

CHAPTER 22: LEARNING MODULES

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT LEARNING MODULES

For Designers

Use the *Learning Modules* tool to organize and deliver course content to Students. You can add content to learning modules, such as a quiz from *Assessments*.

Adding Content

You can add content from the following tools:

- *Assessments*
- *Assignments*
- *Chat*
- *Discussions*
- *Media Library*
- *SCORM*
- *Web Links*

You can also add files from your computer or from *File Manager*, or create a new file directly from the *Learning Modules* tool.

Organizing Content

After you have added content to a learning module, you can structure the content hierarchically within a table of contents by using headings and outline numbering. This allows you to organize the order in which content is delivered to Students.

EXAMPLE: Add content that pertains to one topic in a course unit by creating links to content, such as a link to a video from *Media Library*, a link to an article from an online journal from *Web Links*, and link to an assignment from *Assignments*. Next, create text headings under which to organize the content. Indent the content below the text headings to create a table of contents that visually communicates how information is organized and in what order content should be accessed.

Working with Settings

You can modify settings to make the learning module available or unavailable, as well as specify release criteria that must be met for the learning module to become available. You can also specify where Students will access the learning module by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to Students.

Working with Action Menus

An *Action Menu* provides Students with navigation links to content, such as a discussion topic that is relevant to the learning module. An *Action Menu* also provides links to the following tools: *Bookmarks*, *Create Printable View*, and *Notes*. These tools provide Students with different ways to interact with the learning module. For example, you can add the *Bookmarks* tool to let Students create links to pages within the learning module, and the *Notes* tool to let Students create private notes relevant to content in the learning module.

You can add an *Action Menu* to a learning module and to each content link within a learning module.

ABOUT LEARNING MODULES

For Section Instructors

About Learning Modules

Learning modules contain related course content that is organized to specify a learning path. A learning

path is meant to guide you through the content in order to help you achieve the learning module's objectives.

EXAMPLE: A learning module may contain four content items. The first item may be an introduction and overview of the content in the learning module. The second and third content items could be links to articles and web sites with information about the course. The fourth content item may be an assignment pertaining to the information in the articles and web sites. There could also be a link to a *Chat* room where you and other Students could post questions and comments about the learning module's content.

Navigating Learning Modules

When you work with a learning module, you can navigate the content by using the table of contents or *Action Menu*:

- If the table of contents is set to display, it appears as either a pane to the left of the learning module, or as the first page of the learning module. Navigate the learning module by clicking links in the table of contents.
- If the *Action Menu* is set to display, it appears above the learning module. Navigate the learning module by clicking the navigation buttons in the *Action Menu*.

Working with Action Menu Tools

The *Action Menu* can also provide links to content, such as a quiz or discussion topic, or tools which help you work with the learning module. These tools are: *Bookmarks*, *Create Printable View* and *Notes*.

NOTE: Depending on administrator settings, the table of contents or *Action Menu* may not appear. In addition, one or more of the *Action Menu* tools may not appear.

Working with the Learning Modules Tool

If the *Learning Modules* tool is available, you will see it under *Course Tools*. The *Learning Modules* tool is different from a learning module; the tool allows you to perform some designer options on a learning module. This includes editing the description the designer entered while creating the learning module. You can also hide a learning module to make it temporarily unavailable to Students, or show a learning module to make it available to Students.

NOTE: Depending on administrator settings, the *Learning Modules* tool may not appear or it may appear by default.

CREATING LEARNING MODULES

For Designers

Create a learning module to organize and deliver course content to Students. After you have created a

learning module, you can add content by selecting items from one or more tools, such as a quiz from *Assessments*.

1. From the *Learning Modules* screen, click **Create Learning Module**. The *Create Learning Module* screen appears.
2. In the *Title* text box, enter a title for the learning module.
3. In the *Description* text box, enter a description.
4. Next to *Item Visibility*, select one of the following options:
 - If you want to make the item visible to users, ensure the option *Show Item* is selected.
 - If you want to temporarily hide the item from users, select *Hide Item*.
5. Complete the *Table of Contents* section.
 - From the *Numbering* drop-down list, select a numbering style for the table of contents.
 - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, 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.
 - Under *First page of the Learning Module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.

NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.
6. If you want to save the learning module and create another:
 - a. Click **Save and Create Another**. The learning module is saved and the *Create Learning Module* screen is cleared.
 - b. Repeat steps 2 to 5.
7. Click **Save**. The learning module is saved. Now you can add content to the learning module. For more information, see *Adding Content*.

ADDING CONTENT

For Designers

You can add course content to a learning module. This allows you to place related content in the same learning module so Students can access the content from one place in your course. You can add the following content to a learning module:

- assessments
- assignments
- chat or whiteboard rooms
- discussion topics
- media library collections
- SCORM modules
- web links

You can also add files from your computer or from *File Manager*, or create a new file. For more information, see *Adding Files*.

IMPORTANT: You must first create the content before you can add it to a learning module. For more information, see the appropriate topics under *Using WebCT Features and Tools*.

1. From the screen for the learning module you want to add content to, click **Add Content Link**. A menu appears.
2. Click the tool with the content you want to add. For example, to add a quiz, click *Assessments*. 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**. The item is added to the bottom of the table of contents.

TIP: To select multiple items, hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the items.

You can create headings to help you organize the content added to a learning module. For more information, see *Adding Headings*.

ADDING FILES

For Designers

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Students to access content from these locations.

To add a file, you have the following options: browse for files that were already uploaded to the WebCT *File Manager* or create an HTML file.

1. From the location where you want to add a file, click **Add File**. A menu appears.
2. Click one of the following options:
 - **Browse for Files.**
 - **Create File.**

ADDING SCORM MODULES

For Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of WebCT and imported into your course as a .zip file.

When adding SCORM modules to learning modules, you can:

- select an existing SCORM module from an inventory of all the SCORM modules in your course.
 - import a SCORM module, which is then automatically added to the learning module and the *SCORM Module* tool.
1. From the screen for the learning module you want to add a SCORM module to, click **Add Content Link**. A menu appears. From the *Learning Module* screen, under *Add to Learning Module*, click **More Tools**. The *More Tools* section expands.
 2. Click **SCORM Module**. The *SCORM Module* section expands.
 3. Do one of the following:
 - To add an existing SCORM module, under *Select from inventory*, select the SCORM module and click **Add Selected**.

TIP: To select multiple SCORM modules, hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the SCORM modules.

The *Learning Module* screen updates and the SCORM module is added to the bottom of the table of contents.

- To import a SCORM module:

IMPORTANT: SCORM modules must be in .zip format.

- a. Click **Import SCORM Module**. The *Import SCORM Module* screen appears.

- b. Under *Settings*, in the *Title* text box, enter a title for the SCORM module.
- c. From the *Numbering* drop-down list, select the numbering scheme for the table of contents.
- d. In the *Author* text box, enter your name.
- e. In the *Keywords* text box, enter searchable keywords.
- f. Next to *Gradable*, select whether the SCORM module is gradable.

NOTE: 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.

- g. Under *Navigation Controls*, select how you want Students to navigate the SCORM module.
- h. Next to *File*:
 - i. Click **Browse**. The *Content Browser* pop-up window appears.
 - ii. Do one of the following:
 - If the file you want to import is on your computer:
 - i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
 - ii. Locate and select the file. The *Import SCORM Module* screen appears with the selected .zip file listed next to *File*.
 - If the file you want to import is in WebCT, locate and select the file. The *Import SCORM Module* screen appears with the selected .zip file listed next to *File*.
- i. If you want to save this SCORM module and import another, click **Save and Import Another**. The SCORM module is saved and, after the *Import SCORM Module* screen is cleared, repeat steps b to h.
- j. Click **Save**. The *Learning Module* screen appears and the imported SCORM module is added to the bottom of the table of contents.

