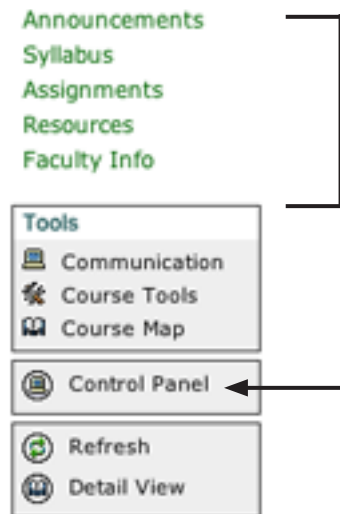

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Building Your Weekly Modules

STEP ONE: ADD A BUTTON TO THE COURSE NAVIGATION MENU



Announcements
Syllabus
Assignments
Resources
Faculty Info

Tools
Communication
Course Tools
Course Map

Control Panel
Refresh
Detail View

This is your course navigation menu, which appears on the left side of your course.

1. To alter this menu, choose **Control Panel** from the menu bar.

2. Under "Course Options," choose **Manage Course Menu**.



Course Options

Manage Course Menu	Import Course Cartridge
Course Design	Import Package
Manage Tools	Export Course
Settings	Archive Course
Course Copy	

In the Manage Course Menu, instructors can modify existing navigation items or add new items from the options in the menu.



Add [Content Area](#) [Tool Link](#) [Course Link](#) [External Link](#)

3. Click the **+Content Area** button from the menu.

4. In the Name field, type in **Weekly Modules**.

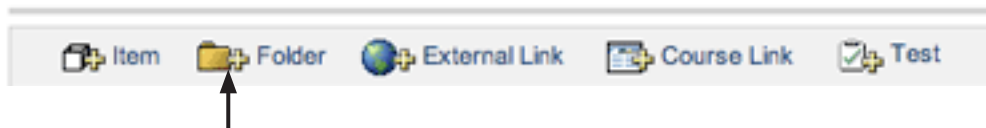
5. Click **Submit** at the bottom of the page to save your changes.

You now have a direct link from your homepage to your weekly modules

Building Your Weekly Modules (continued)

STEP TWO: CREATE A FOLDER FOR EACH MODULE

1. On the start page of your course, click the newly added **Weekly Modules** link in the course navigation menu on the left.
2. Click the **Edit View** button on the top right corner of the screen. → [EDIT VIEW](#)



3. Click the **+Folder** button to create a folder for each week.
4. On the "Add Folder" page under "Folder Information," in the Name field, name the folder using this naming convention:

Module [Number]: Title of Module

5. Click Submit at the bottom of the page to create the folder.

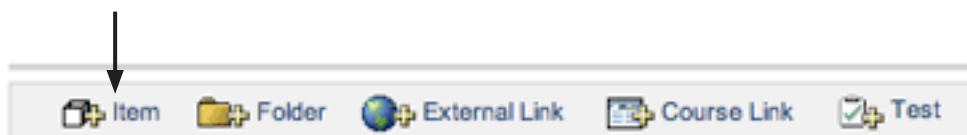
Continue to repeat these steps until you have created a folder for each module.

STEP THREE: ADD CONTENT TO FOLDERS

Once all of the module folders have been created in the Weekly Modules content area, you can begin to add items and links within each folder to complete the module.

ADD A NEW ITEM

1. In the module folder you wish to add content to, click the **Edit View** button at the top right side of the screen, and click the **+Item** button.



The "Add Item" page will appear on screen.

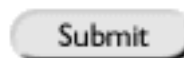
2. Under "Content Information," enter in a **Name** for the item, and optionally enter in text in the visual text box editor below the Name field, such as instructions or a description of the item.

Building Your Weekly Modules (continued)

3. You can add a file to the item, such as a Word or PDF document, under “Content.” Click **Browse** next to “Attach Local File,” then select the file from your computer and click **Open**.



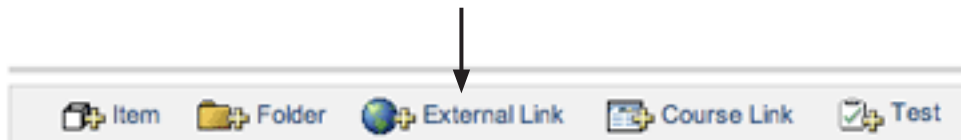
4. Click **Submit** at the bottom to create the item.



ADD AN EXTERNAL LINK

You can use the Add External Link feature to create links to other websites students might find useful.

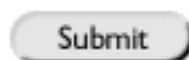
1. In the module folder you wish to add a link to, click the **Edit View** button at the top right side of the screen, and click the **+External Link** button.



The “Add External Link” page will appear on screen.

2. Under “External Link Information,” enter in the **Name** of the website, the full web address including the http:// part, and a description in the visual text box editor.

3. Click **Submit** at the bottom of the screen to add the external link.

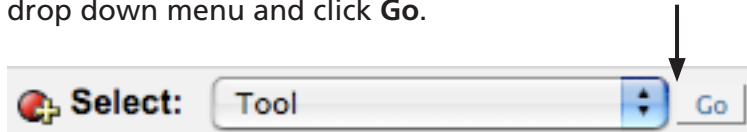


Building Your Weekly Modules (continued)

STEP FOUR: LINK TO THE DISCUSSION BOARD

You can create links in each module to take students directly to the Discussion Board to begin their discussions. *(for more information on setting up discussion forums, please view the myLesley Resources page at <http://www.lesley.edu/elis/resources.html>)*

1. In the module folder you wish to add a link to, click the **Edit View** button at the top right side of the screen, and in the Select menu on the right side, choose **Tool** from the drop down menu and click **Go**.



