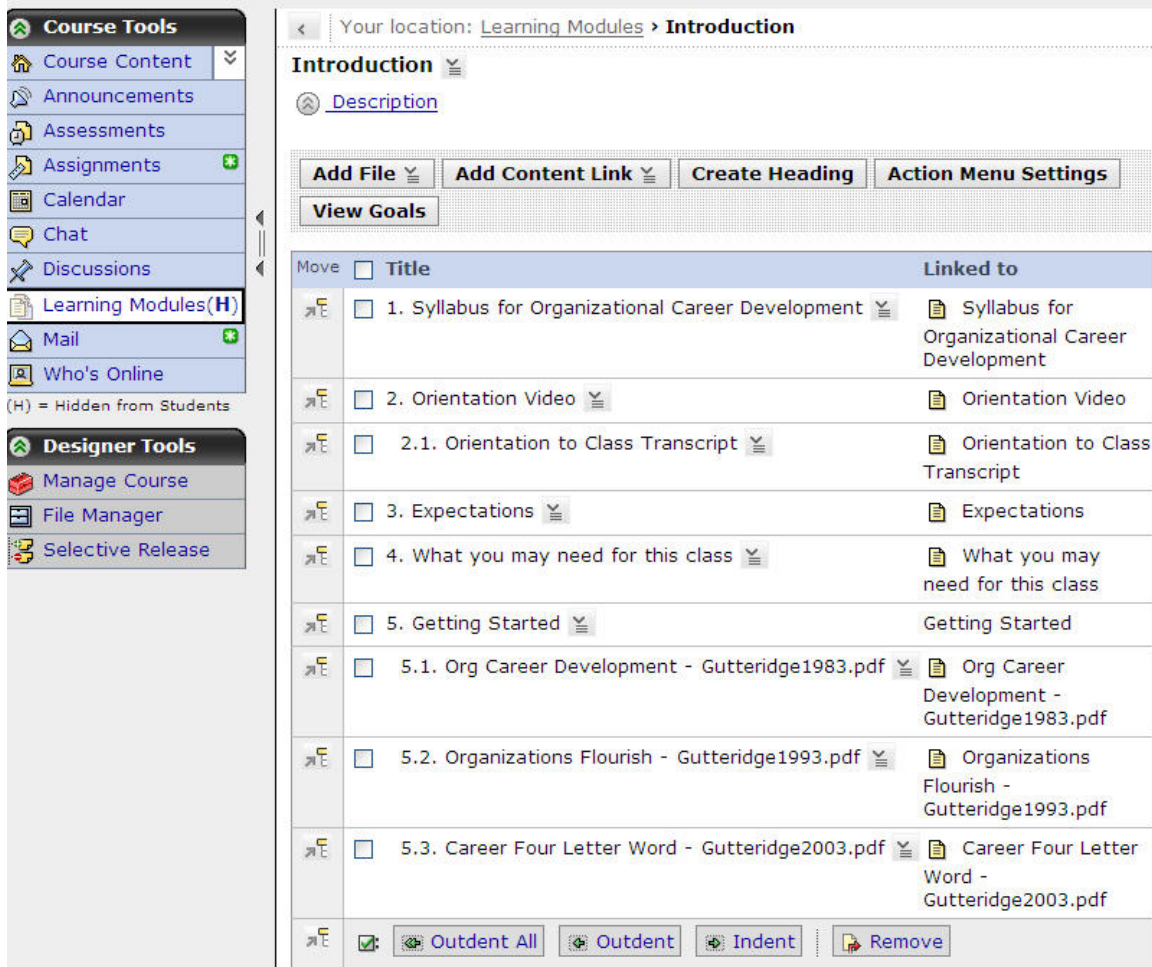


## Using Learning Modules

Learning Modules are components in eLearning Vista that allow you to organize materials for a course in a logical order. The following example shows a Learning Module from the Build view with information already placed into it.





The screenshot displays the eLearning Vista interface. On the left is a sidebar with 'Course Tools' and 'Designer Tools'. The main area shows the 'Introduction' module with a 'Description' tab. Below the tab are buttons for 'Add File', 'Add Content Link', 'Create Heading', 'Action Menu Settings', and 'View Goals'. A table lists the module's content items, each with a 'Move' checkbox, a 'Title', and a 'Linked to' component.

