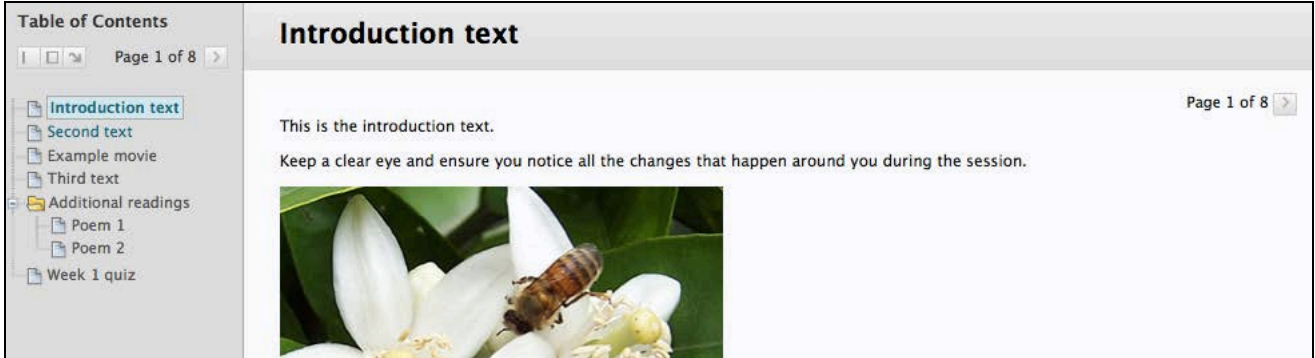


LEARNING MANAGEMENT SYSTEM USER GUIDE: LEARNING MODULE

A learning module is essentially a folder containing material that you want students to access e.g. items, mashups, other folders, tests.

The difference with learning modules is that you can choose to display a table of contents for easy navigation and can encourage students to access the material sequentially in a specified order.

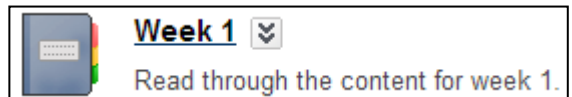
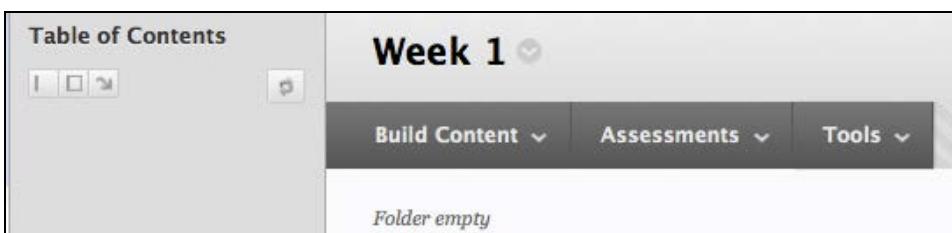


Note: If you choose not to display a table of contents students will still be able to navigate to other pages using the arrows to the top right of the page.

Even if you force students to view the material in the order you specify, there is no guarantee that they will actually read the pages. Alternative viewing options and subject accessibility e.g. via *Blackboard Mobile Learn App*, allows navigation of Learning Modules in any order.

Create a learning module

1. Navigate to a content page where the learning module is to appear.
2. Ensure **Edit Mode** is **ON**.
3. Select **Build Content >> Learning Module**.
4. Enter a name for the module and a description (so that students will know why they need to visit the module).
5. If you want students to view the material in the order that you choose, set **Enforce Sequential Viewing of the Learning Module** to **Yes**.
6. If you want students to be able to access the learning module, ensure **Permit Users to View this Content** is set to **Yes**. Date and time restrictions may be selected.
7. By default the table of contents will be visible to users. If you do not want this, select **No**.
Note: The table of contents will always be visible to staff who are viewing with **Edit Mode ON**.
8. Hierarchy display lets you choose the numbering used by the table of contents.
9. Click **Submit**.
10. The learning module appears on the content page.
11. Click the title of the learning module to open.
12. A screen that looks similar to a content folder appears, with a blank table of contents on the left (if this was selected to appear).

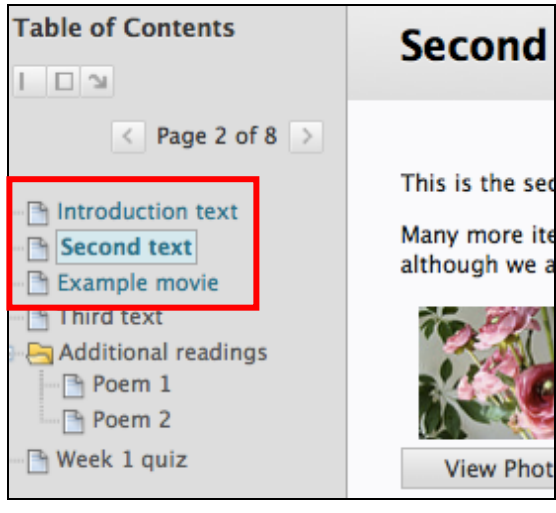
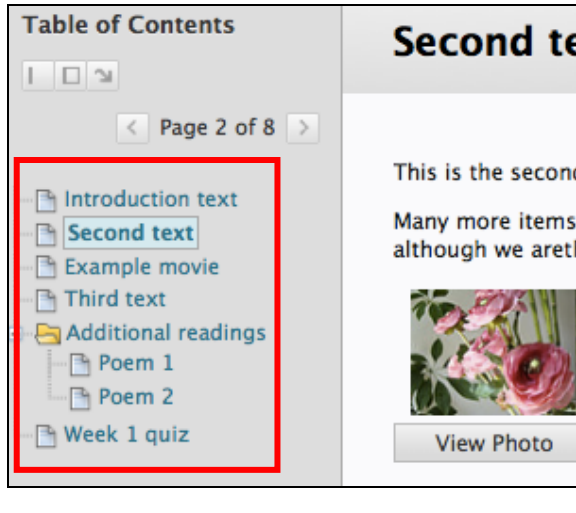
13. Use the **Build Content**, **Assessments** and **Tools** buttons at the top of the page to create the content.
Anything created will appear in the table of contents, in the order it appears on the page.
14. Reorder, edit and delete content as per normal.
15. While you view the material as staff, with **Edit Mode ON**, this folder type view remains (you are able to scroll to see any item on the page).
Select **Edit Mode OFF** or use your student view account to see the learning module as students do (sequential viewing, without table of contents etc).

