



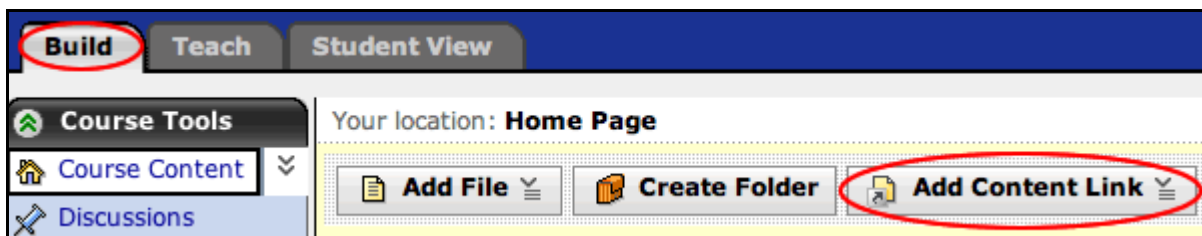
Role: Designers

 The **Learning Modules** tool allows you to group together content items, discussions, assessments, web links, etc and organise them into a sequence with a multi-level table of contents.

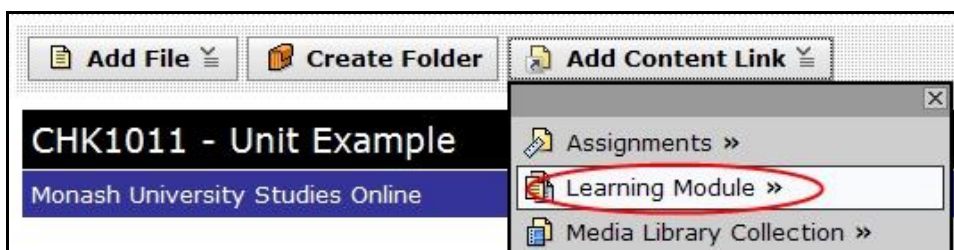
- [Create a new learning module](#)
- [Arrange the order of items in a learning module](#)
- [Remove items from a learning module](#)
- [Show/hide a learning module](#)
- [Remove the link to a learning module](#)
- [Delete a learning module](#)

Create a new learning module

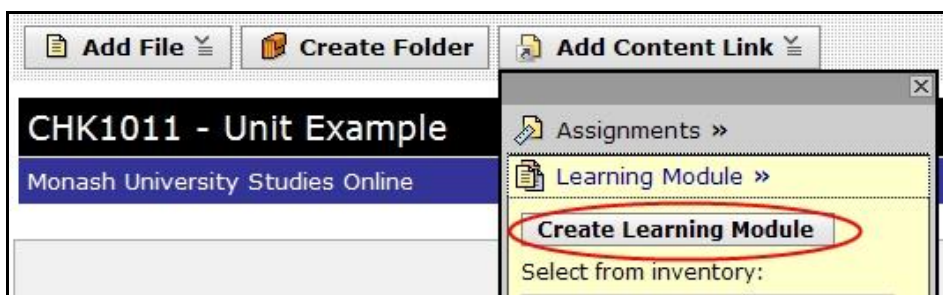
1. Click on the **Build** tab.
2. Go to the Home Page or folder where you want to add the learning module.
3. Click on the **Add Content Link**  button.



