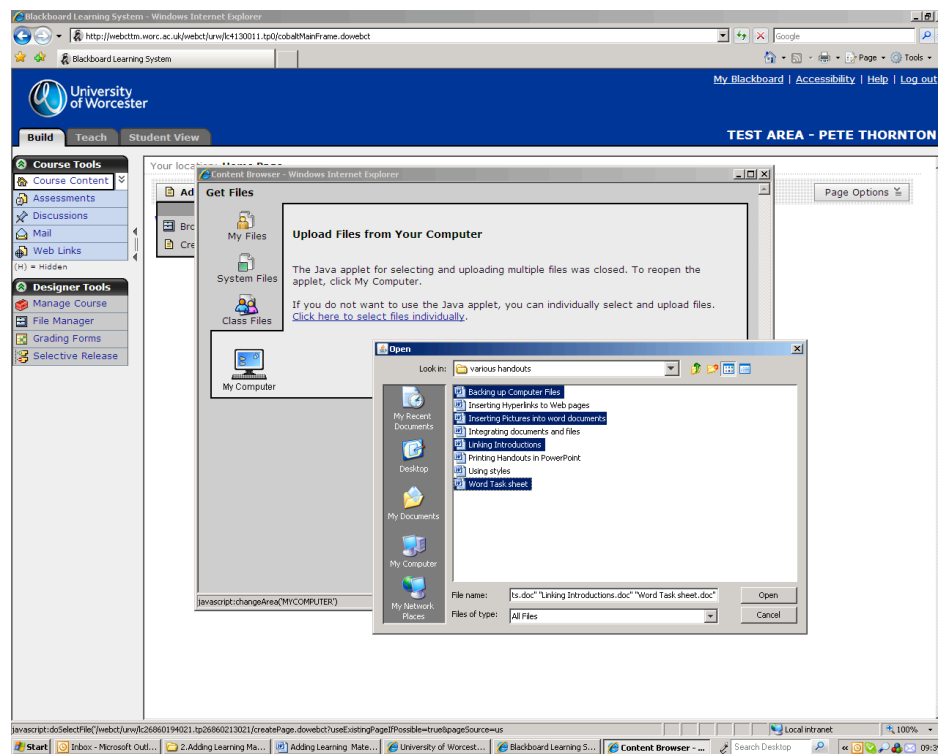
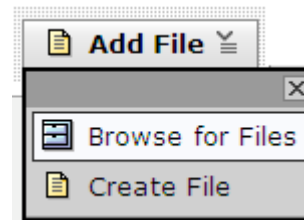


Adding Learning Materials

Adding Files

You can import documents created in other packages using the **Browse for files** option which will allow you to search for files stored in various locations, including your computer.

