

Learning Units

Overview

Blackboard Learning Units enable the Instructor to set a structured path for progressing through the content within a course. Instructors will find that the development of self-paced learning is intuitive with Blackboard Learning Units. Students can now access content, including Assessments, in a sequential order. The Instructor may either allow Students to access content nonlinearly within a Learning Unit or enforce a sequential path.

Learning Unit content is managed in the same way as other information that appears in content areas. Items and files may be added, arranged, and modified to create a sequential learning path.

The page below is an example of a Learning Unit as viewed by a user.

The screenshot shows a Blackboard Learning Unit interface. At the top, there is a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > COURSE INFORMATION > THE MAYFLOWER COMPACT > THE MAYFLOWER COMPACT. Below this, there are two buttons: 'Close Window' and 'Page 1 of 1'. To the right of 'Page 1 of 1' is a 'Contents' button. Below these buttons is a navigation bar with a ruler and numbered tabs (1 through 5). The main content area has a parchment background and is titled 'The Mayflower Compact' in a cursive font. The text of the compact is as follows:

In the name of God, Amen. We, whose names are underwritten, the loyal subjects of our dread Sovereign Lord, King James, by the grace of God, of Great Britaine, France and Ireland king, defender of the faith, etc. having undertaken, for the glory of God, and advancement of the Christian faith, and honour of our king and country, a voyage to plant the first colony in the Northern parts of Virginia, doe by these presents solemnly and mutually in the presence of God and one of another, covenant and combine ourselves together into a civil body politick, for our better ordering and preservation, and furtherance of the ends aforesaid, and by virtue hereof to enact, constitute, and frame such just and equall laws, ordinances, acts, constitutions and offices, from time to time, as shall be thought most meete and convenient for the generall good of the Colonie unto which we promise all due submission and obedience. In witness whereof we have hereunder subscribed our names at Cape-Codd the 11. of November, in the year of the raigne of our sovereigne lord, King James, of England, France and Ireland, the eighteenth, and of Scotland the fiftie-fourth. Anno Dom. 1620.

Functions

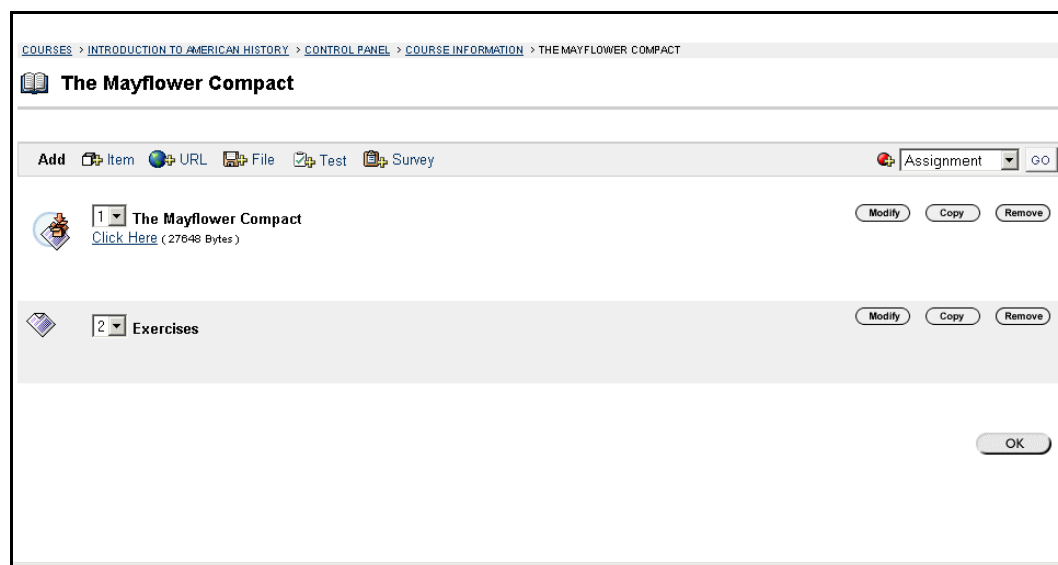
The table below details how to navigate within a Learning Unit.

