


Add Learning Unit

The Add Learning Unit feature allows you to create and place a Learning Unit anywhere within the Content Areas. Learning Units are organized collections of content that students move through on a structured path. They can contain documents, assignments, media files, website links, quizzes and surveys. Learning Units can be set to open in a new window, which reinforces the idea that they are distinct learning modules. They can also be set to be viewed in sequential order or to let students move through the items in any order.

From the Control Panel:

1. Click into desired Content Areas.
2. Choose **Learning Unit** from the  **Add Other** pull-down list on the right side of the page.
3. Click the **Go** button.
4. Choose a **Name** from the drop down menu or enter the name of the document in the **Name** field.
5. Enter a description into the **Text** field.
6. Select items from the **Options** section.
7. Scroll down to the bottom of the page and click the **Submit** button.
8. Click on the name of the newly created Learning Unit.
9. Choose any of the content options to add to the unit.

Options:

Do you want to make the content visible? - Visible means that your students can see the Learning Unit. You can change this at any time.

Do you want to enforce sequential viewing of the Learning Unit? - This means that students must go through the "pages" in the order you have created them. Choosing "No" for this option allows students to use the table of contents to jump between pages in any order.

Do you want the Learning Unit to open in a new window? - This option opens the LU in a separate window from the course site.

Do you want to track number of views? - This option lets you track how often individual users view the document.

Do you want to add metadata? - This option indicates if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information.

Choose date restrictions - This option lets you set the dates that the document will be visible and invisible. This automates the "make contents visible" function.