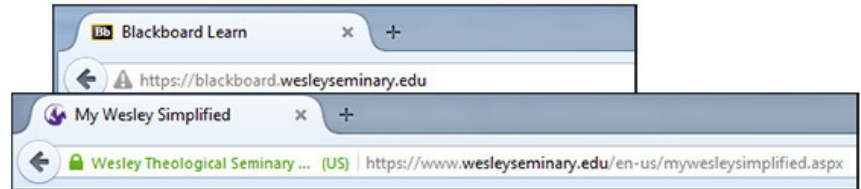
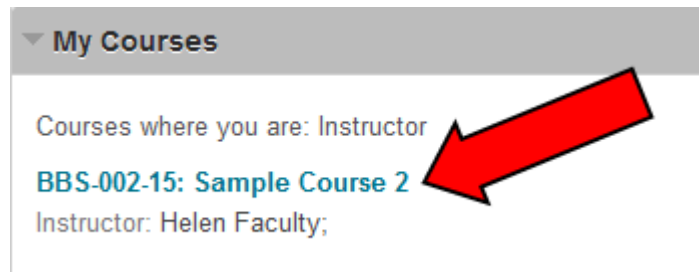


Creating Learning Modules

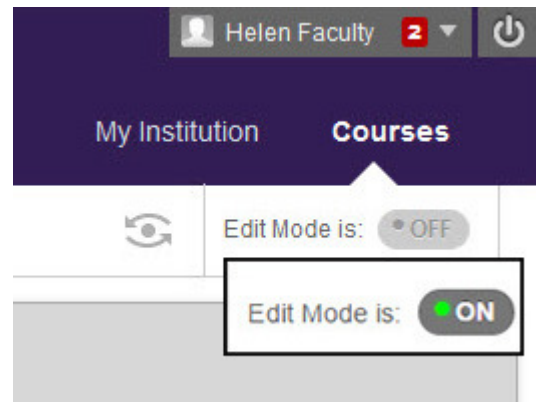
1. Navigate to Blackboard then enter your username and password. You can do this either through mywesley or blackboard.wesleyseminary.edu



2. Enter your course.



3. Make sure Edit Mode is On.

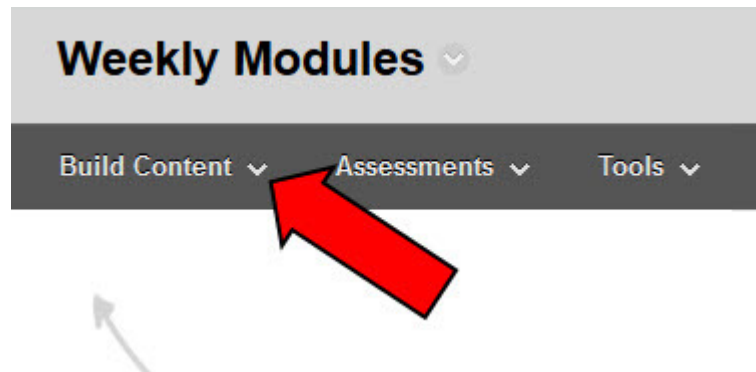


-
4. In the Course Menu on the left, click on the content area where you would like to add the link. In this case, we are using one called Weekly Modules.

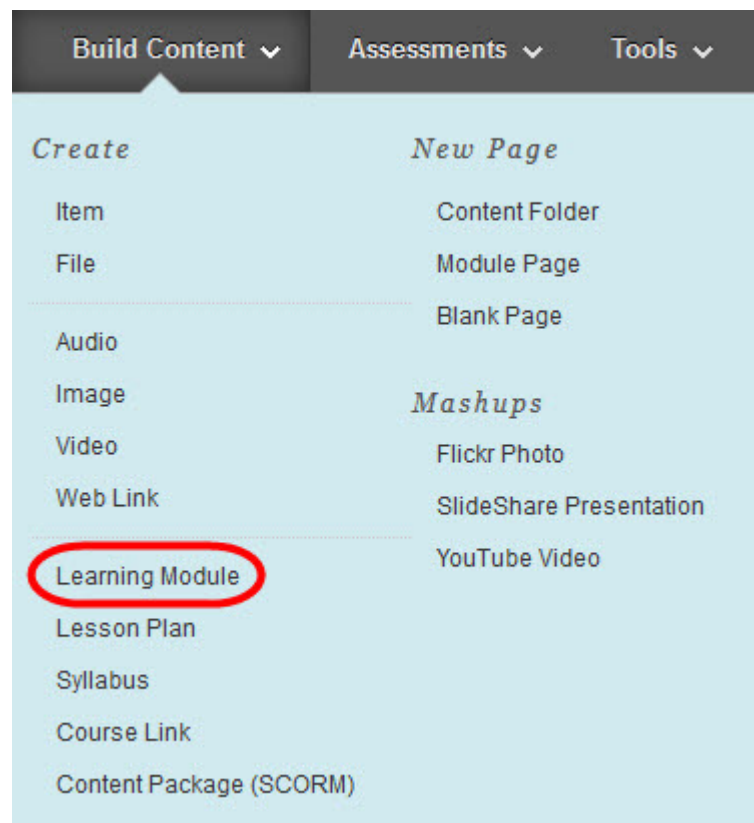
Instructions on how to add a Course link can be found here.



-
5. Hold your mouse over Build Content.



6. Next click Learning Module.



7. Give the module a name and add any instructions or descriptions necessary.

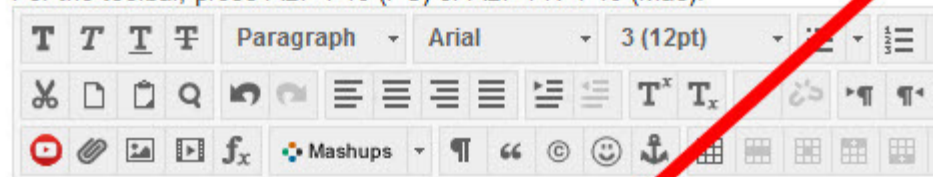
LEARNING MODULE INFORMATION

* Name

Color of Name

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please click Module One above

This module must be completed by Sunday at 11:59 pm|

8. Leave default settings for the Learning Module Options

LEARNING MODULE OPTIONS

It is advised that the module not open in a new window. Sequential Learning forces students to access the material in the module in an order that you determine. This is good for the first time, but students find this irritating when reviewing the module or completing activities specified in the module.

Enforce Sequential Viewing of the Learning Module? Yes No

Open in New Window Yes No

9. Standard Options sets the viewing choices. A module can be scheduled to open automatically to students on a specific day and time.

STANDARD OPTIONS

It can be convenient to set all modules to correspond to the course schedule ahead of time.

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

10. Set your preferences for module display. The table of contents tends to be preferred by students and the default hierarchy of none is fine.

TABLE OF CONTENTS

Select Yes to show a structured view of the Learning Module. Users can choose to display the Table of Contents on the bottom or on the side of the Learning Module.

Show Table of Contents to Users Yes No

Hierarchy Display

None
Letters
Mixed
Numbers
Roman Numerals

11. Click Submit.



If you have any questions or problems, please contact Blackboard Support at extension 6091, 202.885.6091, or email us at edtech@wesleyseminary.edu