Learning Modules are organized collections of content that students move through on a structured path. A learning module can contain documents, assignments, media files, web links, and more. Modules can be set up to be opened in a new window or they can be set to be viewed in sequential order to allow students to move through the items in a linear path.

**ADD A LEARNING MODULE**

1. Navigate to the content area of your course where you want to add a Learning Module.

2. Select **Build Content** and then click **Learning Module**.

3. *(Required)* Type in a **Name** for the Learning Module.
4. *(Optional)* Choose a **Color of Name** for the Learning Module and add some descriptive **Text** for the Learning Module.

5. Under the Learning Module Options, you can allow the following:

- Enforce Sequential Viewing of the Learning Module – forces users to progress through a learning module one page at a time.
- Open in a New Window – opens a new browser window for all of the learning module content.
- Track Number of Views – allows instructor to see when students have accessed the content.

6. Under Standard Options, decide if the Learning Module will be available and **Select Date and Time Restrictions** (if desired).
7. Under the Table of Contents options, you have two choices:

- Show Table of Contents to Users (Yes or No)
- Hierarchy Display (select None, Letters, Mixed, Numbers, Roman Numerals).

8. Click **Submit** when finished choosing all options.
**ADDING CONTENT TO A LEARNING MODULE**

A Learning Module is essentially a “container” for other content. Once a learning module has been created, you will need to populate the module with the actual learning materials. Adding content to a learning module is the same process as adding content to a content area. You can add all of the content that you would normally be able to add to a content area in Blackboard with one exception—**you CANNOT add a Learning Module inside of another Learning Module** (i.e. it is not possible to have “nested” learning modules).

If you have enabled your learning module to also show the Table of Contents for the learning module, that will show up on the learning module page. It is also possible to create folders within a learning module to organize content. This will also be reflected in the table of contents.

**Learning Module View (Instructor):**

![Image of a Learning Module]

**NOTE:** In this example, the instructor has set up a series of 5 style manuals for students to review in sequence, as well as a folder of grammar guides for reference. The three buttons under “Table of Contents” allow the instructor to collapse, expand, or move the Table of Contents to the bottom of the screen. This can sometimes be useful if more real estate on the screen is needed to display content (e.g. a large image or graphic).
Students will have a slightly different view of the learning modules based on which options were selected when the learning modules were created.

**Learning Module View (Student):**

In the example above, the learning module is configured such that students can only click the next link in the table of contents to progress through the module. Students can “backtrack” to previous content in the table of contents, but they cannot click further down the list until they have completed the material on previous learning module pages. They can also use the navigation in the upper right corner of the module page (“< Page 1 of 11 >”) to move through the content.