Move	Title	Linked to
<input type="checkbox"/>	1. Syllabus for Organizational Career Development	Syllabus for Organizational Career Development
<input type="checkbox"/>	2. Orientation Video	Orientation Video
<input type="checkbox"/>	2.1. Orientation to Class Transcript	Orientation to Class Transcript
<input type="checkbox"/>	3. Expectations	Expectations
<input type="checkbox"/>	4. What you may need for this class	What you may need for this class
<input type="checkbox"/>	5. Getting Started	Getting Started
<input type="checkbox"/>	5.1. Org Career Development - Gutteridge1983.pdf	Org Career Development - Gutteridge1983.pdf
<input type="checkbox"/>	5.2. Organizations Flourish - Gutteridge1993.pdf	Organizations Flourish - Gutteridge1993.pdf
<input type="checkbox"/>	5.3. Career Four Letter Word - Gutteridge2003.pdf	Career Four Letter Word - Gutteridge2003.pdf
<input type="checkbox"/>		Outdent All   Outdent   Indent   Remove

### Developing a Learning Module

When building a Learning Module, you can add various components, which may include assessments, assignments, chat/whiteboard rooms, content files, discussions, media library collections, and URLs (Web page addresses). You can view this area and components above the module.

When a component is added to a Learning Module, an icon is added under Linked to Component. Each tool has a specific icon and is used to distinguish between links in the Learning Module. For example,  is used for the discussion board and  is used to designate assignments. This designation is helpful for instructors, so they can distinguish between different links in a Learning Module as they are developing course content.

In the drop-down menus for each component, you can modify settings (which will allow you to change the name, numbering, and table of contents), preview, modify the action menu, view the links, or delete each component. You are also able to add headings. This is an effective way to organize your materials. The heading component does not have an icon associated with it and you can only edit or delete it.

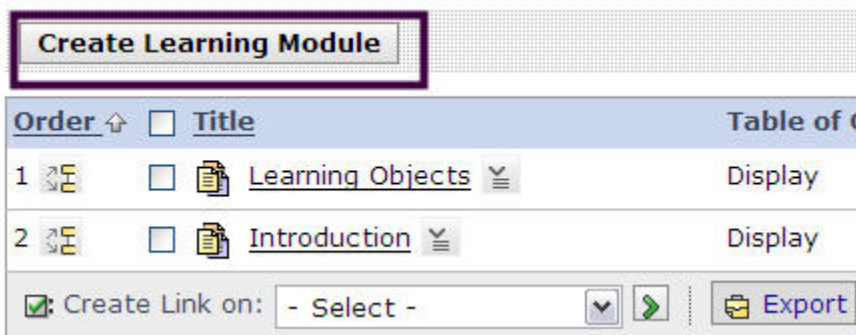
Here are some questions to consider when creating a

learning module:

1. Do you want students to linearly navigate through the module or should they be able to move around freely?
2. How do you want to “chunk” your information?
3. Which components should be included in a learning module and which components should be included in another learning module?
4. Do you want students to be able to view all learning modules at any time or one-by-one throughout the semester?
5. Should the learning modules be placed on the homepage or in a specific folder?

### Creating a Learning Module

To create a Learning Module, you need to be on the Build tab and select **Learning Module** under Course Tools.



Click **Create Learning Module**. You have four areas to enter: Title, Table of Contents Numbering, Table of Contents Display, and how you want to start the module.

## Create Learning Module

\*Title:

Description:

Item Visibility:  Show Item  
 Hide Item

---

### Table of Contents

Numbering:  ▼

Display Table of Contents:

- On the left  
 Do not display
- 

### First page of the Learning Module should be:

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

The title of your Learning Module should be short but descriptive. Also keep the labeling consistent across Learning Modules. You can use generic titles like "Unit 1," "Chapter 1," or "Module 1," but students may not have an idea of what is in each module until they click it. In addition, using generic titles makes it difficult for students to go back and reference a topic.

You can also create titles by date like "Week 1" or "06/30/04," but you would be doing a lot of changes every semester. Generally, the best way to create modules is by topic. If you would like to include designations so students know which order to go in, you could include a number with your title (for example, "Module 1: Analysis"), or you might include it in a graphic/icon and use the topic as your title. You can also decide if you want to show the module immediately after it has been created.

The second setting you must enter is how you want your table of contents numbered. You have the option of a complete number system (for example, the first entry is "1," the second entry is "2," and if you indent the entry is "2.1"). You can also use a combination of numbers and letters. The order of the numbering by indentions would be "i," "a," "1," "ii," etc.