ORGANIZING CONTENT IN A LEARNING MODULE

For Designers

After you have added content to a learning module, you can organize the content by arranging the order and level of each item and heading. You can edit the title for each item and heading, as well as specify

whether you want an item to be hidden or shown. You can set release criteria that must be met for an item to become available.

You can also preview each item to see how it will appear to Students.

Adding Headings

All the content you add to the learning module appears in the table of contents. To organize the content, you can add text headings.

EXAMPLE: Create a text heading for each unit in the course. Organize the content, such as assignments and quizzes, that apply to a unit, under the appropriate text heading.

NOTE: Headings only appear to Students if the table of contents is set to display as a separate pane or as the first page in the learning module. For more information, see *Editing Learning Module Properties*.

1. From the *Learning Modules* screen, locate the learning module in which you want to add a heading, and click its title. The content of the learning module is displayed.
2. Click **Create Heading**. The *Create Heading* screen appears.
3. In the *Heading Text* text box, enter the title for the heading and click **Save**. The heading is added to the table of contents.

Adjusting Heading Levels

When you create a learning module, you can add content. Content is comprised of text headings and links to content items, such as a quiz from *Assessments*. Text headings can be used to organize the content added to a learning module, while every content link becomes a linked heading in the table of contents.

You can adjust the level of headings and content items by increasing or decreasing the indentation. This allows you to organize the order in which content should be delivered to Students.

EXAMPLE: You might have a heading named "Introduction to Biology" and a link to an HTML page called "Terminology". The heading would be at the top level of the table of contents and the linked HTML page would be indented beneath it.

1. From the *Learning Modules* screen, locate the learning module with the heading or content item for which you want to adjust the level, and click its title. The content of the learning module is displayed.
2. Select the heading or content item for which you want to adjust the level:
 - To adjust one or more items, next to each item you want to adjust, select the check box.
 - To adjust all items, in the table heading row, select the check box. All items are selected.

3. Do one of the following:
 - To decrease the selected items by one level, click **Indent**. The selected items are indented and renumbered accordingly.
 - To increase the selected items by one level, click **Outdent**. The selected items are outdented and renumbered accordingly.
 - To increase the selected items to the highest level, click **Outdent All**. The selected items are outdented to the highest level and renumbered accordingly.

Changing the Order of Content in a Learning Module

You can change the order in which content in a learning module will appear to users.

1. From the *Learning Modules* screen, locate the learning module with the content for which you want to change the order, and click its title. The content of the learning module is displayed.
2. Next to the heading or content item you want to move, select the check box.
3. Do one of the following:
 - To move the heading or content item anywhere in the learning module except to the end of the learning module, locate the item above which you want to insert the heading or content item and, under *Move*, click its *Move Selected Items Above* icon.
 - To move the heading or content item to the end of the learning module, click the *Move Selected Items to Bottom of List* icon. The heading or content item is moved to the end of the learning module.

NOTE: The *Move Selected Items to Bottom of List* icon is the last icon in the *Move* column.

Editing Content Items

You can edit the content items you have added to a learning module. When you edit a content item from the *Learning Modules* tool, you edit the content as it appears everywhere in your course. For example, if you edit an assessment from the *Learning Modules* tool, your edits affect the assessment as it appears in the learning module, and as it appears everywhere in your course.

NOTE: You can also edit the title for a content item as it appears in a learning module only. When you do this, you do not edit how the content item's title appears anywhere else in the course - just in the learning module. For more information, see *Editing Content Item Titles*.

1. From the *Learning Modules* screen, locate the learning module with the content item you want to edit, and click its title. The content of the learning module is displayed.
2. Locate the content item, and click the icon in the *Linked to* column. The *Edit* screen for the content item appears.
3. Edit the content item. For help with editing the content item, click **Help** from the *Edit* screen.
4. When you are finished editing the content item, click **Save**. The content item is edited.

Editing Content Item Titles

You can edit the title for a content item as it appears in a learning module. When you do this, you do not edit how the content item's title appears anywhere else in your course - just in the learning module.