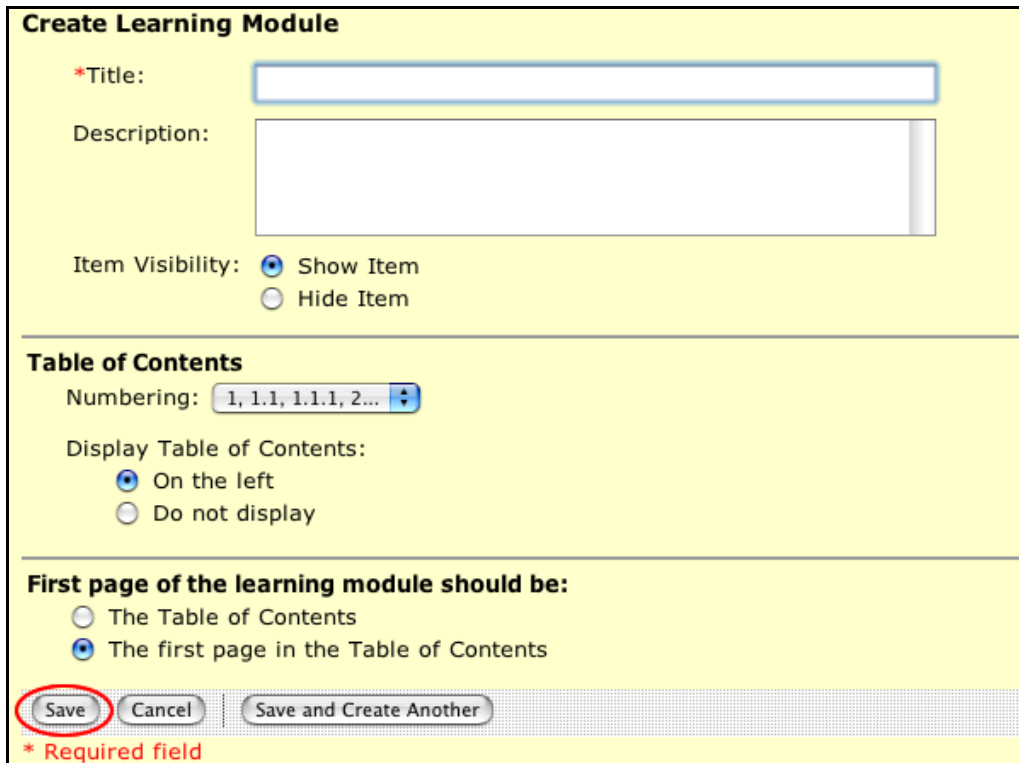
4. Click on **Learning Module** .



5. Click on **Create Learning Module**.

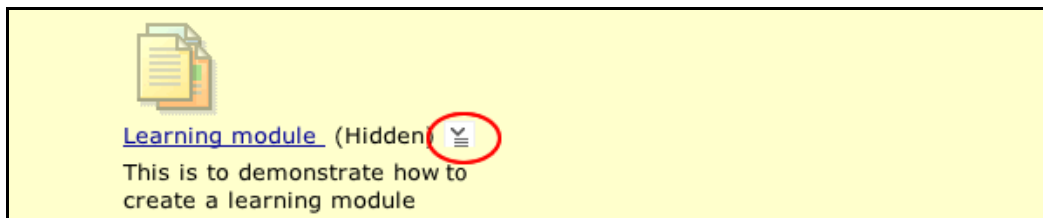


6. In the **Create Learning Module** window type a title in the **Title** field and if required, type a description in the **Description** field.