To . . .	click . . .
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page forward or backward	the arrows to the left and right of the page number. If the Student has non-sequential access to all pages within the Learning unit, they may click to a particular page.
view the contents of the Learning Unit	Contents. The Contents page will appear.
exit the Learning Unit	Close Window.

Instructor view

The page below is an example of a Learning Unit as viewed through the Course Control Panel.



Functions

The table below details the functions available from this page.

To . . .	click . . .
add content	Add Item. The Add Content page will appear. On the Add Content page text can be entered and files attached.
add a link	Add URL. The Add URL page will open. Please note that URLs may also be entered when adding content by selecting Smart Text or HTML when entering text.
attach a file	Add File. The Add File page will appear.
add a test	Add Test. The Add Test page will appear.
add a survey	Add Survey. The Add Survey page will appear.
add another type of content	the drop-down menu and choose a content type from the list: <ul style="list-style-type: none"> Select Assignment and the Add Assignment page will appear. Select LRN Package and the Add LRN Package page will appear.
set or modify test	modify next to an assessment. The Test Properties page

properties	will appear.
preview an Assessment	the name of the assessment. The Preview Assessment: <i>Assessment Name</i> page will appear.
modify an item, file, Assignment or link	Modify. The Modify page will appear. On the Modify page the item name and text may be changed, files and links may be modified or removed, and the options may be changed.
remove an item, folder, or link	Remove. A warning pop-up window will appear. Removing an item or folder is irreversible.
order content	the drop-down arrow and select a number. Content will appear to Students in the order selected.

Add a Learning Unit

Overview

Learning Units enable the Instructor to set a structured path for progressing through the content within a course. The Instructor may either allow Students to access content nonlinearly within a Learning Unit or enforce a sequential path.

Once added, the Instructor can add items, files, and links within the Learning Unit. Learning Units can be modified like any other item within a content area. The fields on the Add Learning Unit page and Modify Learning Unit page are the same and the pages function in a similar manner. The difference being, the Add Learning Unit page opens with empty fields while the Modify Learning Unit page opens with populated fields.

Find this page

Follow the steps below to open the Add Learning Unit page.

- Step 1** Select a Content Area in the Course Control Panel.
- Step 2** Click **Add Learning Unit** or **Modify** next to an existing Learning Unit.

Fields

The table below details the fields on the Add Learning Unit page.

Field	Description
Information	
Name:	Select a name from the drop-down list.
Or, specify your own name:	Enter a name for the Learning Unit if one of the provided names is not suitable.
Choose color of name:	Click Pick to select color for the Learning Unit name display. Instructors can select from 216 different colors to customize the color of the name.

Text:	<p>Enter a description of the Learning Unit. Select a text type for the description from the following options:</p> <ul style="list-style-type: none"> • Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it is preceded by a single space. The benefit of smart text is that it recognizes the ENTER key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. • Plain text: Displays text as written. • HTML: Displays text as coded using HTML tags. • Σ: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. <p>Click Preview to view the text as it will appear.</p>
Options	
Do you want to enforce sequential viewing of the Learning Unit?	<p>Click Yes and Students will view the Learning Unit in the order listed. Students will not be able to advance to a page without having viewed the previous page.</p> <p>Click No and Students will be able to view the pages in the Learning Unit in any order simply by navigating through the contents.</p>
Do you want the Learning Unit to open in a new window?	<p>Select Yes to have the Learning Unit open as a new, separate window.</p> <p>Select No to have the Learning Unit open in the same window.</p>
Choose Date Restrictions:	<p>Select the range of dates that the Learning Unit will appear using the drop-down lists or click on the icon for a calendar interface.</p> <p>To display the Learning Unit from a date forward, select a date in Display After but do not check Display Until. To display the Learning Unit from a set date until a future date, select a date in Display After, check Display Until and select a date.</p>
Do you want to make the Learning Unit visible:	<p>Click Yes or No to indicate whether or not the Learning Unit is to be available to Students. Instructors and staff members can still access the information in the folder by going through the Course Control Panel.</p>

Add Content to a Learning Unit

Overview

Blackboard Learning Units enable the Instructor to set a structured path for users to progress through the content within a course. Items added to a Learning Unit appear much the same as content appears within a course content area. Text can be entered or supplemented with attached files. Attached files will, by default, open via a link displayed with the item. Image, audio, and video files can be set to display within the item and packaged files can be unpacked and displayed when the link is clicked.