NOTE: You can also make substantial edits to the properties of a content item. When you do this, you edit the content as it appears everywhere in your course. For more information, see *Editing Content Items*.

1. From the *Learning Modules* screen, locate the learning module with the content item whose title you want to edit, and click its title. The content of the learning module is displayed.
2. Locate the content item, and click its *ActionLinks* icon. A menu appears.
3. Click **Customize Link**. The *Customize Link* screen appears.
4. In the *Title* text box, edit the title of the content item.
5. Click **Save**. The content item's title is updated.

Editing Headings

Headings only appear to Students if the table of contents is set to display as a separate pane or as the first page in the learning module. For more information, see *Editing Learning Module Properties*.

1. From the *Learning Modules* screen, locate the learning module with the heading you want to edit, and click its title. The content for the learning module is displayed.
2. Locate the heading that you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Heading* screen appears.
4. In the *Text* text box, edit the heading.
5. Click **Save**. The heading is edited.

Hiding or Showing Content Items

You can make content items available to users by showing the item in the learning module. Alternatively, if you do not want certain content items to be available, you can hide them temporarily.

1. From the *Learning Modules* screen, locate the learning module with the content items you want to hide or show, and click its title. The content for the learning module is displayed.
2. Locate the content item you want to hide or show and click its *ActionLinks* icon. A menu appears.
3. Do one of the following:
 - To hide a content item and make it unavailable, click **Hide Item**. The item is hidden.
 - To show a content item and make it available, click **Show Item**. The item is shown.

Previewing Content Items

NOTE: You cannot preview headings.

1. From the *Learning Modules* screen, locate the learning module with the content you want to preview, and click its title. The content of the learning module is displayed.
2. Locate the content item you want to preview and click its *ActionLinks* icon. A menu appears.
3. Click **Preview**. A pop-up window appears, previewing the content item.

Setting or Modifying Release Criteria for Content Items

You can make content items available to Students only if specified criteria are satisfied.

1. Under *Designer Tools*, click *Selective Release*. The *Selective Release* screen appears.
2. Locate the learning module that contains the content item for which you want to set or modify release criteria:
 - If the learning module is in *Course Content* tool, the learning module displays.
 - If the learning module is in a folder, next to the folder, click its *Expand* icon. The learning module displays.

3. In the learning module, locate the content item for which you want to set or modify release criteria.
4. In the row of the content item for which you want to set or modify release criteria, under *Release Criteria*, click **Set Release Criteria**. The *Set Release Criteria* screen appears.
5. Set or modify the release criteria for the content item.

Viewing All Links to Content Items

If there are links to a content item from other locations in the course, you can view a list of these locations.

1. From the *Learning Modules* screen, locate the learning module with the content item for which you want to view links, and click its title. The content of the learning module is displayed.
2. Locate the content item and click its *ActionLinks* icon. A menu appears.
3. Click **View Links to this Item**. The *Links to Item* pop-up window appears.
4. When you have finished viewing all links to the content item, click **Close this window**.

Deleting Content Items

You can delete content items in a learning module, such as a quiz or discussion topic. You can also delete headings.

NOTE: When you delete a content item, you delete the link to the content item. The content item still exists in the tool it belongs to. For example, if you delete a link to a quiz, the quiz no longer appears in the learning module, but the quiz still exists in the *Assessments* tool.

1. From the *Learning Modules* screen, locate the learning module with the content items you want to delete, and click its title. The content of the learning module is displayed.
2. You can delete one item or several items. You can also delete all items.
 - To delete one item or several items:
 - a. Select the items and click **Delete**. A confirmation message appears.
 - b. Click **OK**. The selected items are deleted.
 - To delete all items:
 - a. Select the check box next to *Title*. All items are selected.
 - b. Click **Delete**. A confirmation message appears.
 - c. Click **OK**. All items are deleted.

