

Oncourse: Modules, Creating and Editing

Instructors can add, edit, delete, archive, sort, print and manage module content.

Adding a module

To add a module:

In the list of tools on the left, **click Modules**.

1. From the four options at the top of the window, **click Author** to ensure that you are in authoring mode.
2. From the options below, **click Add Module**.
3. On the **Define Properties** page, enter the properties of the module. In the **Module Title** text box, **enter a title**.
4. In the Description/Overview or Objectives text box, **enter a description or objectives**.
5. If required, in the Keywords text box, **add keywords**.

The **Added By field** will display your name as the person who has added the module, and the **Term/Year field** will display the term and year when the module has been created.

6. To enter a start date in the **Start Date field**, click on the calendar icon to the right of the text box and select a date.
7. Similarly, to enter an end date in the **End Date field**, click on the calendar icon to the right of the text box and select a date.
8. To add the module, **click Add**.

Editing a module

To edit a module:

1. In the list of tools on the left, **click Modules**.
2. **Click the module** you wish to edit.
3. Change details as required and **click Save**.

Deleting a module

To delete a module:

1. In the list of tools on the left, **click Modules**.
2. **Check the checkbox of the module that you wish to delete**.
3. From the list of options above, **Click Delete**.
4. On the next page, to confirm deletion, **click Continue**.
5. On the confirmation page, **click Return to Modules**.

Archiving a module

To archive a module so that it becomes invisible to students:

1. In the list of tools on the left, **click Modules**.
2. **Click the checkbox of the module that you wish to archive**.
3. From the list of options above, **click Archive**.

A message will be displayed: You have archived modules: Module Name (Copied Date). To restore in the future, click on Manage >> Restore.

Restoring archived modules

To restore an archived module:

1. In the list of tools on the left, **click Modules**.
2. From the four options on the top of the window, **click Manage**.
3. From the options listed, **click Restore**.
4. To select the module that you wish to restore, **select the corresponding checkbox**.
5. **Click Restore**. A confirmation message is displayed.
6. To go back to the main page, **click on Return to Modules**.


Sorting modules

To sort the modules:

1. In the list of tools on the left, **click Modules**.
2. From the four options on the top of the window, **click Manage**.
3. From the options listed, **click Sort**.
4. Click the Sort Modules button.
5. Select the module you wish to rearrange and use the up and down arrows on the right to rearrange the module.


Duplicating a module


To duplicate a module:


1. In the list of tools on the left, **click Modules**.
2. To the right of the module to be duplicated, **locate the  icon and click on it.**
A new duplicate module is created, with a new file name. For example, if the original Module name is Module One and it is duplicated on January 22, 2009, then the new file name will be **Module One(Copied January 27, 2009)**
3. To change the titles and remove the parentheses, **click on the module title and edit the title** and other properties as required.

Adding Next Steps

To direct students where to proceed after they finish the module:


1. In the list of tools on the left, **click Modules**.
2. To the right of the module to be edited, **locate the  icon and click on it.**
3. On the next page, add required next steps in the text box provided.
4. To add the next steps, **click Add**.

Once the next steps are added, the icon in front of the module on the main page changes to  .

5. To edit the next steps, **click on the  icon.**

Printing Module Structure

To print a module structure:

1. In the list of tools on the left, **click Modules**.
2. To the right of the module to be printed, **locate the  icon and click on it.**
A new window will open, displaying the module and section contents.
3. To print the list, **click Print** located at the top of the window

Managing Module Content

Using this option, instructors can upload multiple materials onto the server.

1. In the list of tools on the left, **click Modules**.
2. From the four options on the top of the window, **click Manage**.
3. **Click Manage Content**.
4. Adding uploaded files:
 - a. From the Add Item Type drop-down box, **select File Upload**.
 - b. From the Number of Items to Upload drop-down box, **select the number of items you wish to upload**.
 - c. **Click Continue**.
The Number of Files to Upload drop-down box on the File Upload page can be used to adjust the number of files to be uploaded.
 - d. Using the browse button, Navigate to the file to be uploaded. **Double-click the file to be uploaded**.
 - e. **Click Continue**.
5. Adding URLs:
 - a. • From the Add Item Type drop-down box, **select URL (Link to website)**.
 - b. • From the Number of Items to Upload drop-down box, **select the number of URLs you wish to add**.
 - c. • **Click Continue**.
The Number of URLs to Create drop-down in the next page can be used to adjust the number of URLs to be added.
 - d. • Type the URLs and their corresponding title in the URL and Title fields
 - e. • **Click Continue**.

Importing and Exporting Modules

To import or export modules:

1. In the list of tools on the left, **click Modules**.
2. From the four options at the top of the window, **click Manage**.
3. From the options listed, **click Import/Export**.
4. Importing IMS Content Packages into modules:
 - a. In the Import IMS Content Package into Modules section, **Click the Browse button** to locate and double-click on the IMS content package you wish to import.
 - b. **Click Import**.

5. Exporting modules:
 - a. In the Export Modules section, **Choose the content format** for exporting the modules.
 - b. **Select the modules to export.** Multiple modules can be selected by holding down the Ctrl key (or the Apple key for Mac users.)
 - c. **Click export.**
 - d. A dialog box pops up asking whether the zip file created should be opened or saved, **Click Save File.**
 - e. Choose a location for the file to be saved and **click OK.**

Setting Preferences

To set preferences for your Modules:

1. In the list of tools on the left, **click Modules.**
2. From the four options on the top of the window, **click Preferences.**
3. Preferences are divided into Global preferences (user-specific) and Site preferences (site-specific).
 - a. The first Global Preferences for Modules is:
 - **Select your view:** Allows user to view the modules and sections in either an expanded or collapsed way. An expanded view displays all sections within the modules; a collapsed view displays only the module names.
 - b. Site Preferences for Modules:
 - **Allow student printing of modules:** Allows instructor to decide if students can print modules or not.
 - **Auto numbering of modules and sections:** This option allows students to view the numbering of the modules and sections.
4. After selecting appropriate radio buttons, **click Set.**

A message is displayed: Your preferences have been set successfully.