



# Learning Module Fact Sheet

Use the **Learning Module tool** to organize and deliver course content. The **Learning Module tool** helps you to group content and activities. For example you can add a discussion topic, an assignment, a PowerPoint presentation etc. to one Learning Module. A Learning Module can be thought of as a **book**, because it is structured, has an index and navigation controls that enable a student to work through it systematically.

## Create a Learning Module


Create Learning Module

1. Click on the Create Learning Module button.
2. Follow the instructions and click on Save.

## Adding files to the Learning Module



1. Use the File Manager to upload all your files you want to add to the Learning Module. It is good practice to organise them in folders. Do you need more information? Consult the fact sheet on File Manager.
2. In the Learning Module tool click on the name of the Learning Module that you want to add files to.
3. Click on the Add File button. A drop-down menu appears, select *Browse for Files*. The *Content Browser* pop-up window appears.

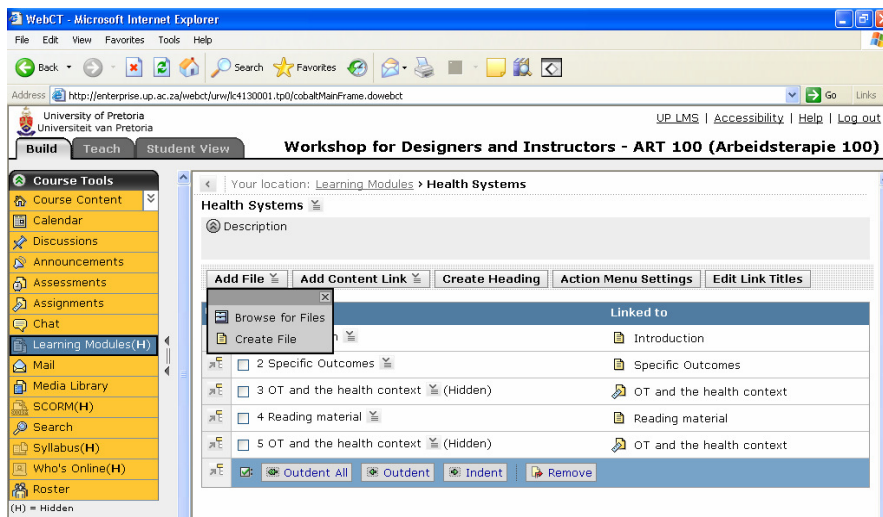


**REMEMBER**

If you want to add files to the Learning Module you must be on the **Build tab**.

You can *Get files* from the File Manager of clickUP or from your computer and add them to the **Learning Module tool**.

The Department for Education Innovation **STRONGLY** recommends that you use the File Manager tool to upload documents **first** before you add them to the Learning Module.

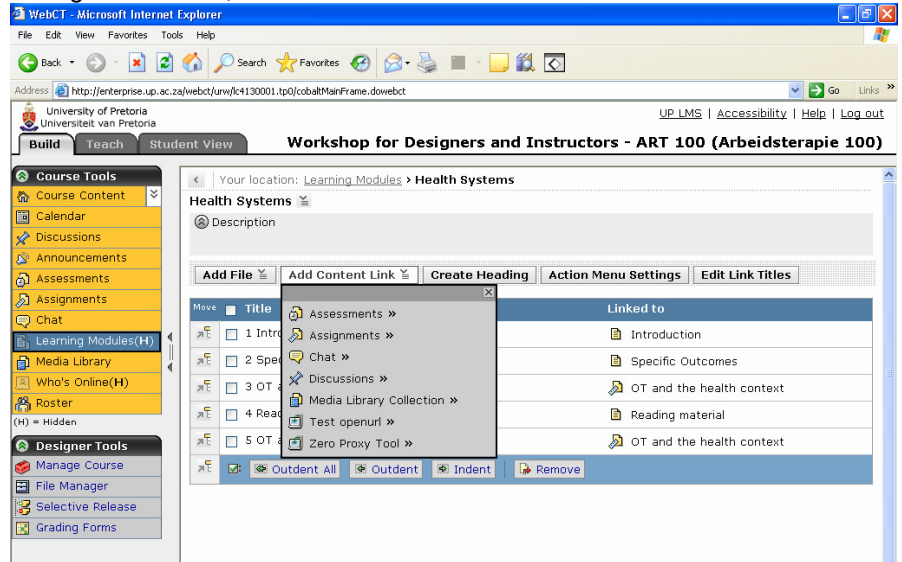


4. Select the files you previously uploaded in your File Manager (Class Files) by clicking on the checkbox next to it. You can add more than one file in this manner.
5. Click OK when finished.

## Adding Content Links to the Learning Module

You can also add other activities to the Learning Module tool,

1. Click on the relevant tool you want to add to the Learning Module. The section will open and a list of existing topics will appear. Select the correct topics and click on the *Add Selected* button.
2. You can also create a new topic by clicking on the Create button. E.g. *Create Assignment*.




## Organising the Learning Module

There are different ways in which you can organise the items in the Learning Module. You can Indent or Outdent them, and you can add headings.

**Indent/Outdent:** To indent or outdent items, select the check box next to it and click on the relevant button at the bottom of the list.

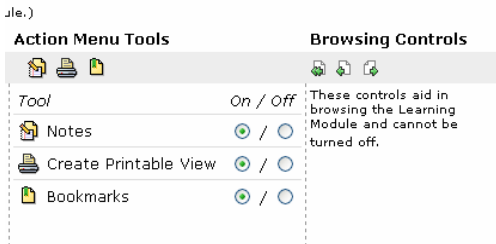
**Headings:** Click on Create Heading. Type the heading name in the box. Click on Ok/Save.





This “move” icon enables you to move items up or down. Select the item that must be moved by clicking on the checkbox next to it. Click on the move button below the position it needs to be moved.

## Action Menu tools & Browsing Controls



Add these tools to the Learning Module to enable students to make electronic notes, printouts and keep bookmarks.

The browsing controls enable them to move easily through the Learning Module.

## Create a link on the Home page/Folder