



## Modules & Sub-modules

Modules and Sub-modules are used to organize the course material within the course

**Module:** a folder that organizes course material.

**Sub-Module:** a folder inside of a Module to further organize course material.

Modules are where you add Topics and Activities.

1. You will navigate to the content in the navbar.
2. In the sidebar, under the table of contents, you will click "Add a Module." Type in the name and hit enter on your keyboard. This will create the Module.

A screenshot of a course management interface. At the top, a navigation bar contains 'Course Home', 'Content' (circled in red), 'Assessments', 'Communication', 'Progress', and 'Edit'. Below the navigation bar is a sidebar with a search box labeled 'Search Topics' and a list of menu items: 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents'. Under 'Table of Contents', the 'Add a module...' button is circled in red. The main content area is titled 'Table of Contents' and features buttons for 'Import Course' and 'Bulk Edit'. Below these is a 'Welcome to your' message with instructions: 'To copy or import an existi' and 'To start creating course co'. At the bottom of the main area, there is another 'Add a module...' button.

3. Once created, it will look like this:

The screenshot shows a course management interface. At the top, there are navigation links: Course Home, Content, Assessments, Communication, Progress, Edit Course, and More. On the right, there are Print and Settings icons. The left sidebar contains a search box, Overview, Bookmarks, Course Schedule, and Table of Contents. The 'Table of Contents' section has a list of modules, with 'Read Me First!' highlighted. The main content area shows a 'Read Me First!' dropdown menu, followed by options to 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. Below these is a dashed box for 'Drag and drop files here to create and update topics' and a text input field for 'Add a sub-module...' with a red arrow pointing to it.

4. Inside the **module** is where a **sub-module** can be added.

Watch the [video](#) to see how **both types of Modules** are added to the content page:

### Best Practice:

1. Organize modules in a manner that gives the student a path to follow. A linear design is recommended.

For Example:

- a. Create a Module called "Read Me First!" This is where all of the material the student should have right away can be placed. This will include Syllabus, Course Schedule, Instructor Introduction, Special Instructions for the course, etc. It's the business folder for the course.
- b. Create the following Modules to simulate a timeline. They could be called "Week 1", "Chapter 1", or "Module 1" and within those Modules, place all of the material and activities the student would need to access or complete for the first week/chapter/module of class. Do the same for the following weeks of the term.

**Note:** Sub-modules will not show up on the table of contents until you click on the module housing it.