Learning Modules in Blackboard
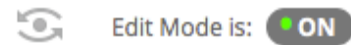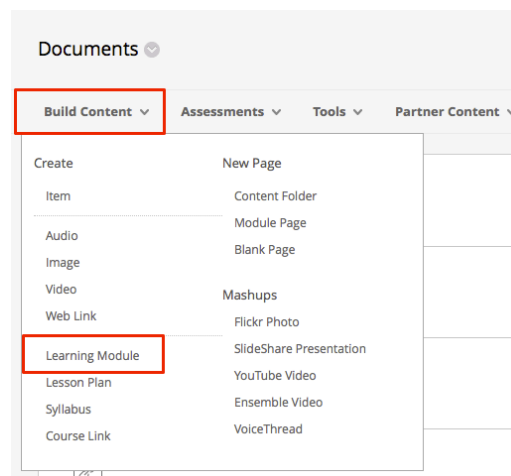
Step 1. Begin in the content area in which the Learning Module will be (such as "Course Documents" or "Assignments").

Step 2. In the right-hand corner, make sure the Edit Mode is set to **ON**.

Step 3. From the menu items, select the blue **Build Content** button, and then click on **Learning Module.**

Step 4. Name the learning module and add any directions you want to provide to your students.

Step 5. Scroll down to apply additional options to your learning module, then click **Submit.**
NOTE: If it is important that students complete one page before moving on to the next page, select "Enforce Sequential Viewing of the Learning Module".

LEARNING MODULE OPTIONS

*Select **Yes** to force users to progress through the content in the order that is set by the number next to each Content Item. Users are unable to advance to a page within the Learning Module without viewing the previous page.*

Enforce Sequential ○ Yes ● No
Viewing of the
Learning Module?

Open in New ○ Yes ● No
Window

STANDARD OPTIONS

Permit Users to ● Yes ○ No
View this Content

Track Number of ○ Yes ● No
Views

Select Date and   ☑ Display After   03/28/2017   10:24 AM
Time Restrictions
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☑ Display Until   03/29/2017   11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

NOTE: If you select "Display After" you MUST click "Yes" in the option "Permit Users to View this Content"
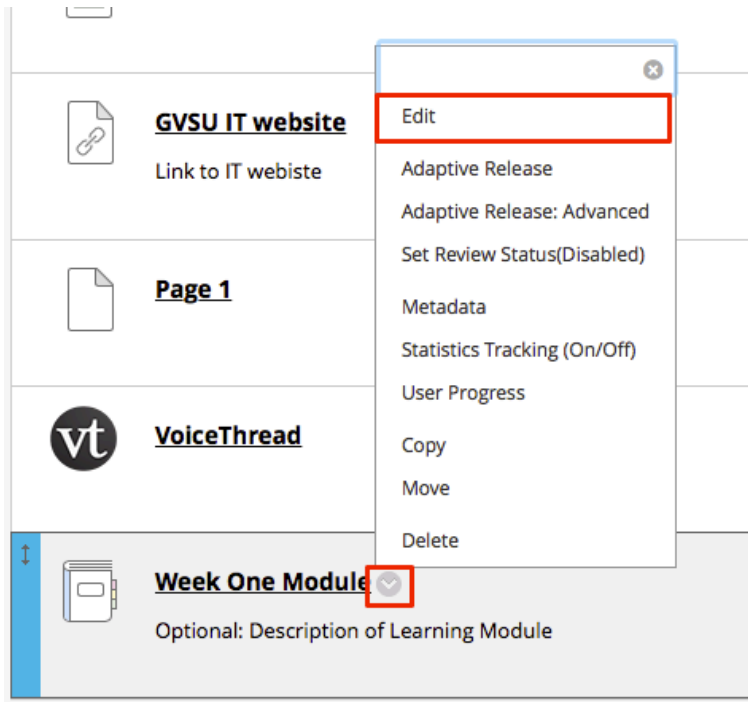
TABLE OF CONTENTS