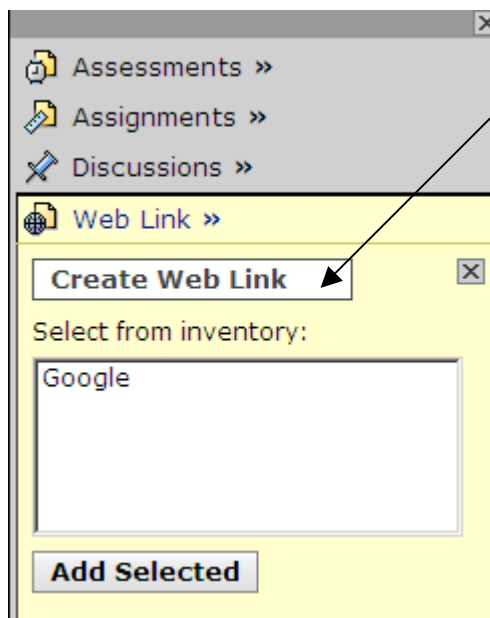
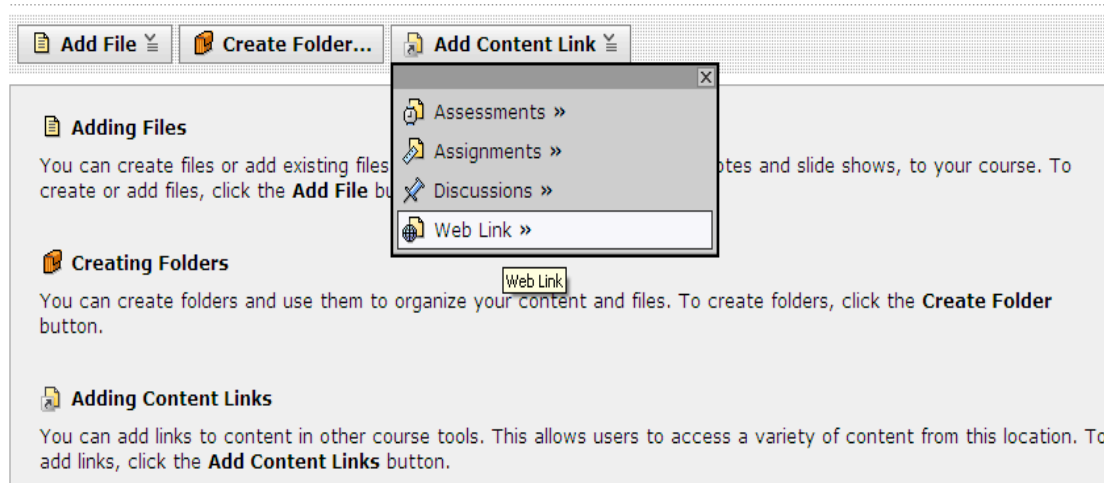


You can upload more than one file at a time by holding down the **ctrl** key as you select multiple files.

Once you have uploaded your file(s), an icon(s) will appear in your course area.

Adding Web Links

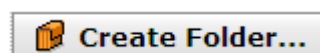
Click on **Add Content Link** and select **Web Link**.



You can now click on the **Create Web Link** button, enter the required details and click on **Save**. The web link will appear as an icon on your course area, but will also be available from accessing the Web Links button on the course tools menu. This area comprises a list of all web links used throughout the module, regardless of which folder they are located in.

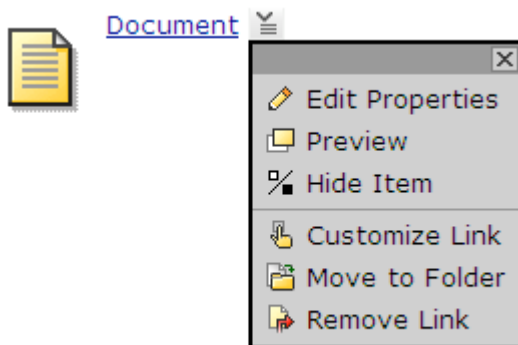
Adding Folders

It is a good idea to organise your work in folders, to enable students to locate materials more easily. To create a folder, click on the **Create Folder** button.



Complete the required fields, and click on **save**.

Moving Items within folders

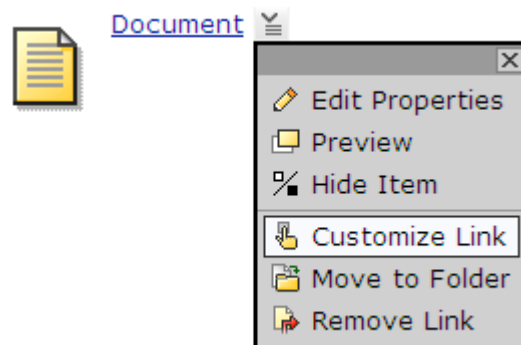


Any item can be moved to another folder by clicking the drop arrow and selecting **Move to Folder**.

You will then be asked to select the folder where you want the item to be moved to.

Customize Link

From the customize link option, you can rename an item, or specify whether you want it to open in the Blackboard course area, or as a separate window.