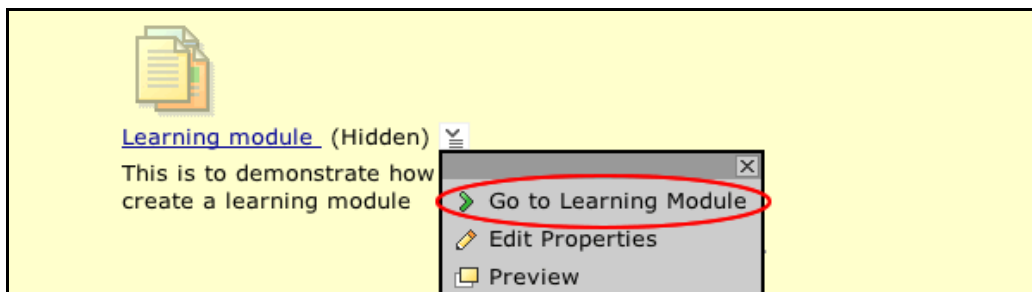


7. Click **Save**.

8. Click on the **ActionLinks** icon  next to the relevant learning module.



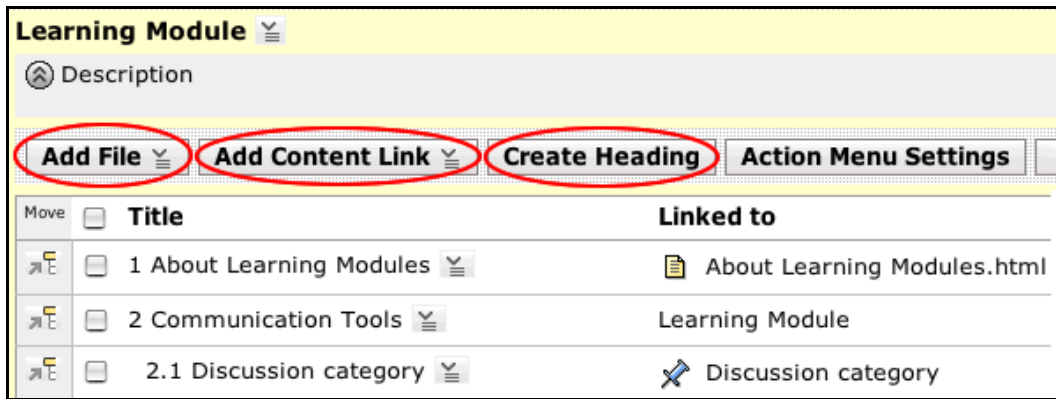
9. Click on **Go to Learning Module** .



10. To add content pages, click on the **Add File** button and complete the steps to select or upload a file into the learning module.

11. To add an activity like a discussion topic or assessment, click on the **Add Content Link** button and click on the type of activity from the drop-down list. Complete the necessary steps.

12. To add a heading, click on the **Create Heading** button, type a heading in the **Heading Text** field and click **Save**.



Note: To edit the properties of the learning module, click on **Learning Modules** in the **Course Tools** menu.

Click on the **ActionLinks** icon next to the title of the learning module, and then click **Edit Properties**. Make the necessary changes and click **Save**.

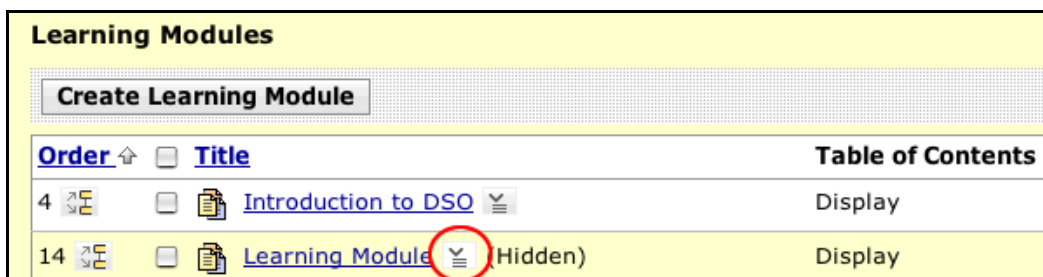
[Top](#)

Arrange the order of items in a learning module

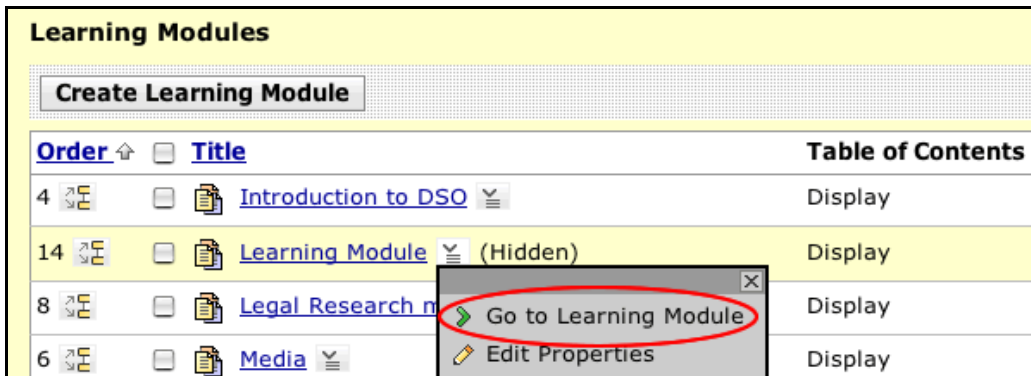
1. Click on the **Build** tab.
2. Click on **Learning Modules** in the **Course Tools** menu.