*Select **Yes** to show a structured view of the Learning Module. Users can choose to display the Table of Contents on the bottom or on the side of the Learning Module.*
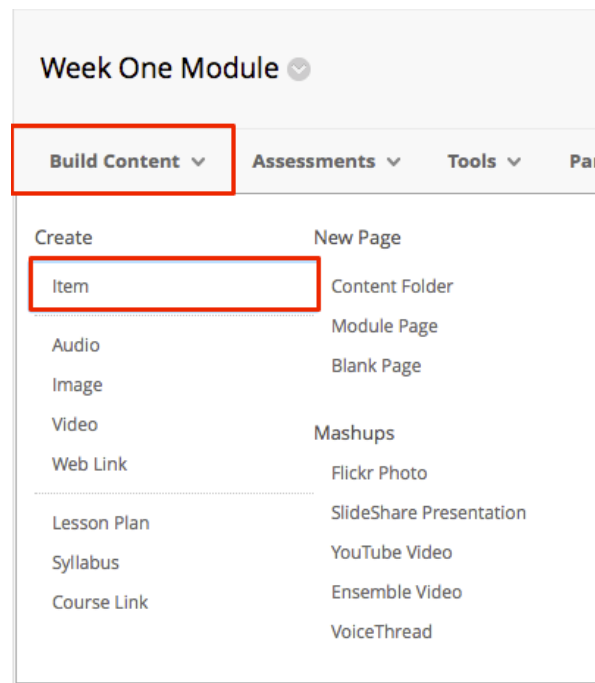
Show Table of Contents to   ● Yes ○ No
Users

Hierarchy Display   None ⬍

*Click **Submit** to proceed. Click **Cancel** to go back.*   Cancel   Submit

eLearning
and Emerging Technologies   gvsu.edu/elearn/help

Step 6. To open the learning module click on the module name. If you want to change the settings of the learning module, click on the **gray arrow button** and then click Edit.

Step 7. Once you have clicked on the module name, to enter the module folder, you can begin adding content. If you wish to upload a document, such as a PowerPoint presentation, a PDF file, or perhaps a Word or Excel file, click on **Build Content** and then select **Create Item.**

Step 8. On the next screen, you will add the name of the file and fill in any text, such as instructions or learning objectives.

Step 9. Scroll down to Attachments to add an item:

NOTE: Any date and time restrictions selected here only apply to the single file within the learning module.
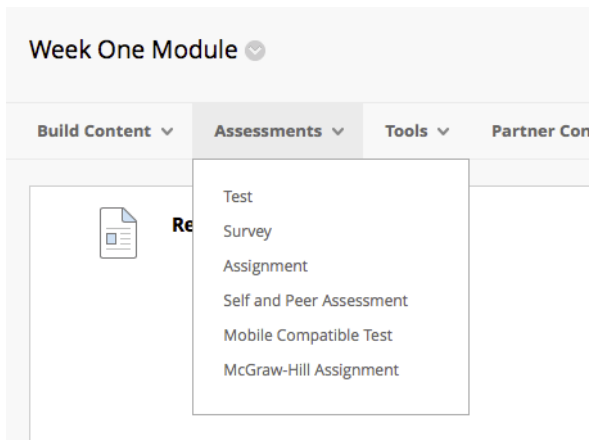
Step 10. You will then see your item listed and can add additional content.

- A **Web Link** is a shortcut to an online resource

- Blackboard can assist in **Syllabus**
- constructions

- Specialized content pages that you select or you can allow your students

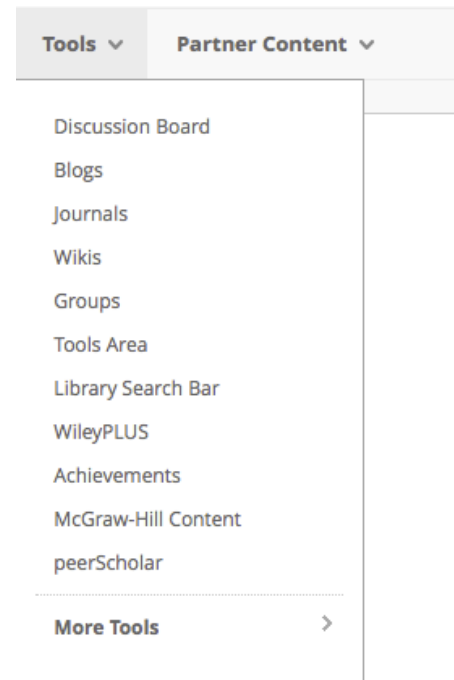- Directly link to **tools** such as the Discussion Board or Calendar

Week One Module

Build Content ˅   Assessments ˅   Tools ˅   Partner Con...