Navigation

Students will move through the learning module using the table of contents (if this was selected), or the navigation arrows at the top of the page.

Via table of contents

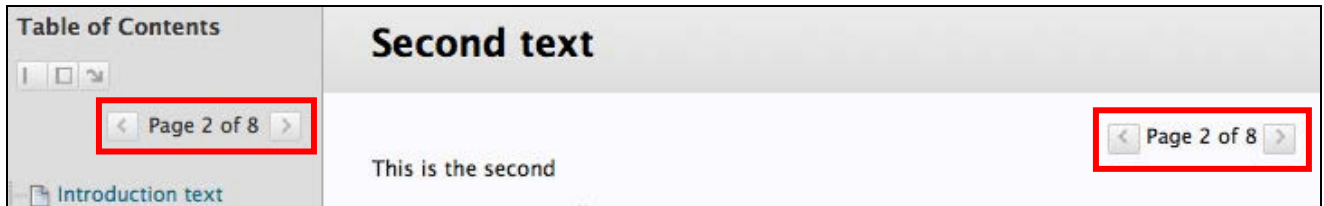
The table of contents lists each item in the learning module. By default, folders will be expanded to show the contents. Students will only be able to see one item at a time.

Table of contents for a learning module using force sequential viewing	Table of content for a learning module NOT using force sequential viewing
	
<p>You start on page one. Only the link for page two is available. When you go to page two the link for page three becomes available. When you go to page three, the link to page four becomes available and so on.</p> <p>If you go back to page one, only the link for page two will be available.</p> <p>Note: Students using the mobile app to access the learning module currently don't experience this restriction.</p>	<p>You start on page one. All pages are linked and available for access at any time. Click the desired page to open.</p>

Via arrows

Navigation arrows appear on the top right of the page and at the top of the table of contents.

Click the arrows to move to adjacent pages of the learning module.

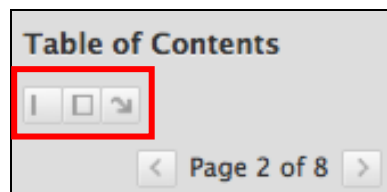


Note: Even with Force Sequential Viewing turned off, this method of navigation only moves you one page forward or backward at a time.



Table of contents options

There are three buttons that will let you manage the appearance of your table of contents. These buttons appear at the top of the table of contents and are available to everyone.


Note: The numbering used by the table of contents is managed when you create/edit the learning module.





Minimise

1. Hide your table of contents using the **Minimise** button. 
2. Use the **Expand** button (top of the three) to display the table of contents again. 

Maximise

1. Allocate more space to the table of contents using the **Maximise** button. 
2. Click the **Collapse Table of Contents button** (middle of three) to reduce table of contents size once again.

Move to bottom

1. Move the table of contents from the top left to the bottom of the screen using the **Move to Bottom** button. 
2. Move the table of contents back again using the **Move to the Left** button. 

General note: When testing the display of a learning module, it is best to do it with your student view account or at the very least, Edit Mode OFF.

Edit Mode ON will not give a true representation of the student experience.

Copy learning modules to another subject

Learning modules may be copied to another subject, but the method you use for this may depend on the content of your learning module. Both options will allow you to take copies of linked files to the new location.

Copy

The **Copy** option, available when you click the down pointing arrow next to the learning module, allows you to copy content within or to another of your subjects/communities. Copy contains a Browse option that may be used to locate the destination (including folder).

Copy is good if you want to copy a single learning module, and if there are no or few tests/surveys involved.

If tests exist in the learning module you can export these individually from **Control Panel >> Subject Tools >> Tests, Surveys and Pools** and import them into the new subject. The tests will then need to be deployed into the correct location within the learning module.

Subject Copy

The **Control Panel >> Packages and Utilities >> Subject Copy** option will allow you to copy content areas containing multiple learning modules and any other content, plus take copies of all tests and surveys at the same time.

Subject copy is good if you want to copy a whole content area, potentially containing multiple learning modules and other content including multiple tests/surveys.

If tests were copied to the new subject, they will need to be deployed into the correct location within the learning module.

More information is available on subject copy from our guide:

http://lms.unimelb.edu.au/user_guides/subjectcopy_guide.pdf

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

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