The "Select Tool" page will appear on screen.

2. Select **Discussion Board** from the tool list, and click **Next**.

The "Add Link: Discussion Board" page appears on screen.

3. Under section 1, "Link Information," **Discussion Board** will already be in the "Link Name" box, and in the visual text box editor, type in a description of where the link will go.

Add Link: Discussion Board

1 Link Information

* **Link Name**

Color of Name

Link Tool: Discussion Board

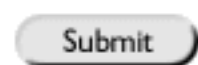
Text

Normal 3 Times New Roman B I U

ABC ✓ ✂ 📄 📁 🔗 ↶ ↷ 🌐 📅 🖋️ 🗺️ 📏

📄 🖼️ 📄 📄 📄 📄 🗑️

4. Click **Submit** at the bottom of the page to create the link to the Discussion Board.

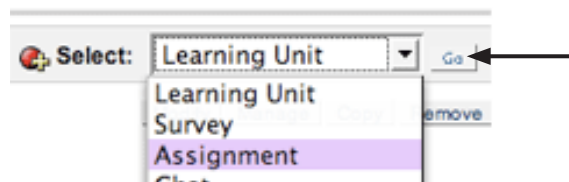


Building Your Weekly Modules (continued)

STEP FIVE: ADD AN ASSIGNMENT

The Assignment tool will allow you to create course assignments and manage assignment submissions and grades through the Grade Center in the course.

1. In the module folder you wish to add an assignment to, click the **Edit View** button at the top right side of the screen, click the arrow next to the **+Select** drop down menu, select **Assignment** from the menu, and click **Go**.



The "Add Assignment" page appears on screen.

Add Assignment

1 Assignment Information

Name ← 2. Enter in a **Name** for the Assignment.

Choose Color of Name Pick

Points Possible ← 3. List the total points possible out of 100.

Due Date May 11 2007 ← *Optional:* Specify a due date.

Instructions

← 4. Type in instructions for the assignment.

2 Assignment Files

File To Attach Browse... ← 5. Attach a file for the assignment, such as additional instructions or related reading materials.

Name of Link to File

Currently Attached Files:

3 Options

6. Under "Options," choose Yes to make the assignment available, and optionally track the number of views or when to display the assignment.

Make the assignment available Yes No

Track number of views Yes No

Choose date restrictions

Display After May 11 2007 Display Until May 11 2007

7. Click **Submit** to create the assignment.



Building Your Weekly Modules (continued)

STEP SIX: ORDER YOUR CONTENT

Once you have created the module folders and added items to the folders, you can use the options in the Edit View mode to manage and order the items and folders in each module.

1. Go to the content area the item or folder is in, and click on **Edit View**.

The four options next to the content item are Modify, Manage, Copy and Remove.



Modify: Allows you to modify the content item/folder, such as updating the name or attaching a file.

Manage: Allows you to enable adaptive release rules, review status, and statistics tracking for the item/folder.

Copy: Allows you to copy or move the item/folder to another location in the course or to a separate course you are enrolled to teach.

Remove: Permanently deletes the item/folder.

Building Your Weekly Modules (continued)

STEP SEVEN: SETTING RELEASE DATES

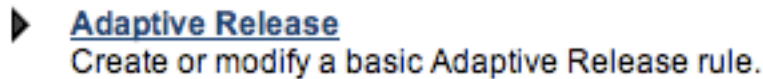
Once you have completed the set up of your weekly modules and associated content, you can set an adaptive release rule to control when each folder gets released for the students to view.

1. In the Weekly Modules content area, click on **Edit View** on the top right side of the screen.
2. Click on **Manage** next to the item you want to set the release criteria for.



The Manage menu will appear on screen.

3. Click the first option in the menu, **Adaptive Release**.



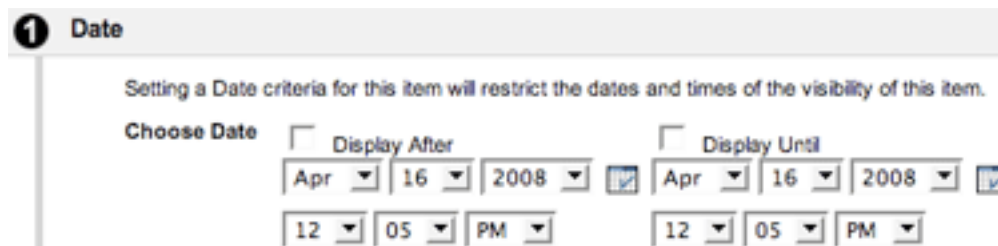
The Adaptive Release page will appear on screen.

You can choose from several different criteria how to control when the item gets released and who has access to view the item.

Release criteria include:

- Date: restrict the dates and times of when the item is released
- Membership: the item is visible to all unless you specify an individual user(s) or group(s)
- Gradebook Item: specify the item release based on a gradebook score
- Review Status: create a review status criteria to enable review for an item

4. For each of the weekly module folders, select the specific date/time to release the folder to the student view.



5. Click **Submit** at the bottom of the page to create the adaptive release rule.