

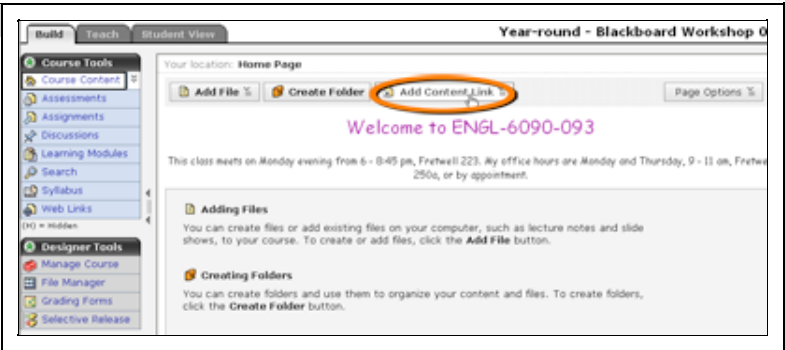
# Blackboard Vista: Creating a Learning Module

The Learning Module is the primary tool for presenting material to your students. It helps you to modularize your course, order your material, and directs the student's progress. It has a hierarchical structure via a Table of Contents which enables students to find specific content.

**Step 1: Add Content Link**

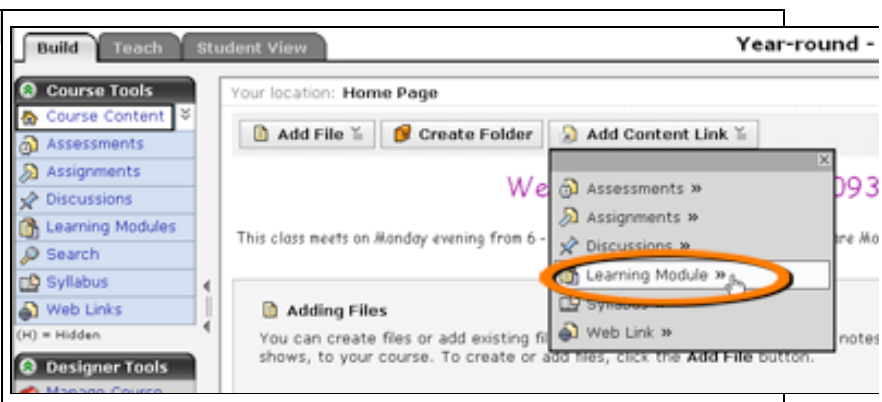
For this exercise we are adding the Learning Module to the Course Content Home page but it could also be added to any folder you create in your section.