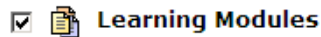


Working with Learning Modules

Learning modules allow you to organise your course materials and activities into discrete units with a hierarchical structure. In a Learning Module you can employ many types of learning items including not only content, but activities such as discussion topics or individual assignments. The Learning Module will be organised by a **Table of Contents** in a linear fashion, similar to that of an online book.

Please note that **Content Tools**

you will need to



Learning Modules
Organize and present content and activities to students.

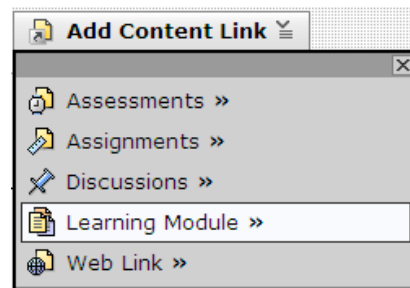
ensure that

Learning Modules have been selected from the **Tools** Menu before adding them to your course area.

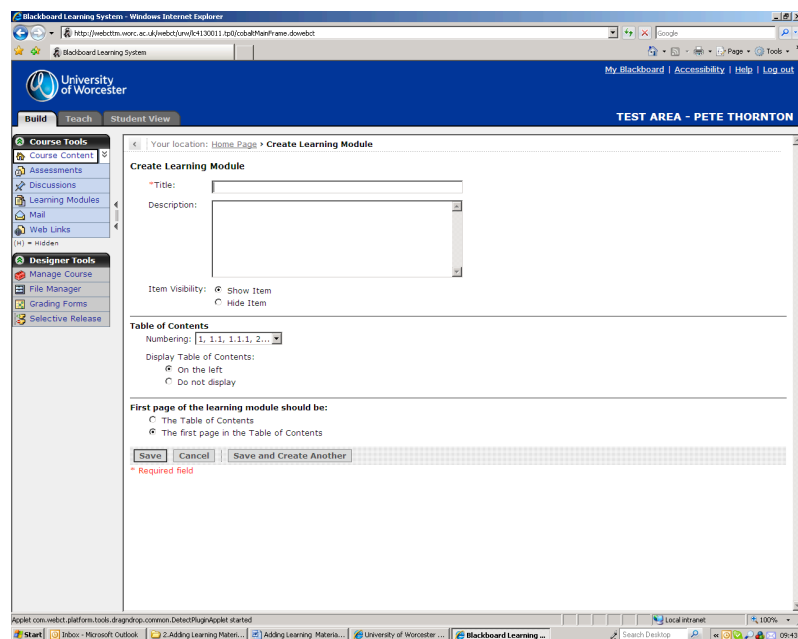
You create the **Table of Contents** by adding headings and subheadings then add the files of learning materials within this structure. These files appear as links in the **Table of Contents**, which provides students with easy access. When a student clicks a link, Blackboard displays the content pages that you have created.

Adding a Learning Module

1. In Build view, click on the Add Content Link.
2. Select **Learning Module**, then click on **Create Learning Module**.



3. The Create Learning Module window appears. Enter the required title and a description.
4. Select whether to show or hide the learning module (**item visibility**).



5. Select a numbering style from the drop down list, select whether to display the table of contents in a separate pane on the left and select whether to display the table of contents as the first page of the learning module.
6. The learning module will now appear in your course area as an icon, and will also be added to the list of learning modules available in the course under the **course tools** menu.

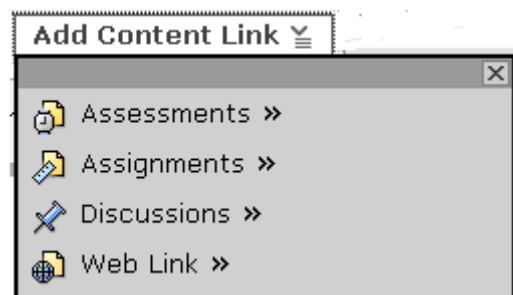
Add Files to a Learning Module

1. Select the learning module by clicking on the icon.
2. Click **Add file**.
3. To add an existing file, select **browse for files**, locate and select the file.
4. To create a file (in html), select **Create File**.



