A **Learning Module** is a logically structured collection of course content – similar to a chapter in a textbook. It consists of content items with an accompanying path for progressing through the items. Students can select items to view (one at a time) from a Table of Contents, or instructors can require that students view the items in sequential order. Learning modules are especially useful in fully online courses.

Building a Learning Module involves two steps. First, you set up the module in a Content Area. Next, you add content to the module. Any type of content can be included in a Learning Module. Items are added or edited in a Learning Module in the same manner as they are in any Content Area.

**Creating a Learning Module**

- Click on a Content Area (e.g. Course Information, Course Documents, Assignments) in your Course Menu.
- From the **Build Content** menu on the Action Bar, **Learning Module**.
- Give the module a name and description.
- Under **Permit Users to View This Content**, select **Yes**. You can also set dates for when you would like the material to be available.
• If you would like students to view the Learning Module items in sequential order, select Yes under **Enforce Sequential Viewing of the Learning Module**. Otherwise, students will be able to click on any item in the module at any time.

• Under **Table of Contents**, decide how you would like the module path to be presented to the students (numbers, Roman numerals, etc.). Selecting None means that the items will simply be shown in a list.

• Click **Submit**.

**Adding Content to a Learning Module**

After the Learning Module has been created, you can add files, assignments or even folders to the module. Adding content to a Learning Module is similar to adding content to any other Content Area.

To add a new item to the module, open the module and select one of the following:

• **Build Content**: Add items, links, folders or mashups to your module.

• **Create Assessment**: Add assessment items using the Assignment Tool, SafeAssign or Tests and Surveys.

• **Add Interactive Tool**: Add assignments using the Discussion Board, Blogs, Wikis or Journal Tools.

• **Assign Textbook**: Add a link to information about the texts.

Items added to the Learning Module are added to the Table of Contents automatically. To rearrange the items in the module, click on the arrows to the left of the item name and drag them.

To view the updated Table of Contents, click on the **Refresh** button.
If you would like a more hierarchical structure to your module, you can add folders to your Learning Module, then place the content within the folders.

This is an example of a Learning Module that does not use folders. If you are only placing a few items in each module, you will most likely not need to use folders.

This is an example of a Learning Module that uses folders to organize content. If you would like to place several different units or lessons in a single module, you can divide them into folders as shown above.

**Navigating a Learning Module**

Students can navigate a Learning Module in one of two ways: by clicking on an item in the Table of Contents, or by clicking the right arrow buttons on the top right of the Content Area.

If you have chosen to enforce sequential viewing of the module, students must view the items in the order presented. After the links are viewed sequentially, students can review the module in any order. If the student navigates away from the Learning Module and returns to it, he or she will need to view the items in sequential order again.
Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.
Phone: (860) 768-4661
Email: fcld@hartford.edu
Website: http://www.hartford.edu/fcld/

Information Technology Services (ITS)
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).
Phone: (860) 768-5999
Email: its@hartford.edu
Website: http://uhaweb.hartford.edu/its/

Media Technology Services (MTS) – Harry Jack Gray Center E113
MTS maintains and installs classroom equipment, such as projectors, Sympodiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.
Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)
Website: www.hartford.edu/mts