1. From the Build tab, click the **Add Content Link** to display the ActionLinks drop-down menu.



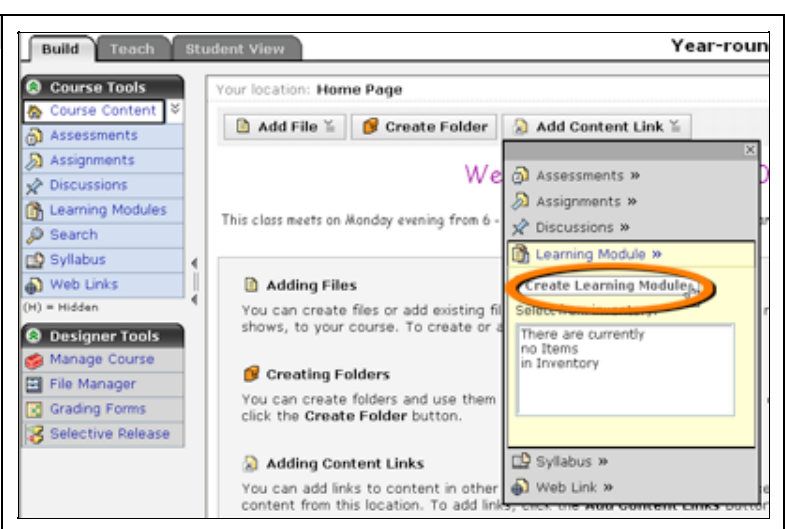
**Step 2: Select Learning Module**

1. Select **Learning Module**. The "Learning Module" area is displayed.



**Step 3: Select from Inventory**

1. Click **Create Learning Module**. The Create Learning Module screen is displayed.



#### Step 4: Create the Learning Module

1. In the “Title” text box, enter a title for the Learning Module. In this example, we used World Politics, but you can name it anything that makes sense to you and your students.
2. **OPTIONAL:** In the “Description” text box, enter additional information about the Learning Module. This information will be displayed under the Learning Module icon to help students to know what information the Learning Module contains.
3. By default, the Learning Module will be available to students.
4. In the “Table of Contents” area, you can choose to show or hide the Table of Contents. You can also use the “Numbering” drop-down list to select a numbering scheme.
5. In the “First page of this Learning Module Should Be” area, you can decide what the first page will display. By default, the Table of Contents will be displayed.
6. Click **Save**. The Course Content Home screen is displayed and the Learning Module has been added (not illustrated).

Build Teach Student View Year-round

Course Tools

- Course Content
- Assessments
- Assignments
- Discussions
- Learning Modules
- Search
- Syllabus
- Web Links

(H) = Hidden

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

Create Learning Module

1 \* Title: World Politics

2 Description: Please use this information for the World Politics chapter.

3 Item Visibility:  Show Item  Hide Item

4 Table of Contents

Numbering: 1, 1.1, 1.1.1, 2...

Display Table of Contents:

On the left  Do not display

5 First page of the learning module should be:

The Table of Contents  The first page in the Table of Contents

6 Save Cancel Save and Create Another

#### Step 5: Go to Learning Module

1. From the ActionLinks drop-down menu, select **Go to Learning Module**.

Build Teach Student View Year-round

Your location: Home Page

The items were created in Learning Module. A link to each item was added.

Add File Create Folder Add Content Link

Welcome to ENGL-6

This class meets on Monday evening from 6 - 8:45 pm, Fretwell 223. My office is in Fretwell 250a, or by appointment.

World Politics

Please use this information for the World Politics chapter.