Adding a content link

1. Select the learning module by clicking on the icon.
2. Click **Add Content Link**
3. Select the tool for the type of content that you want to add from the menu. The menu will expand to offer more choices.
4. Select an item from the inventory, or create a new one.



Organise the Learning Module

Once you have added the files to your learning module, you can organise the appearance and structure of the table of contents to allow your students to see at a glance what the material covers and the order in which it should be viewed. You can add headings, indent items and re-arrange items.

Move an Item

To move an item, select the item(s) you wish to move by putting a “tick” in the box next to it. Locate the item below where you want to insert the ticked items. Click on **Move Selected Items Above**.

Move	Title
<input checked="" type="checkbox"/>	1. Resources
<input type="checkbox"/>	2. University of Worcester
<input checked="" type="checkbox"/>	3. Notes on Referencing
Move Selected Items Above	
<input type="checkbox"/>	5. Discussion on assignment 1 group exercise
	<input type="button" value="Outdent All"/> <input type="button" value="Outdent"/> <input type="button" value="Indent"/> <input type="button" value="Remove"/>

To move an item to the end of the learning module, select it and click on **Move Selected Items to Bottom of List**.

Create Headings

1. To create a heading, access the learning module by clicking on it and click **Create Heading**
2. Enter the title for the heading and click **Save**.

Indenting, Outdenting and Deleting

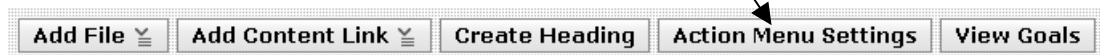
1. Select the item(s) you wish to change.
2. To decrease or increase the selected items by one level, click **indent** or **outdent**. The selected items will be renumbered automatically.
3. To delete an item from your learning module, select it and click **Remove**.



Customising Action Menus

An action menu appears within a learning module and provides students with access to links to content and various tools which include bookmarks, a printable view and notes.

To add a link to an action menu, click on **Action Menu Settings**.



The **Action Menu Settings** screen appears.

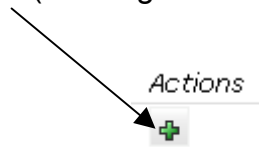
Your location: [Course Content Home](#) > [Week 1](#) > **Action Menu Settings**

Action Menu Settings for: Week 1 Action Menu Status On / Off

Action Menu Links
(These links will appear on the Action Menu for this Learning Module.)

Action Menu Links to Items		Action Menu Tools	
Links	Actions	Tool	On / Off
Discussion Topic Discussion on assignment 1 group exercise	+	Bookmarks	<input checked="" type="radio"/> / <input type="radio"/>
References	+	Create Printable View	<input checked="" type="radio"/> / <input type="radio"/>
File Notes on Referencing	+	Notes	<input checked="" type="radio"/> / <input type="radio"/>
Assessment	+		
Web Link University of Worcester	+		
Goals	+		
Assignment	+		
Discussion Category	+		

Locate the link that you wish to add to the action menu and click on **Create Link to item** (Clicking on the green cross invokes this command).






Select each item you want to add and click on **Add Selected**. Then click **Done**.

Adding Action Menu Tools to Learning Modules

Notes allow students to enter notes about the content within the learning module. **Create Printable View** enables students to compile and download the contents of the learning module. **Bookmarks** allow students to link to important pages within the learning module.

