



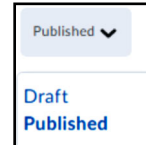
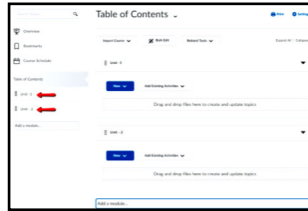
Black Hills State University Instructional Design

Content - Module

Add a Module

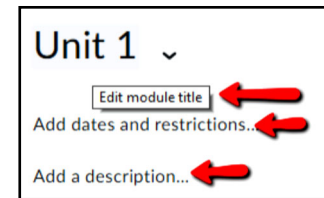
- Click 'Content' > 'Table of Contents' > 'Add a module'
- Name the 'Module' (just like you would name a folder on the computer > Press 'Enter')

Note: Status - 'Published' = visible to students / 'Draft' = not visible to students



Edit - Module

- *Title:* Click on the name of the module to edit the Title
- *Dates:* Click on 'Add dates and restrictions...' to update release times
 - Click 'Update'
- *Description:* Click on 'Add a description...' to enter text
 - Click 'Update'



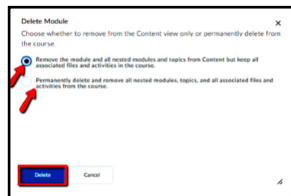
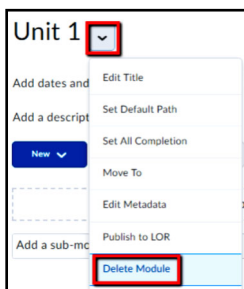
Add Sub - Module

- Click on 'Add a sub-module'
- Name the 'sub-module' > Press 'Enter'



Delete - Module / Sub-module

- Click on the action menu next to the title of the module /sub-module
- Click 'Delete Module' > In the 'Delete Module' pop-up menu, select an option > Click 'Delete'



Reorder - Module / Sub-module

- Place the cursor near the three-line icon to the left of the title of the module for it to change to a four-arrow plus sign
- Click and drag the module up or down to the desired spot



A 'line' appears as you move indicating the point that it will be moved to