

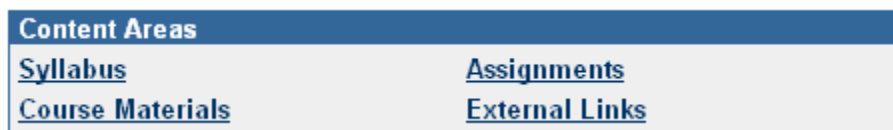


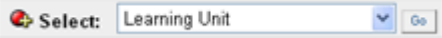
Add Learning Unit

Learning Units are organized collections of content (documents, assignments, media files, website links, quizzes and surveys) which students navigate through on a structured path. Learning Units can be added anywhere within a content area and may be set to open in a new window, which reinforces the idea that they are distinct learning modules. Instructors also have the option to enforce a sequential viewing order or to allow students to move through the items in any order.

From the Control Panel:

1. Click on the specific **Content Area** where the new learning unit needs to be created.




2. Select **Learning Unit** from the drop-down menu that appears on the upper right of the screen, then click **GO**. 
3. Enter the name for the learning unit in the **Name** field. (You may select a different text color by clicking the Pick button.)
4. If needed, enter a description for the learning unit in the **Text** field. (Optional, not required)




Modify Learning Unit


1 Learning Unit Information

Name

Choose Color of Name 

Text

Normal 3 Times New Roman **B** *I* U ~~S~~ \times_2 \times^2   



Path: [body](#)

2 Options

Make the content available Yes No

Enforce sequential viewing of the Learning Unit? Yes No

Open in new window Yes No

Track number of views Yes No

Choose date and time restrictions

Display After Display Until


Jan 29 2007 12 45 PM Jan 29 2007 12 45 PM

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

- The **Options** section is used to set display options for the item. (See below for additional information regarding each **Option**).
- To complete the entry, scroll to the bottom of the page and click the  button.

Note: Adding content for a learning unit is similar to adding content to a folder. Once the learning unit is created, enter the learning unit itself by clicking on the underlined name. (The heading area should display the name, with the message Folder empty.) From here add desired content items using the standard "Add Item", "Add External Link", Add Test, etc. icons at the top of the screen. Re-order items using the numbered boxes next to each item.

Options Section

Make the content available?

Available means students can view and access the learning unit. Typically, availability should be set to "no" only if the Instructor doesn't want students to access the content.

Enforce sequential viewing of the Learning Unit?

This means that students must go through each of the "pages" or items in the learning unit in the specific order setup by the Instructor. Choosing "No" allows students to use the table of contents to jump between the pages in any order.

Open in a new window?

This option will cause the link to appear in a new window

Track number of views?

This option allows the Instructor to track how often individual users view the documents within the learning unit.

Choose date and time restrictions

This option allows the Instructor to set specific dates and times when the learning unit will be visible. Utilizing this option automates the "make contents available" option.