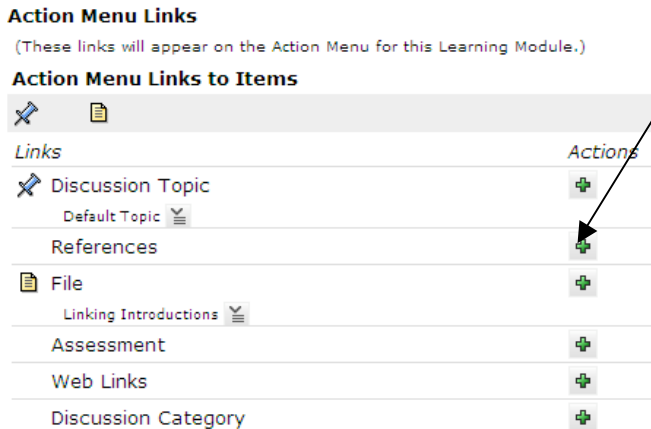
To add tools to the action menu, turn the tools either on or off with the radio buttons in the action menu screen. Then click on **Done**.

Action Menu Tools		
<i>Tool</i>		<i>On / Off</i>
 Bookmarks	<input checked="" type="radio"/>	<input type="radio"/>
 Create Printable View	<input checked="" type="radio"/>	<input type="radio"/>
 Notes	<input checked="" type="radio"/>	<input type="radio"/>

Creating Resources

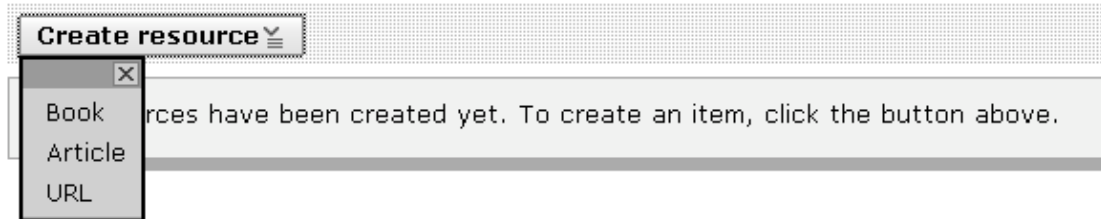
Resources can be added to the action menu of learning modules and can provide links to articles, books and web pages that have informed the choice of content within the learning module.

Click on **Create Links to Item** (green cross) beside references.



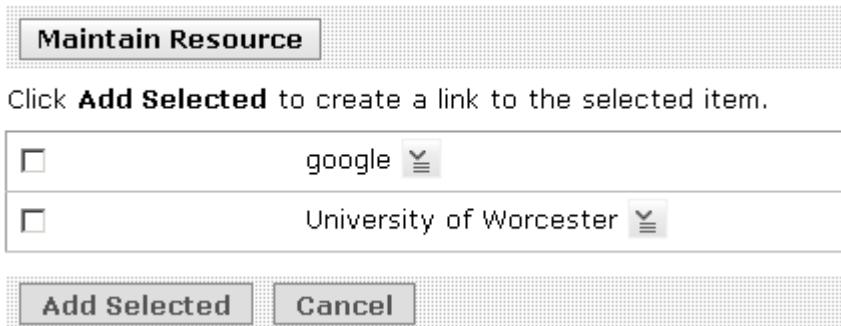
Click on **Maintain Resource** and then **Create Resource**.

Resources



From the drop down list, select the type of resource that you wish to create. Enter the resource title and complete the text boxes. Click **Save**.

Create Link to: Resources

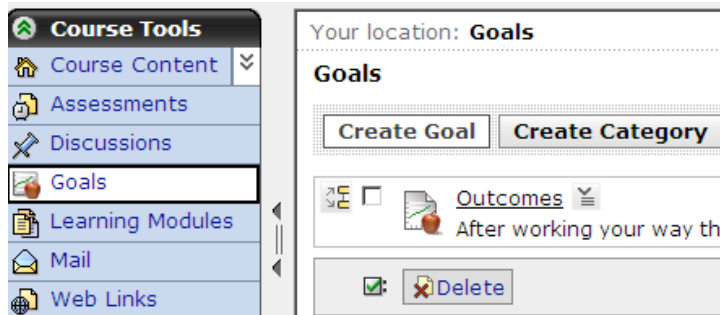


Now Select the appropriate resource and click on **Add Selected**. Now click on **Done**.