3. Click on the **ActionLinks** icon next to the relevant learning module.



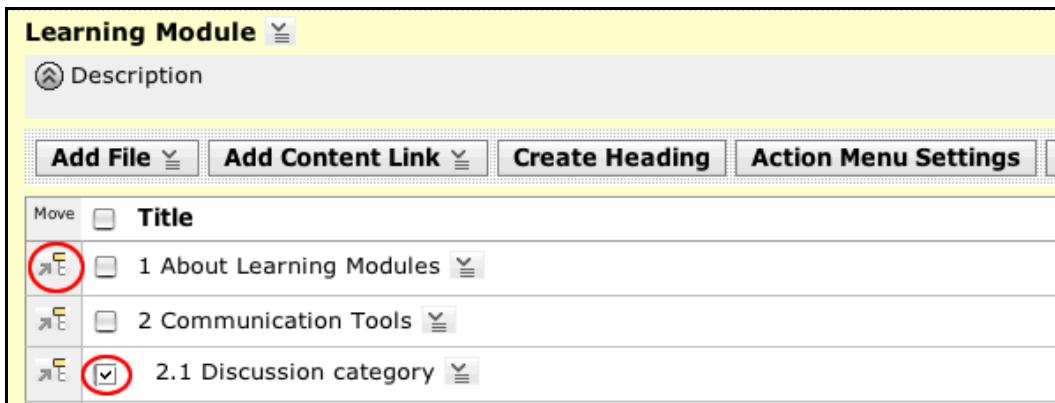
4. Click on **Go to Learning Module**.



Order	Title	Table of Contents
4	Introduction to DSO	Display
14	Learning Module (Hidden)	Display
8	Legal Research	Display
6	Media	Display

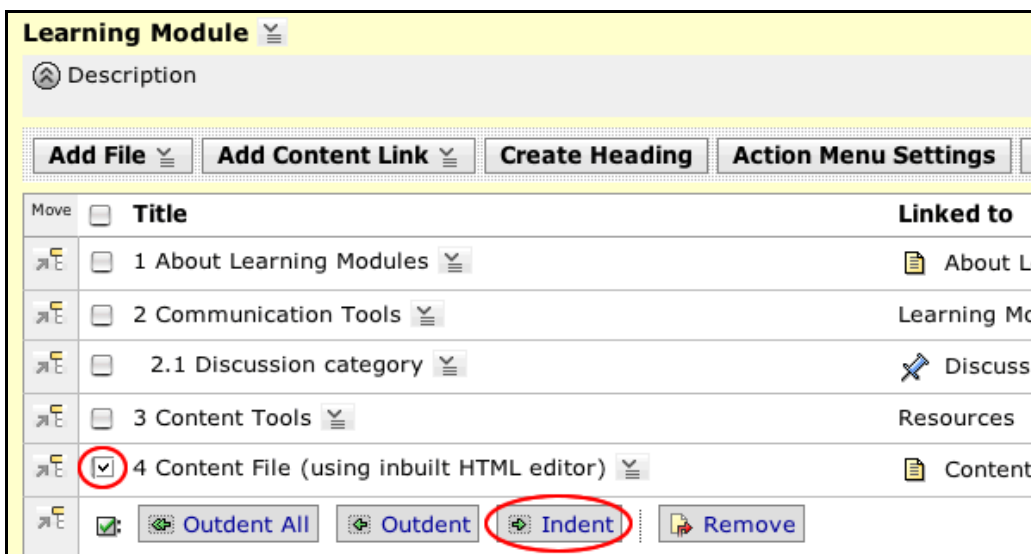
5. Click on the **box** next to the item you wish to move.

6. Click on the **Insert Above** icon in the **Move** column direct below where you wish to move it.



Move	Title
	1 About Learning Modules
	2 Communication Tools
	2.1 Discussion category

7. To create a hierarchy in the contents list, click on the **box** next to the item(s) you wish to indent and then click on the **Indent** button.



