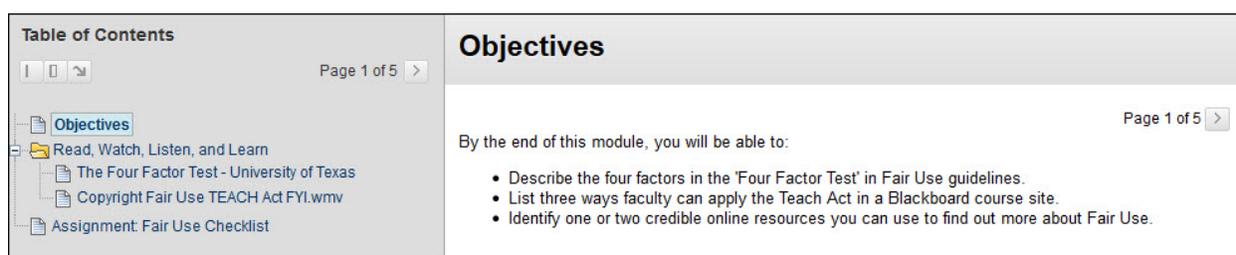


Getting Started with Blackboard Learning Modules

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.

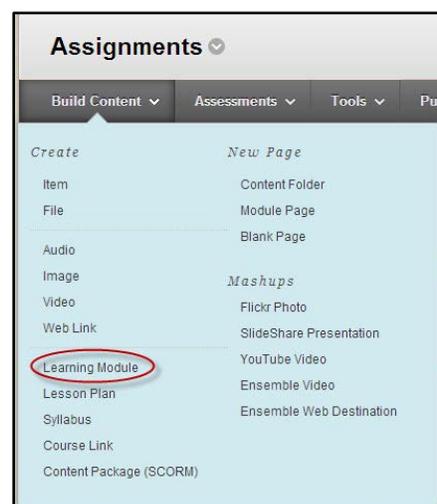
Building a Learning Module involves two steps. First, you set up the module in a Content Area. Next, you add content to the module. Any type of content can be included in a Learning Module. Items are added or edited in a Learning Module in the same manner as they are in any Content Area.



A Sample Learning Module Viewed from a Student's Perspective

Creating a Learning Module

1. Click on a Content Area (e.g. Course Information, Course Documents, Assignments) in your Course Menu. You can create a Content Area and name it “Modules” or “Units”, if you wish.
2. From the **Build Content** menu on the Action Bar, choose to create a **Learning Module**.
3. Give the module a name and description.
4. Under **Permit Users to View This Content**, select **Yes**. You can also set dates for when you would like the material to be available.
5. By default, students will be able to click on any item in the module at any time to navigate its contents. If you would like to force students to view the Learning Module items in sequential order (not recommended), select **Yes** under **Enforce Sequential Viewing of the Learning Module**.



6. 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 an organized, outline format without letters or numbers.
7. Click **Submit**.

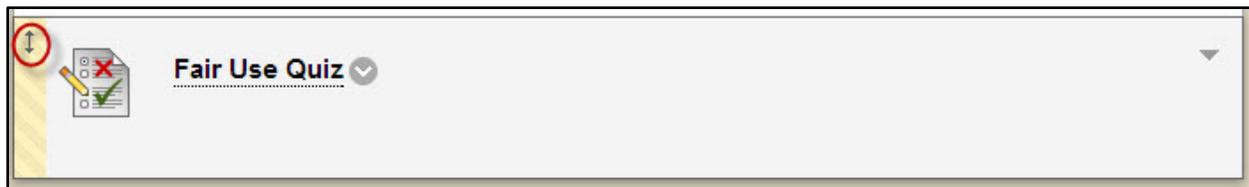
Adding Content to a Learning Module

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, click into the module and select one of the following:

- **Build Content:** Add items, links, folders or mashups to your module.
- **Assessments:** Add an assessment, survey, or assignment to the module.
- **Tools:** Add assignments using the Discussion Board, Blogs, Wikis or Journal Tools.
- **Publisher Content:** Add a link to text books or other content provided by a publisher.

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.



