Oncourse: Modules for Instructors

Created By: IT Training & Education

This document contains the following how-to guides:

- Modules, An Overview
- Modules, Creating and Editing
- Modules, Working With Content

We hope you find the information in the document to be useful.

For more information

For the latest Oncourse information and resources online, add:
http://oncourse.iu.edu/info
to your list of favorites/bookmarks.

There you'll find recent announcements, a getting started guide, short online demonstrations, short "least-you-need-to-know" documents, self-study step-by-step materials, help documentation and more. You'll also find contact information for your campus teaching and learning center.
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 considered as a tool that can be used to distribute, arrange and present learning materials into units that follow a logical sequence that is created by the instructor.

A module can have multiple sections containing text or audiovisual learning aids.

All modules and sections are numbered in a hierarchical manner, indicating the nesting of sections within modules or other sections.

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](image-url)

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 the 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 makes it move a level higher 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. This number of the section will change and will reflect a hierarchical level below the section above.
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 then 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 date when copied 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.
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 duplicated, 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 duplicated, 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.
Oncourse: Modules, Working with Content

Instructors can add section content to modules and upload or link to files.

Adding a Section

You can add sections to modules.

1. In the list of tools on the left, click Modules.
2. Select a module to add a section to.
3. In the list of options on the top, click Add Content.
4. In the Section Title text box, add the section title.
5. In the Instructions text box, add instructions for the section.
6. Modality: Select the nature of the material to be added.
   One or more of textual, visual or auditory content can be selected.
7. Content Type: Select appropriate content type from the three options:
   • Compose content with editor
   • Upload or link to a file
   • Link to a new or existing URL resource on server.
8. Copyright status: Select appropriate copyright status for the added content.
9. Click Add.
   A confirmation for adding the section is presented on the next page.
10. To view the section, click View section.
11. To add another section, click Add Another Section.
12. To finish adding content and return to modules, click Finish.

Content Type: Compose Content with Editor

Selecting this option displays a text editor.

1. From the Content Type drop-down, select Compose content with editor.
2. Adding Text:
   a. Text can be entered in the textbox provided.
   b. It can be formatted for font type, color, size, etc.
3. Adding a hyperlink:
   a. To create a hyperlink out of a text, select the text and click the icon.
      A dialog box for adding the hyperlink is displayed.
   b. From the Link Type drop down box, select the type of link:
      URL: Link to a web link.
         • From the content type drop-down, Select URL.
         • From the protocol drop-down, Select appropriate protocol.
         • In the URL textbox, Enter the URL of the website you wish to add.
         • Click OK.
      Link to anchor in the text: Link to an anchor within the editor text.
         • Creating an anchor: Highlight the text to create the anchor from, and Click on the icon. In the dialog box that is displayed, Enter a name for the anchor.
         • To link to an anchor, Select Link to Anchor in Text as the Link Type.
            Two drop-down boxes are displayed.
         • In the Select an Anchor by Anchor Name drop-down box, Select the anchor to link to.
         • Click OK.
      E-mail: Create a link which allows user to open an email to a pre-defined address.
         • From the content type drop-down, select E-mail.
         • In the e-mail address field, Add an e-mail address you wish to send the email to.
         • In the Message Subject field, Add a subject if required.
         • In the Message Body field, Add a message if required.
         • Click OK.
4. Adding an image:
   a. To add an image, click on the icon.
An Image Properties Dialog box appears.

b. **Enter the URL of the image file location in the URL field.**
c. **To add the URL from the server, Click on Browse Server and Select an image.**
   The image is displayed in the preview screen.
d. **To add an alternative text to the image, in case that the image fails to load, Add the text in the Alternative text field.**
e. **Adjust the height and width of the image by Changing the values in the Height and Width fields.**
f. **To add a border, Enter a value in the Border field.**
g. **To add space either to the left of, or above the image, Enter values in the HSpace and VSpace fields.**
h. **To select an alignment for the image, Choose an alignment type from the Align drop-down.**
i. **Click OK.**
   The image is displayed in the content editor.

---

**Uploading or Linking to a File**

Selecting this option allows the instructor to add a URL.

1. From the Content Type drop-down, Select Upload or Link to a File.
2. To select a file, Click Select.
3. **Select the Open in New Window checkbox to allow the chosen file to open in a new textbox.**
4. To add a new file, in the Upload Local File field, **Browse to the file to be uploaded and double-click the file.**
5. To proceed, **Click Continue.**
6. To select a file already present in module content, **Locate the file that you wish to add to the section in the list of items displayed under Select an Item.**
7. **Click on the link To me hyperlink next to the file.**
8. After linking the required file, **Click Continue.**

---

**Linking to a New or Existing URL Resource on Server**

Selecting this option allows the instructor to add URLs.

1. From the Content Type drop-down, Select Link to a new or existing URL resource on server.
2. **Click on Select to select a URL.**
3. **Select the Open in New Window checkbox to allow the added URL to open in a new text box.**
4. To add a new URL, in the Provide new URL field, **Enter the URL.**
5. In the URL Title field, **Add a title.**
6. To proceed, **Click Continue.**
7. To select a URL already present in module content, **Locate the URL that you wish to add to the section in the list of items displayed under Select an Item.**
8. **Click on the link To me hyperlink next to the URL.**
9. After linking to the required URLs, **Click Continue.**

---

**Copyright Status**

You can determine and assign copyright status to the resources added.

There are five options for copyright status:

- **I have not determined copyright yet:** Choose this option if you have not determined the copyright.
- **Copyright of Author:** Choosing this option displays the copyright author name and year in the footer of the section. When this option is selected, fields for entering the name of the license holder and the license year are displayed.
- **Public Domain:** Choose this option if you wish to offer your work with no conditions. Fields to enter name of license holder and license year are displayed again, but are optional.
- **Creative Commons License:** Choosing this option allows you to keep your copyright, and presents options to allow use and modification of your work. Select options as necessary, and enter the license holder name and year.
- **Fair Use Exception:** The materials with this copyright status are subject to fair use exception. Permission to use these materials is not granted as the author is not the copyright holder of the content presented in this section. License holder name and year have to be entered.