Move	Title	Linked to
	1 About Learning Modules	About Le
	2 Communication Tools	Learning Mo
	2.1 Discussion category	Discussi
	3 Content Tools	Resources
	4 Content File (using inbuilt HTML editor)	Content

8. The item will become a sub-item of the one directly above it.

Move	Title
	1 About Learning Modules
	2 Communication Tools
	2.1 Discussion category

[Top](#)

Remove items from a learning module

1. Click on the **Build** tab.
2. Click on **Learning Modules** in the **Course Tools** menu.

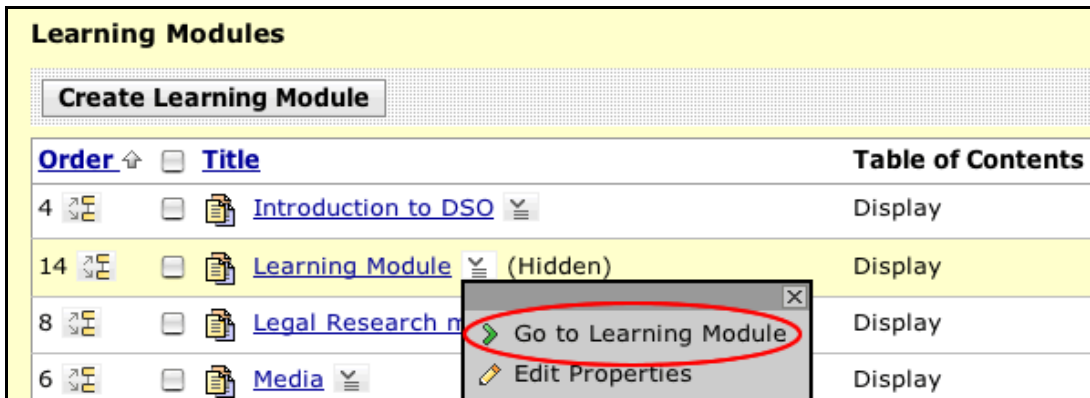


The screenshot shows the Blackboard interface with the 'Build' tab selected. On the left, the 'Course Tools' menu is visible, and 'Learning Modules' is circled in red. The main content area shows 'Your location: Home Page' and buttons for 'Add File', 'Create Folder', and 'Add Content Link'. Below this, a banner for 'CHK1011 - Unit Example' is displayed.

3. Click on the **ActionLinks** icon  next to the relevant learning module.

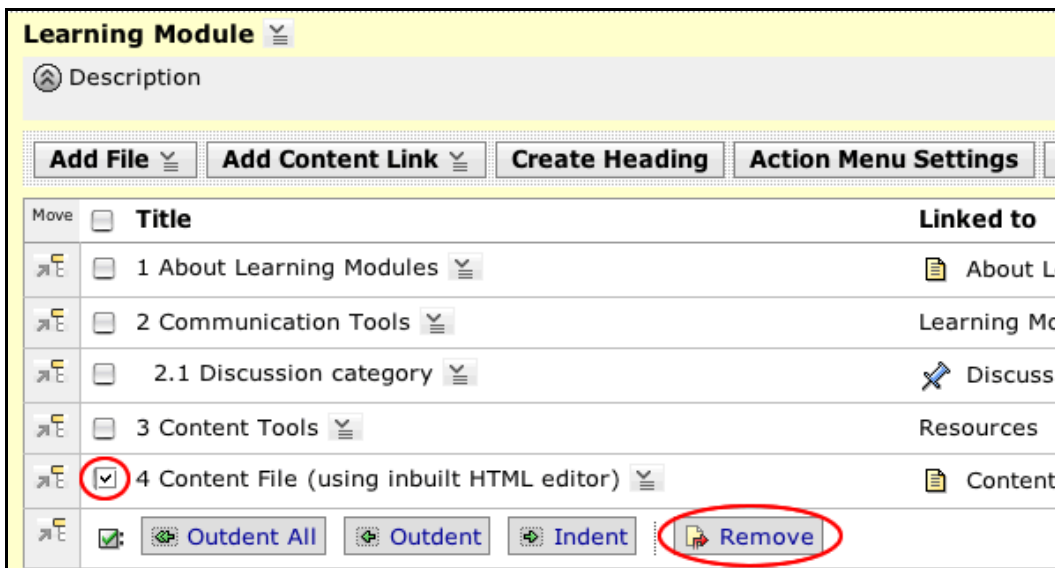
Learning Modules		
Create Learning Module		
Order	Title	Table of Contents
4	Introduction to DSO	Display
14	Learning Module (Hidden)	Display

4. Click on **Go to Learning Module** .



5. Click on the **box** next to the content item(s) you wish to remove.

6. Click on the **Remove** button.



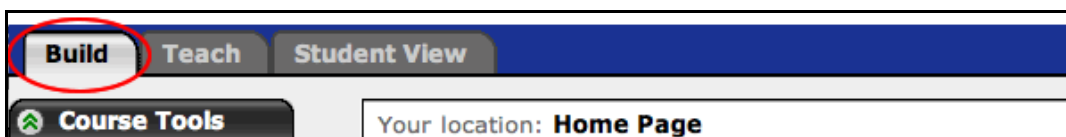
7. Confirm that you wish to remove the link to the content item by clicking **OK**.