Find this page

Follow the steps below to open the Add Content page.

- Step 1** Click a Learning Unit in one of the Content Areas.
Step 2 Click **Add Item**.

Fields

The table below details the fields on the Add Content page.

Field	Description
Item Information	
Name:	Select a name that best describes the content that is being added.
Or, specify your own name:	Enter a customized name for the information being added.
Choose Color of Name:	Click Pick to select an alternate test color for the name of the item. The default color is black.
Text:	Enter text into the field by either typing directly into the box or copy and paste text from another source. Select a text type for the description from the following options: <ul style="list-style-type: none"> Smart Text: Automatically recognizes a hot link if it is the first thing entered in the text box or if it is preceded by a single space. The benefit of

	<p>smart text is that it recognizes the ENTER key as a paragraph tag. Smart text accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item.</p> <ul style="list-style-type: none"> • Plain Text: Displays text as written. • HTML: Displays text as coded using HTML tags. • Σ: Opens the MathML Equation Editor. • +: Opens the WebEQ Equation Editor. <p>Click Preview to view the text as it will appear.</p>
Content Attachments	
File to Attach:	Enter the file path or click Browse to locate a file. The file will appear with the item as either a link or the actual file contents. This option is specified in the Special Action field.
Name of Link to File:	Enter the name of the link that Students click to access the attached file.
Special Action:	<p>Select the special action for the link from the following options:</p> <ul style="list-style-type: none"> • Create a link to this file: Selecting this option attaches the file to the document. A link is automatically inserted below the document title to access the file. • Display media file within the page: Selecting this option embeds certain kinds of media within the page itself instead of creating a link. • Unpackage this file: Selecting this option indicates to the system that the file must be unpackaged before displaying. • Unpackage MSN LRN file: Selecting this option indicates to the system that the MSN LRN file must be unpackaged before displaying. <p>If the file format is not one of the supported digital media formats, the Display media file within the page feature will default instead to the Create a link to this file feature. A list of the file types supported by <i>Blackboard Learning System</i> can be found in Content Attachments.</p>
Currently Attached Files:	The attached files are listed here.
Options	
Do you want to make content visible?	Select Yes or No to make the content visible to Students. If No is selected, none of the information entered on this page will appear to Students.
Do you want to add offline content?	Select Yes or No to indicate that offline content is allowed or not allowed. Offline content is a direct path to a specified file on a CD-ROM that is usually provided by an Instructor. To access this file the user must have the correct CD in their computer.
Do you want to track the number of views?	Select Yes to indicate that the system is to track the number of times a user accesses this item. Use the Course Statistics page to view a comprehensive report. Select No to indicate that the number of times this page is accessed will not be tracked.

Do you want to add metadata?	Select Yes or No to indicate if metadata will be used. Metadata is data about the added item, such as ownership, resource format, and copyright information.
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Add a File to a Learning Unit

Overview

Blackboard Learning Units enable the Instructor to set a structured path for progressing through the content within a course. Files added to a Learning Unit open as a page within the Learning Unit. Adding files allows Students to view content as a slideshow, without having to click a link to open content.

Find this page

Follow the steps below to open the Add File page.

- Step 1** Open a Learning Unit in one of the Content Areas.
Step 2 Click **Add File**.

Fields

The table below details the fields on the Add File page. The Modify File page includes a remove feature to replace a file.

Field	Description
File Information	
Name:	Select a name that best describes the file that is being added. This name will appear in the Learning Unit's contents.
File to Attach:	Enter the path to the file or select Browse to navigate to a file on the network.
Name of Link to File:	Enter a name for the link. This text will appear within the Learning Unit folder to the Instructor but will not appear to Students.