

Oncourse: Modules, An Overview

Instructors can build and publish modules with content to guide students through learning materials.

What is a module?

A module can be used to distribute, arrange and present learning materials in units that follow a logical sequence created by the instructor. A module can contain multiple sections with text or audiovisual learning aids. All modules and their sections are numbered to clearly indicate hierarchy. Each module has a start date and an end date that can be set using the text boxes next to the module name.

Modules layout and basic functions

The modules tool is laid out as shown in the snapshot below.

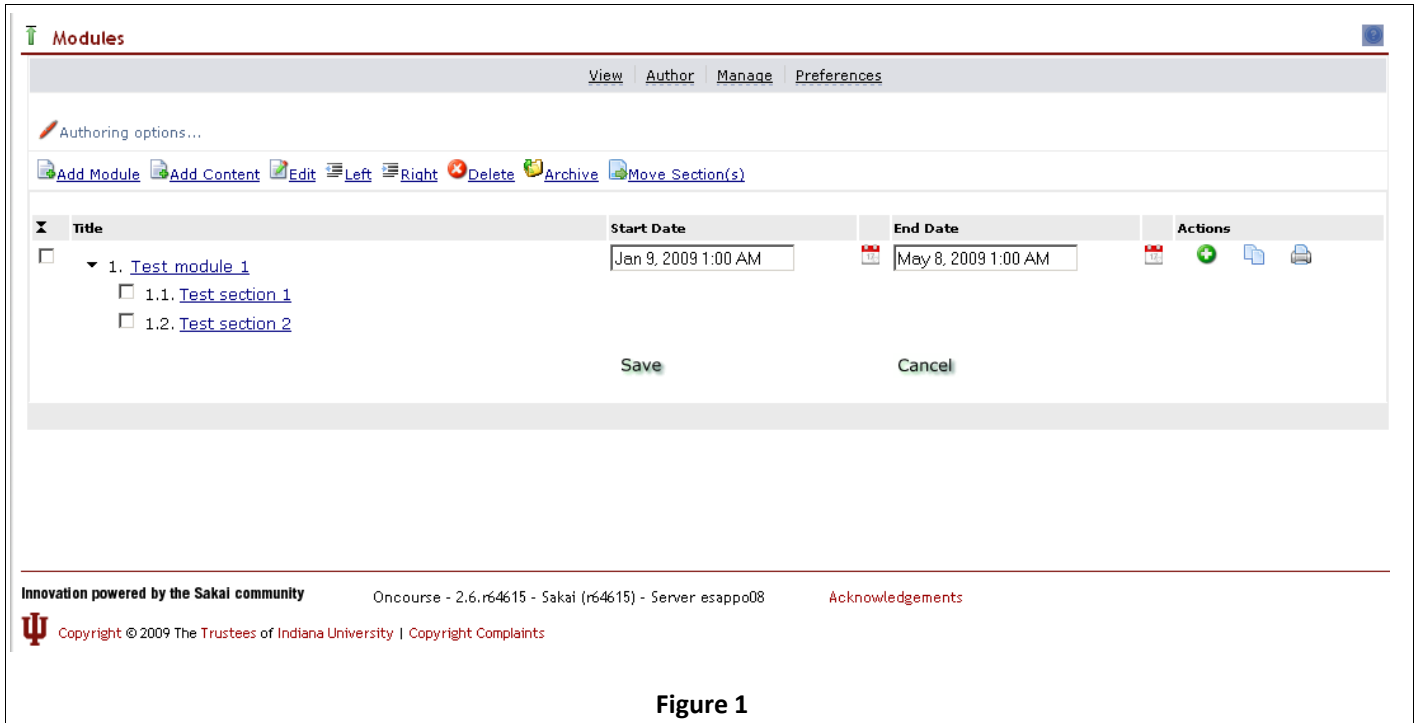


Figure 1

Views

The options on the top are the four views for the Module tool:

View: This view allows the instructor to preview and access modules as they appear to students. For modules that are not open to students, the module title will appear, but the link will be inactive. Instructors can see these closed modules in preview mode.

Author: The Author view allows the instructor to add, edit, archive, and delete modules and sections. This view also allows the author to add content, move sections and indent sections to left or right.

Manage: This view allows you to restore inactive modules, manage content, sort modules and sections, and import or export modules from other sites.

Preferences: In this view there are both Global and Site Preferences.

Authoring Options

There are multiple authoring options available to instructors for modules and sections.

Add Module: Allows the instructor to add a module.

Add Content: Allows the instructor to add content to a module or a section. A module or section to which content has to be added must be selected first to be able to use this option.

Edit: Allows the instructor to edit a module or a section. A module or a section which has to be edited must be selected first to be able to use this option.

Left: This option can move a section to the left of the hierarchy within a module. Moving a section to the left gives it a higher level in the nesting hierarchy. If the section is not part of any other section, the left option does not produce any result.

Right: This option is used to move a section to the right, i.e. to nest it within the section above it. The number of the section will change, and will reflect a lowering of the section in the hierarchy.


Delete: Allows the instructor to select and delete a module or a section.


Archive: Allows the instructor to select and archive a selected module. A section cannot be archived by itself.


Move Section(s): Allows the instructor to select and move sections across modules.


Actions

To the right of each module, there are four icons for actions that can be carried out on the module. You can find out what each icon stands for by hovering the mouse over the icon.

 Clicking on this icon pops up the date picker, which allows you to choose either a start date or end date for the module.

 This icon is used to view next steps that students are expected to follow at the end of the module.

 This icon is used to duplicate the module. The copied module and section(s) will have the copied date enclosed in parentheses against their names.

 This icon is used to print the module name and contents, as well as the list of sections within the module and their content. In case of attached content, only the name of the attachment is included.