Note: This will only remove the link to the content item, it will not permanently delete it.

[Top](#)

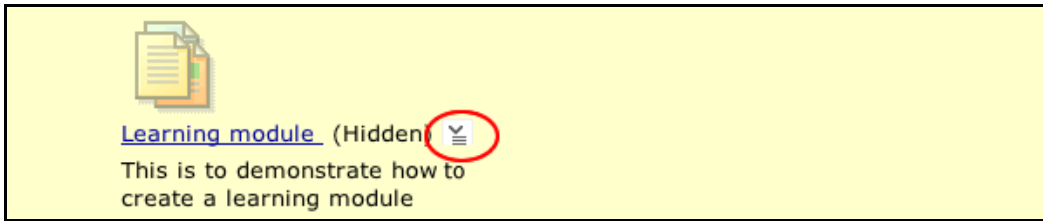
Show/hide a learning module



1. Click on the **Build** tab.

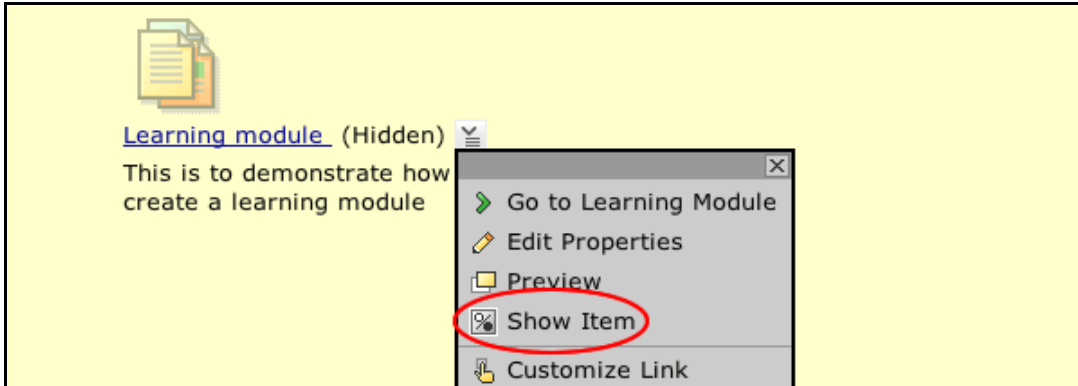



2. Go to the Home Page or folder where the learning module sits.

3. Click on the **ActionLinks** icon next to the relevant learning module.



4. Click on **Show Item**  or **Hide Item**  as required.

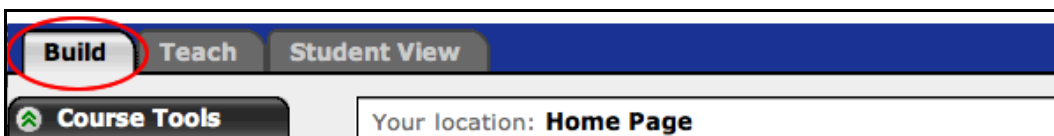


Note: With the **Selective Release**  tool you can selectively show or hide a learning module based on set date, student, group or grade book criteria. For further information, refer to the **Selective Release** guides.


