



## Modules & Sub-modules

Modules and Sub-modules are used to organize the course material within the course

**Module:** a folder that organizes course material.

**Sub-Module:** a folder inside of a Module to further organize course material.

Modules are where you add Topics and Activities.

1. You will navigate to the content in the navbar.
2. In the sidebar, under the table of contents, you will click "Add a Module." Type in the name and hit enter on your keyboard. This will create the Module.

3. Once created, it will look like this:

Course Home Content Assessments Communication Progress Edit Course More

Search Topics

Read Me First!

Overview

Bookmarks

Course Schedule

Table of Contents

Read Me First!

Add a module...

Print Settings

Add dates and restrictions...

Add a description...

New Add Existing Activities Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...

4. Inside the **module** is where a **sub-module** can be added.

Watch the [video](#) to see how **both types of Modules** are added to the content page:

### Best Practice:

1. Organize modules in a manner that gives the student a path to follow. A linear design is recommended.

For Example:

- Create a Module called "Read Me First!" This is where all of the material the student should have right away can be placed. This will include Syllabus, Course Schedule, Instructor Introduction, Special Instructions for the course, etc. It's the business folder for the course.
- Create the following Modules to simulate a timeline. They could be called "Week 1", "Chapter 1", or "Module 1" and within those Modules, place all of the material and activities the student would need to access or complete for the first week/chapter/module of class. Do the same for the following weeks of the term.

**Note:** Sub-modules will not show up on the table of contents until you click on the module housing it.