Test
Survey
Assignment
Self and Peer Assessment
Mobile Compatible Test
McGraw-Hill Assignment
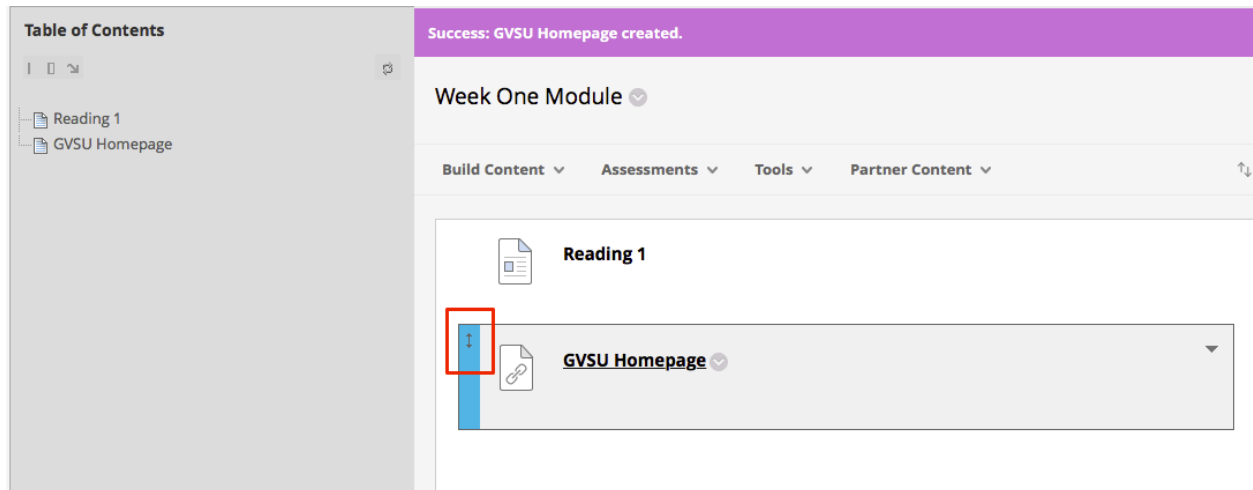
- Create or add a **Test**

- Create or add a **Survey**

- Create an **Assignment** link for students to submit work directly in Blackboard (retrieved and stored in the Grade Center)
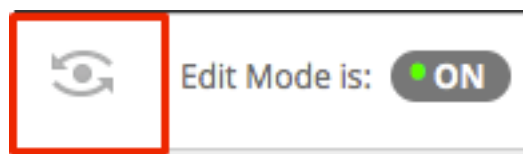
- Create a **Self and Peer Assessment**

- Link directly to a forum in the discussion board

- Set a link where students can access an assigned group for collaborative work with Blackboard Collaborate
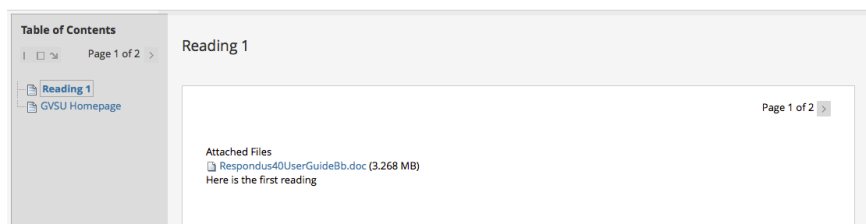
- Add a Blog, Wiki, or Journal link

Tools ˅   Partner Content ˅

Discussion Board
Blogs
Journals
Wikis
Groups
Tools Area
Library Search Bar
WileyPLUS
Achievements
McGraw-Hill Content
peerScholar

More Tools   ˃

Step 11. Once you have added all of your "pages", you can rearrange the order by clicking and holding down on the arrows. Then drag the item up or down to place in the preferred order.

Step 12. To view the learning module from a student perspective, click Student Preview (make sure Edit Mode is ON).

Students can view the content, beginning with the first items, and then advancing through the pages using the provided arrows.

Students can proceed through each page of the Learning Module, attending to the content and following through with any active learning exercises that you have imbedded within. You can monitor their progress through "viewing statistics" (if Tracking is enabled), through "user progress" or by setting "adaptive release" criteria.