Go to Learning Module

Edit Properties

Preview

Hide Item

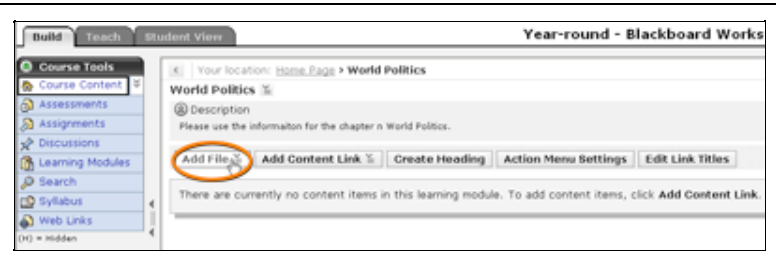
Customize Link

Move to Folder

Remove Link

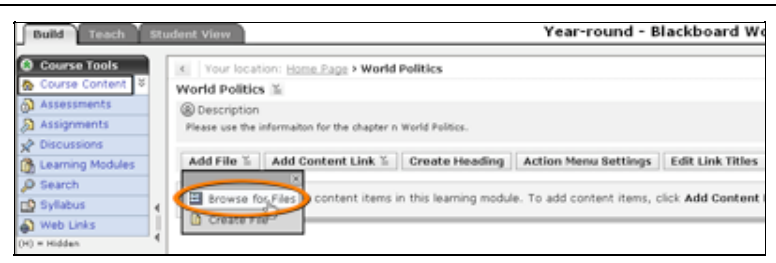
### Step 6: Add a File

1. Click **Add File** to display the ActionLinks drop-down menu.



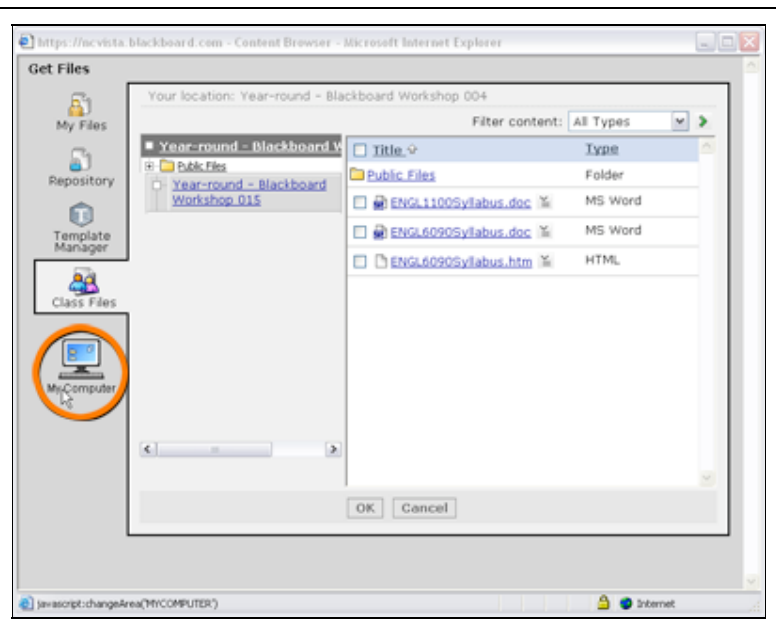
### Step 7: Browse for Files

1. Click the **Browse for Files** link. The Get Files dialog box is displayed.



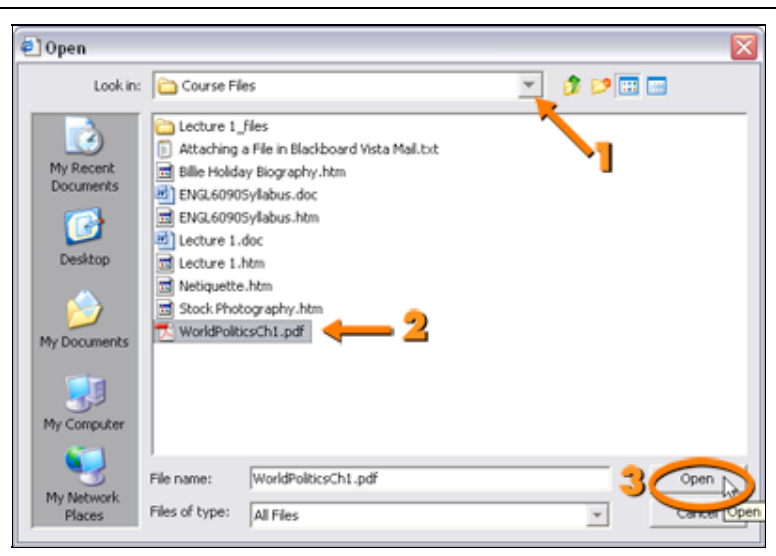
### Step 8: Content Browser

1. Click the **My Computer** icon. The Open Dialog box is displayed.



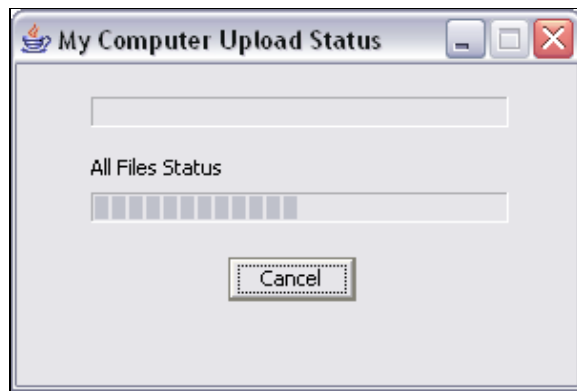
### Step 9: Open Dialog Box

1. In the "Look in:" drop-down list, navigate to the appropriate directory so that it is displayed.
2. Select the file (i.e., .html, .pdf, .doc) so that it is displayed in the "File name:" text box.
3. Click **Open**.



### Step 10: Progress Window

An animated progress bar is displayed. You do not need to click the Cancel button; the window will close on its own.



### Step 11: Notification

At the top of the window you will receive notification that the file was added successfully.



Your screens may look different depending upon your configuration.