Creating Goals

Ensure that you have **Goals** enabled on your Course Tools Menu.

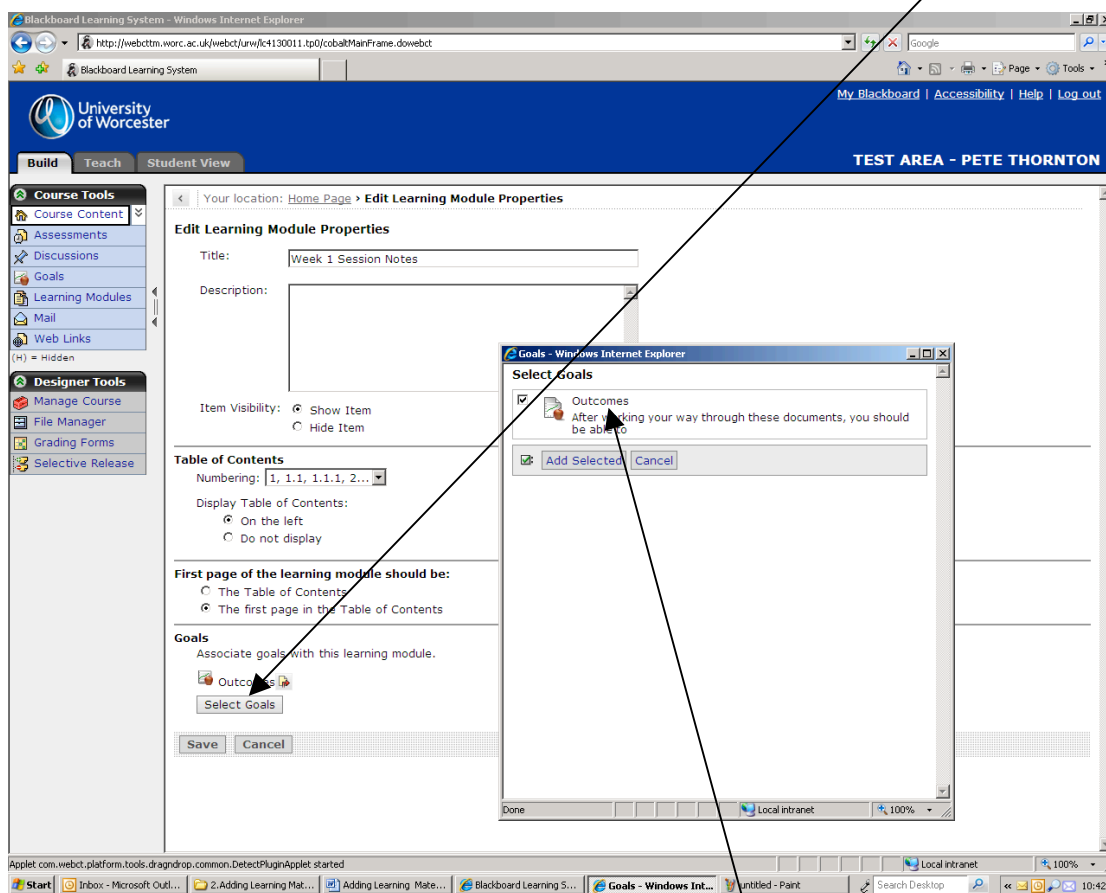
Click on **Goals** on your course tools menu and select **Create Goal**.



Type a title and description and click on **Save**.

Linking Goals to your Learning module

From the **Edit Learning Module Properties** window, click on **Select Goals**.



You can select the Goal(s) that you wish to associate with your Learning Module

Further assistance

This document is intended to help you to get started with learning modules. There is a comprehensive online context specific Help which is located at the top right hand corner of the screen. Alternatively, the Blackboard site has some useful tutorials and FAQs www.webct.com.

If you require any further assistance or have any queries, please contact eos@worc.ac.uk