[Top](#)

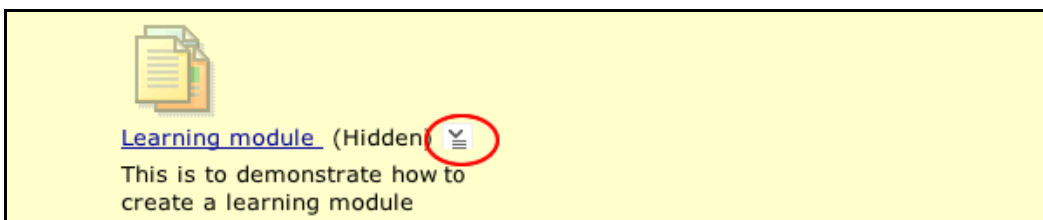
Remove the link to a learning module

1. Click on the **Build** tab.

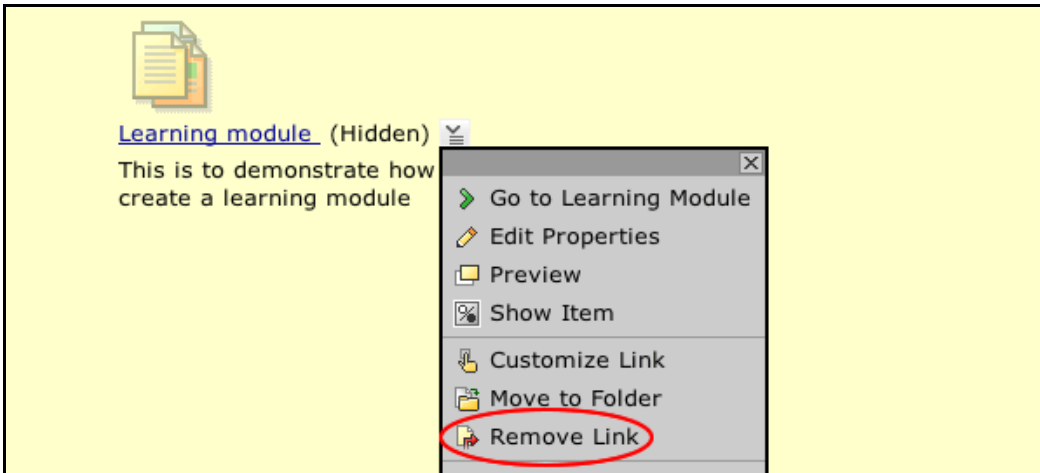


2. Go to the Home Page or folder where the learning module sits.

3. Click on the **ActionLinks** icon  next to the relevant learning module.



4. Click on **Remove Link** .



5. Confirm that you wish to remove the link by clicking **OK**.


Note: This will only remove the link to the learning module. The learning module itself will still appear in the list of available learning modules.

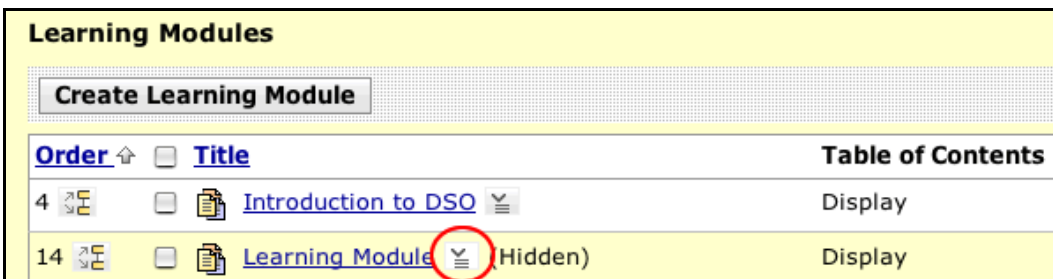
[Top](#)

Delete a learning module

1. Click on the **Build** tab.
2. Click on **Learning Modules** in the **Course Tools** menu.



3. Click on the **ActionLinks** icon  next to the title of the learning module you wish to permanently delete.



4. Click on **Delete** .

Learning Modules

[Create Learning Module](#)

Order	Title	Table of Contents
4	Introduction to DSO	Display
14	Learning Module (Hidden)	Display
8	Legal Research n	Display
6	Media	Display
11	Roles in DSO	Display
12	Teach	Display
2	Tips and Tricks	Display
10	Tips for using the	Display
13	What are the Exe	Display

- Go to Learning Module
- Edit Properties
- Preview
- Edit Action Menu
- Show Item
- View Links to this Item
- Set Release Criteria
- Export
- Delete**

5. Confirm that you wish to permanently delete the learning module by clicking **OK**, noting that any existing links to it will also be deleted.

[Top](#)