



Modules & Sub-Modules

Modules and sub-modules help organize course materials.

Module: A folder that contains topics and activities.

Sub-Modules: A folder within a module used for further organization.

Workflow Steps:

Step one:

Click the **Content** tab in the navbar. In the sidebar, click **Add a module**. Type the name of the module you are creating and hit **enter** on your keyboard. This will create the module.

Course Home **Content** Assessments ▾ Communication ▾ Progress ▾

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents 81

Week 15 3

Week 16 2

Add a module... ←

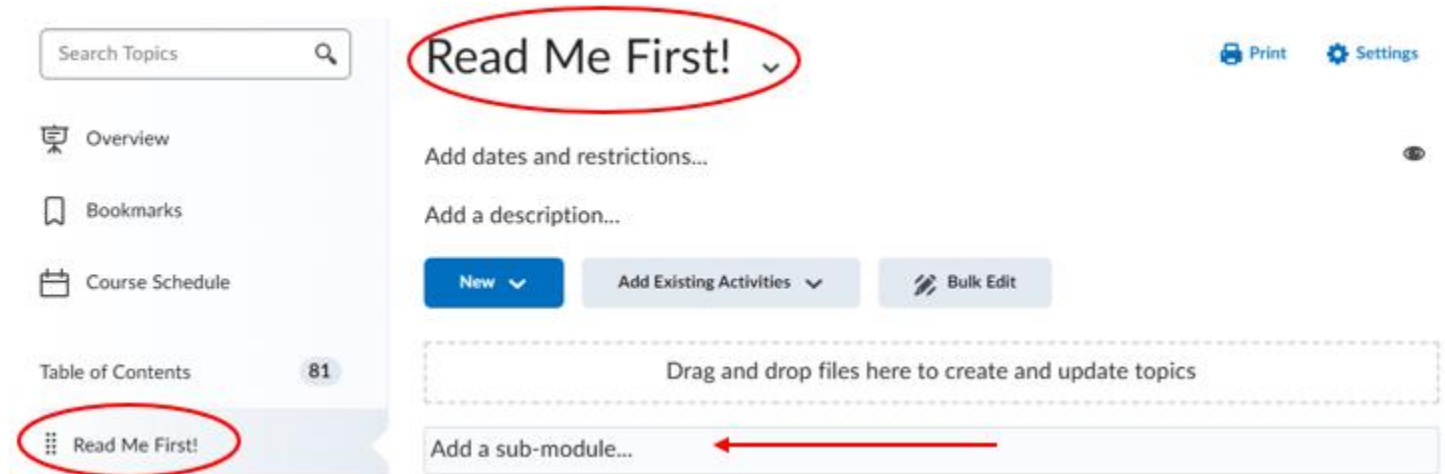
Table of Contents

Import Course ▾ Bulk Edit

Read Me First!

Step two:

One created; it will look like this:



The screenshot shows a course management interface. On the left is a sidebar with a search bar and navigation options: Overview, Bookmarks, Course Schedule, and Table of Contents. The 'Table of Contents' section shows a list of modules, with 'Read Me First!' selected and highlighted in blue. The main content area displays the details for the 'Read Me First!' module, which is circled in red. It includes options to 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. Below these are instructions to 'Drag and drop files here to create and update topics' and a text input field labeled 'Add a sub-module...' with a red arrow pointing to it.

Sub-module:

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

Best Practice:

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

For Example:

- Create a module titled **“Read Me First!”** to house essential course materials students need immediately, such as the syllabus, course schedule, instructor introduction, and special instructions. This serves as the course’s main information hub.
- Create additional modules to follow a timeline (e.g., **Week 1, Chapter 1, or Module 1**). Within each module, include all materials and activities for that time period. Repeat this structure for the rest of the course.

Note:

Sub-modules will not appear in the table of contents until you select the module that contains them.