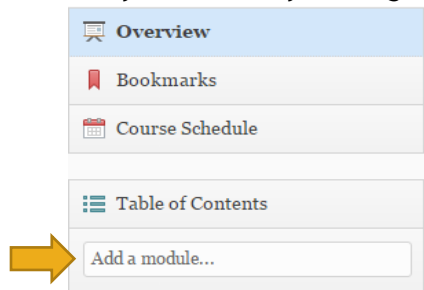


Most content items are created within a module. You may create a module for each unit, week, chapter, or use a system of your own. Modules organize content and are useful if you have a large amount of content. Keeping the *Content* section organized helps students easily navigate through and find the necessary materials.

## Create Module

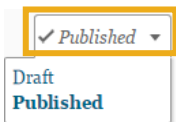
1. Access your course and select **Content** on the top navigation bar.
2. Click **Add a module...** at the bottom of the *Table of Contents* pane.  
**NOTE:** If you have many existing modules, you may need to scroll down.



3. Enter the name for the new module and press **[Enter]** on the keyboard.

## Edit Module

After creating a module, the module's editing screen automatically opens, providing you with a variety of options for editing. The module is automatically set to as *Published* unless you set a start date restriction (explained in further detail below). All published content is visible to students. Content in *Draft* status is not visible to students (click **Published** and select **Draft**).



### Edit Title

Select the module's name at the top of the screen to make changes to the name and press **[Enter]** on your keyboard to save.

### Add Description

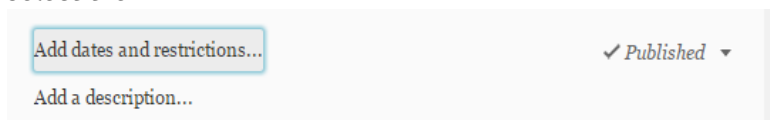
Adding a description can provide students with an overview of the module content.

1. Select **Add a description...** to create an introduction or summary of the concepts being presented in the module for the students.
2. Enter a description in the text editor pane.
3. Select **Update** to save the description.

## Add Dates and Restrictions

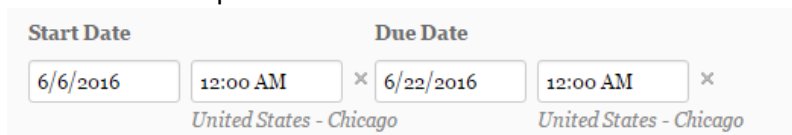
You can make content in each module available at specific times and dates. The *start* and *end dates* indicate when the module becomes live for students, and when it is no longer available. Students can see the module and its topic titles outside of the start and end dates but are only able to access the topics in the module within the restriction dates.

1. Select the **Add dates and restrictions...**



2. Input the dates for the material to be available,.

**NOTE:** The *Due Date* feature can be used as an alternative to the end date. By using a due date instead of an end date, students will still be able to see the module and the content after this date has passed in case they need to access the content for assignments or exams, but the due date can help students track when a given task must be completed.



3. Select **Update** to add the dates.

## View Modules

Select **Table of Contents** on the left-hand side of the screen to see a list of all the modules and all the topics within the modules. In this screen, you can collapse/expand a module and hide or view the topics inside of it by clicking the arrow to the right of the module.

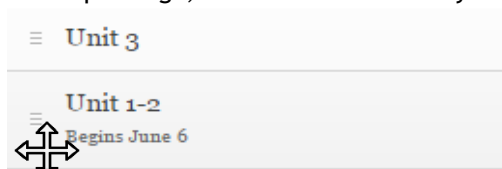


To view only one module and/or edit that module, click the name of the module on the left panel. This directs you to the editing screen described above.

## Reorder Modules

Reorder the modules by using the panel on the left of the screen.

1. Place your cursor near the three-line icon to the left of the module name. Your cursor changes to the four-arrow plus sign, which indicates that you can move the module.



2. Click and drag the module up or down to the desired spot in the list. As you move, a gray line appears indicating where the module would move if you were to drop it at that point.  
**WARNING:** If you drop the module on top of another module, it will become a sub-module within that module. Even if you make it a sub-module, you are still able to drag it out of the module and reposition it back to the

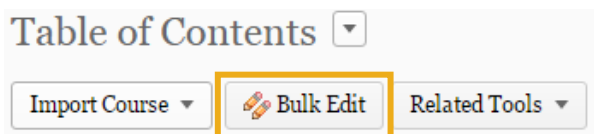
appropriate location using the method described above.



3. Release the mouse button to drop the module in the desired location. This change saves automatically.

## Edit Modules in Bulk

When working both in the Table of Contents and at individual module levels, the **Bulk Edit** option is available to you. This tool allows you to put all the modules into edit mode, meaning you can adjust the topic titles, descriptions, and restrictions of any or all of the items in the table of contents without putting them into editing mode one at a time.

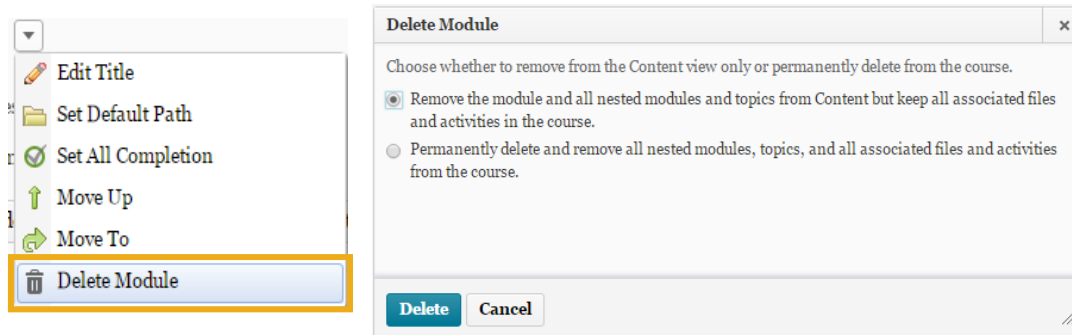


To turn off Bulk Edit, select the *Done Editing* button at the top of the page.

## Delete Module

When Content modules are deleted, the topics within the module are also deleted. Move any topics you wish to save into another module before deleting any modules.

1. Select the applicable module in the left pane in *Table of Contents*.
2. Click the **drop-down arrow** to the right of the module name and select **Delete Module**.



3. Select the appropriate option in the *Delete Module* dialogue box.  
**WARNING:** If you chose the second option, all associated files are deleted. This is irreversible.
4. Click the **Delete** button.