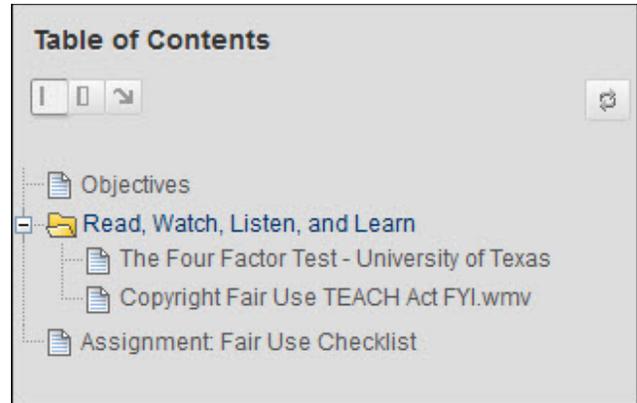
To view the updated Table of Contents, click on the **Refresh** button.



If you would like a more hierarchical structure to your module, you can add folders to your Learning Module, and then place the content within the folders.



Above 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.

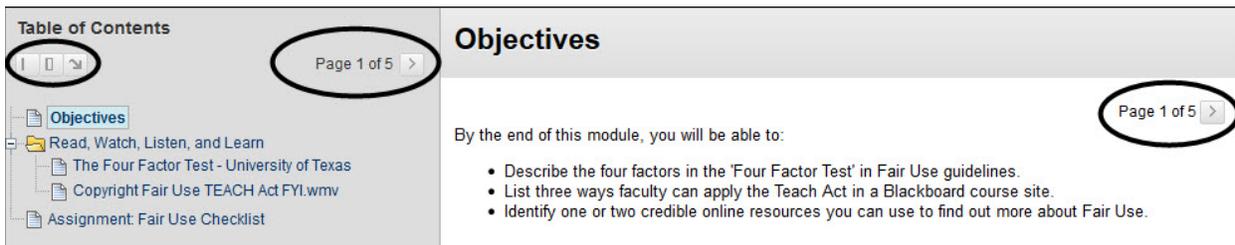


Above is an example of a Learning Module that uses folders to organize content. If you would like to place several different units or lessons in a single module, you can divide them into folders as shown above.

Navigating a Learning Module (Students)

It's important to know that students navigate a Learning Module differently than instructors. The students' tools to help them view Learning Modules are as follows:

- Use the tools on the left corner to minimize and expand, or move the Table of Contents to the bottom of their screen.
- Click on an item in the Table of Contents to view it on the right.
- Use the right arrow buttons that appear on the top right of the Table of Contents or Content Area to scroll through contents and keep track of page location.



If you have chosen to enforce sequential viewing of the module, students must view the items in the order presented. After the links have been viewed sequentially, students can review the module in any order. However, 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.

Navigating a Learning Module (Instructors)

Instructors navigate Learning Modules differently than students. To add content and organize what's already there, click on the Learning Module and then use Build Content, Assessments, Tools, or Publisher Content menu to add content.

The screenshot shows the Blackboard Learning Module interface. On the left is a 'Table of Contents' sidebar with a tree view containing: Objectives, Read, Watch, Listen, and Learn (expanded), The Four Factor Test - University of Texas, Copyright Fair Use TEACH Act FYL.wmv, and Assignment: Fair Use Checklist. The main content area is titled 'Module: Online Learning and Fair Use' and features a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Publisher Content' menus. The content is organized into three sections: 1. 'Objectives' with a document icon, stating 'By the end of this module, you will be able to:' followed by three bullet points: 'Describe the four factors in the 'Four Factor Test' in Fair Use guidelines.', 'List three ways faculty can apply the Teach Act in a Blackboard course site.', and 'Identify one or two credible online resources you can use to find out more about Fair Use.' 2. 'Read, Watch, Listen, and Learn' with a folder icon. 3. 'Assignment: Fair Use Checklist' with a document icon, listing an attached file 'fairuse_checklist.pdf (28.903 KB)'. Below this, it states 'Attached is a Fair Use Checklist, developed at the Indiana University Copyright Management Center. Your assignment is to:' followed by a numbered list: '1. Find a teaching resource you are currently using and which you think is compliant with Fair Use.', '2. Use the checklist and evaluate your use of the resource against the four factor test.', '3. Re-upload the document.', and '4. Be prepared to discuss your findings in the discussion board.'

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 and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Office of Technology Services (OTS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 (on campus) or (844) 292-3213 (off campus)

Email: ots@hartford.edu **Website:** <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)

Website: <http://www.hartford.edu/mts>