Modules Overview (Instructors) Video Script

In this video, you will learn how to create and manage modules in your course. Modules are used to organize your course content or create a learning path for students. To access modules, click the Modules link in Course Navigation.

To create a new module, click the Add Module button. Then type a name for your module in the name field. If you would like to prevent students from accessing the module until a specific date and time, select the Lock Until option and enter the date and time. Click the Add prerequisite link to indicate another module that must be completed before a student can access this module. You will only see the Add Prerequisite link if you have created at least one other module. Prerequisites can be added or modified later if needed. To create the module, click the Add Module button.

After a module is created, you can add content to it by clicking the Add icon. Click the Add drop-down menu to select the type of content. You can add an assignment, quiz, file, page, discussion, text header, external URL, or external tool. Next, click the title of the item you'd like to add to the module or, select the Create item option to create a new content item. If you choose the Create item option, you will need to complete the fields that display. To indent the item in your module, click the Indentation drop-down menu. To add the content to your module, click the Add Item button.

In the Module Options menu, you can edit module settings, move module contents, move the module, delete the module, duplicate the module, send the module to another user, or copy the module to another course.

Once you have added module items, you can add requirements, which lay out actions that must be completed before a student can progress in the module. To add requirements, click the Options icon for a module. Then click Edit. Next, click the Add Requirement link. Content must already be added to a module before you will be able to add an associated requirement. You can then select to have students complete all requirements or just one requirement from the list. If you select the option for students to complete all requirements, you can choose to have students complete the requirements in sequential order. Click the requirement drop-down menu to select an item. Then, click the action drop-down menu to select the action that is required for the item. Repeat these steps until all requirements are defined. When you're finished adding requirements, click the Update Module button. From the module item Options menu, you

can Increase or decrease indent, Edit the item, Duplicate the item, Move the item, Access MasteryPaths settings, if enabled, Remove the item from the module, Send the module item to another user, or Copy the module item to another course. To rearrange module items, click the drag handle and move your content to the desired location. To publish a module, click the unpublished icon. After publishing, all items in the module will be published and students will be able to view the module. To unpublish a module, click the published icon. You can also publish or unpublish individual content items within each module by clicking the item's publish or unpublish icon. Students will only see content items and modules that have been published.