



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, there is a navigation bar with the following items: 'Course Home', 'Content' (circled in red), 'Assessments', 'Communication', 'Progress', and 'Edit'. Below the navigation bar, there is a sidebar on the left 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 on the right is titled 'Table of Contents' and contains buttons for 'Import Course' and 'Bulk Edit'. Below these buttons, there is a 'Welcome to your' message and a text input field with the placeholder 'Add a module...'.

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 left sidebar, there are options: Overview, Bookmarks, Course Schedule, Table of Contents, and 'Read Me First!' (highlighted with a red circle). Below the sidebar is an 'Add a module...' button. The main content area has a 'Read Me First!' dropdown menu (highlighted with a red circle). Below it are options to 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. A dashed box contains the text 'Drag and drop files here to create and update topics'. At the bottom, there is an 'Add a sub-module...' button 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.