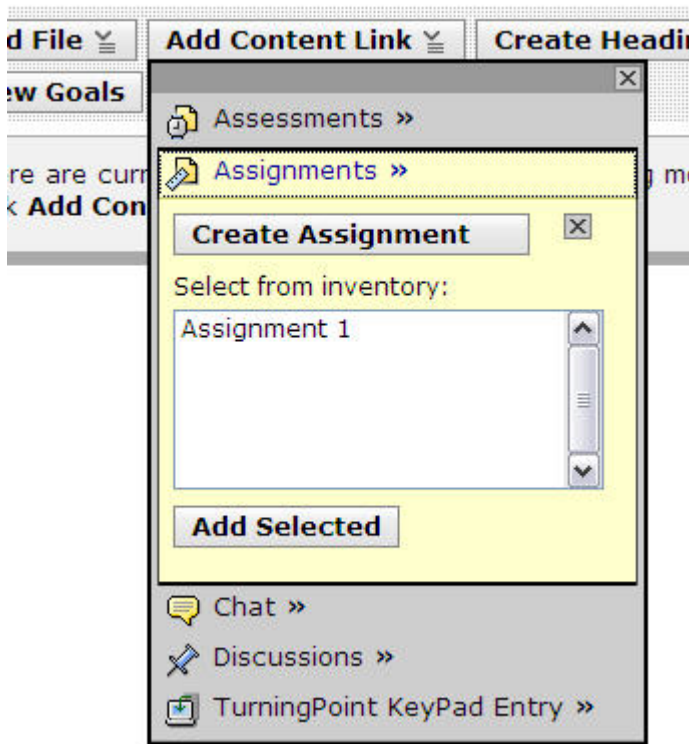
You can also decide if you want the table of contents to be displayed or not. If you want students to be able to navigate wherever they want to go, then you would display the table of contents. If you want students to only go through the modules linearly, then you do not want to display the table of contents.

The final setting determines how you want students to first enter the module. You can choose to have them go directly to the first page or view the table of contents first.

Now you can add components to your learning modules.

## Adding a Component

To add a component to the Learning Module, select the type of component you want to add from the top. This includes file, content, or heading. If you want to add an assignment, select **Add Content Link** and then click **Assignments**.



When you select the Assignments link, you can view all the assignments that you have created. To add an existing assignment, click the title of the assignment (for example, "Assignment 1") and click **Add Selected**. The component will be added into the Learning Module. You can add more than one component at a time by selecting all the ones you want to add while holding down the **Ctrl** key.

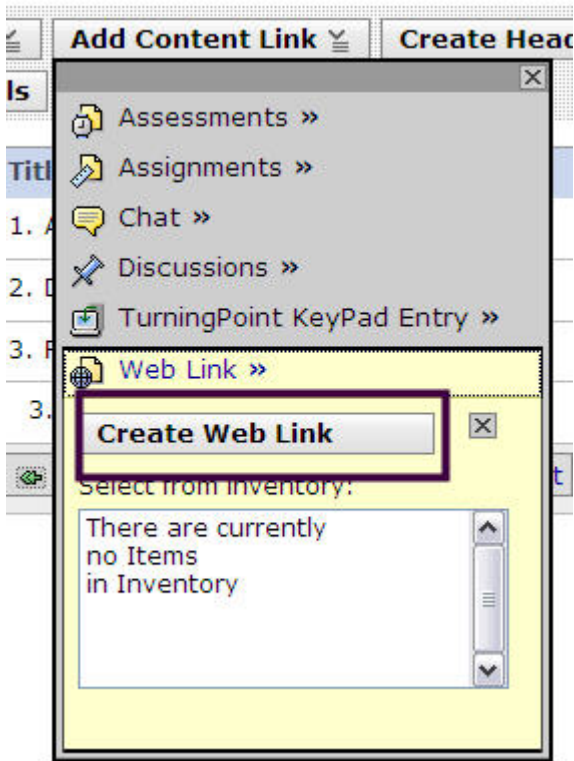


If you want to place the assignment in a specific spot, select the component that will come before the added assignment and eLearning Vista will put the added component right after it. You can also move the component within the Learning Module by selecting the component you want to move and clicking the arrow next to the component you want to place it above. When you click the arrow, it will move the component up as shown in the previous figure.

### Creating a Component

If you have not created a component, you can create one through the Learning Module area. Click **Add Content Link** and then select the component you want to add. As shown in the following example, you can click **Create Web Link** and you will be directed to the Web Links tool. Until you are comfortable using

eLearning Vista, however, it is suggested that you create components first instead of while you are designing your course.



eLearning Vista will take you to the tool and allow you to create the component. When the component is created, it will be added automatically to your Learning Module in a place that you already specified.