Content Areas

About Content Areas

Course Content Areas are used to organize all Course content materials. A link to each Content Area creates the first level of the Course Menu tree directory. Course developers create and manage Content Areas from the Course Menu.

While the Instructor has almost complete control over the Content Areas through the Course Menu, the Administrator is able to set defaults and overrides that define the names and default availability of Course areas in each Course.

Adding a Content Area

By default, a specific number of Content Areas appear in a Course. Instructors may decide to create additional Content Areas or edit existing Content Areas. For example, a Content Area for Assignments may be added and the name of the area may be changed to Homework.

Follow the steps below to add a Content Area to the Course Menu:

1. Set Edit Mode to ON.
2. Select the Add button (+) on the Course Menu.
3. Click Content Area.
4. Enter a Name for the Content Area.
5. Click the Available to Users checkbox to grant access to Students and other users in the Course.
6. Click Submit.

The new Content Area appears on the Course Menu. If the Content Area contains no content, an icon of a dotted square appears. If the Content Area is unavailable to students, an icon of a square with a line through it appears.

Edit Content Areas

Use the Contextual Menu to Edit, Delete, Show Icons Only or Show Icons and Text for the Content Area.

Manage Content Areas
Once **Content Areas** for the Course have been created, **content** creation may begin. All **content** can be added and edited within the **Content Areas**. Select a **Content Area** on the Course Menu to open the main **Content Area** page. All actions related to managing **content** are available from this page. This includes:

- Create Item - add any single **Content** Item
- Build - add organizational elements such as folders, tools and links
- Evaluate - add tests, surveys and assignments
- Collaborate - add group and communication tools such as blogs, discussion boards and chat sessions

### Learning Modules

**About Learning Modules**

A **Learning** Module is a set of Content Items with an accompanying structured path for progressing through the items. The path can be set so that students must view content in sequentially or set to permit students to view the content in any order. All types of content, such as items, Assignment, and Assessments may be included in a **Learning** Module. Content within a **Learning** Module is added and managed just like content in a folder. The **Learning** Module is a shell to which other content, such as files, is added. **Learning** Modules can be edited like any other item within a Content Area.

**Add a Learning Module**

Follow the steps below to add a **Learning** Module to a Content Area.

1. Select a Content Area.
2. Edit Mode is ON.
3. Click Build.
4. Select Create **Learning** Module.
5. Enter the Add **Learning** Module Information and Options.
6. Click Submit.
Sequential and Non-Sequential Learning Modules

Learning Modules may be viewed sequentially or non-sequentially. If sequential viewing is enforced, Students will view the Learning Module in the order items within it are listed. Students will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the Learning Module may be viewed in any order from the Contents page. Sequential viewing is set in the Options for the Learning Module and can be changed at any time.

Add Content to a Learning Module

After a Learning Module is added to a Content Area, content needs to be added to it. How the content is viewed, sequentially or non-sequentially is set in the Options and can be changed at any time. To add content to a Learning Module, follow these steps:

1. Open the Content Area that contains the Learning Module.
2. Click the name of the Learning Module to open it.
3. Click Create Item. The Add Item page is used to add content to the Learning Module. The content can be directly added using the text box or it can be added as attachments, links to local and external resources, or a combination of these things. Use this method multiple times to add all the content necessary to the Learning Module.
4. Once all the items are added to the Learning Module, set the sequence of the items by dropping and dragging them into place. Items can also be sequenced using the Keyboard Accessible Reordering tool located in the Action Bar.