WORKING WITH LEARNING MODULES

For Designers

You can modify settings to hide or show the learning module, as well as specify release criteria that must be met for the learning module to become available. You can also specify where Students will access the learning module by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to Students.

Editing Learning Module Properties

When you edit the properties for a learning module, you can edit the title and description for the learning module, as well as whether the learning module is available to users. You can also edit the settings for the table of contents.

1. Depending on whether you are viewing the list of learning modules or an individual learning module, do one of the following:
 - If the *Learning Modules* screen is displayed, do the following:
 - a. Locate the learning module you want to edit and click its *ActionLinks* icon. A menu appears.
 - b. Click **Edit Properties**. The *Edit Learning Module Properties* screen appears.
 - If an individual learning module is displayed, do the following:
 - a. Click the *ActionLinks* icon for the title of the learning module. A menu appears.
 - b. Click **Edit Properties**. The *Edit Learning Module Properties* screen appears.
2. In the *Title* text box, edit the title of the learning module.
3. In the *Description* text box, enter or edit the description.
4. Next to *Item Visibility*, select one of the following options:
 - If you want to make the item visible to users, ensure the option *Show Item* is selected.
 - If you want to temporarily hide the item from users, select *Hide Item*.
5. Complete the *Table of Contents* section.
 - From the *Numbering* drop-down list, select a numbering style for the table of contents.
 - Under *Display Table of Contents*, select whether to display the table of contents in a separate

pane on the left. If you select *Do not display*, 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.

- Under *First page of the Learning Module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.

NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

6. Click **Save**. The learning module is saved.

Linking Learning Modules to Content Folders

You can link learning modules to folders in the course. Users can access the learning module by clicking the link.

1. Next to the learning module that you want to create a link for, select the check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. The item is linked to the specified location.

Previewing Items

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Setting or Modifying Release Criteria for Items

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.

2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- To show an item:
 1. Locate the item and click its *ActionLinks* icon. A menu appears.
 2. Click **Show Item**. The item is shown.
- To hide an item:
 1. Locate the item and click its *ActionLinks* icon. A menu appears.
 2. Click **Hide Item**. The item is hidden.

Sorting Items

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

- a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

- b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
 - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.
NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.
 - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
 - To go to the next page, click the *Next Page* icon.
 - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
 1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
 2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Viewing Goals

If learning objectives and goals have been specified for the learning module or any content items within the learning module, you can quickly view them from the learning module without having to go to the *Action Menu Settings* screen. Goals are specified in the *Action Menu Settings* screen. For more information, see *Adding Action Menu Links to Goals*.

1. From the *Learning Modules* screen, locate the learning module you want to view goals for, and click its title. The content for the learning module is displayed.
2. Click **View Goals**. The *Goals for* screen appears.
3. To edit a goal, do the following:
 - Click the *ActionLinks* icon for the goal you want to edit. A menu appears.

- Click **Edit**. The *Edit Goals for* screen appears.
- In the text box, edit the goal.
- If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

The screen updates and the *HTML Creator* appears.

- If you want to hand-code the HTML, under the text box, select *Use HTML*.
 - Click **Save**. The goal is edited.
4. To delete a goal, do the following:
 - Click the *ActionLinks* icon for the goal you want to delete. A menu appears.
 - Click **Delete**. The goal is deleted.
 5. When you are finished viewing goals, click **OK**.

Viewing Links to Items

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Deleting Items

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

NOTE: In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- Using the **Delete** button to delete one item or several items:
 1. Select the items and click **Delete**. A confirmation message appears.
 2. Click **OK**. The selected items are deleted.

Chapter 22: Learning Modules

- Using the **Delete** button to delete all items on the current page:
 1. Select the check box next to *Title*. All items on the current page are selected.
 2. Click **Delete**. A confirmation message appears.
 3. Click **OK**. All items on the current page are deleted.
 4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
 1. Locate the item and click its *ActionLinks* icon. A menu appears.
 2. Click **Delete**. A confirmation message appears.
 3. Click **OK**. The item is deleted.