

Module 08 - Modules - Introduction

This one does NOT have bookmarks

Module Introduction

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Instructor (Author) view of Modules List

A module is the building block of your lessons.

For example, you may create a **module**, **unit**, **chapter**, or **lecture**, for each **week**. A large majority of instructors organize their modules in **weeks**, adding lecture notes, activities, links, and resources that relate to that week's topic as 'sections' of the week's module. This allows them to guide learners through the sequence of content/tasks in an organized manner.

A module consists of one module page **AND** one or more content sections, depending on how you want to organize your information. Module pages are like the title page of a document -- on a **module** page you assign a title, add a description and keywords, if desired, and set the open and close dates the module is available. Content is published in **section** pages, which will be discussed in the next lesson. If you have a short topic, you may only want one section. If your module consists of multiple topics, resources, and materials, you want to break it up into several sections (meaningful chunks) for students for easier viewing and processing. When a student is reading a content section there will be breadcrumb links to next and previous sections, as well as the Table of Contents module list for easy navigation.

Once in the course site you wish to work in, click Modules on the left navigation bar to go to the **Modules** area.

There are four views for Modules: View, Author, Manage and Preferences.

[View:](#)

Preview and access modules and sections as they look to students.

(Note: the list itself is not exactly as seen by students - see the images below. The sections themselves *do* look like they do to students.)

Student View of Modules

	Start Date	End Date
<ul style="list-style-type: none"> ▼ 1. Word Embedded Images <ul style="list-style-type: none"> 1.1 Word with images 1 	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM
<ul style="list-style-type: none"> ▼ 2. Module 2 <ul style="list-style-type: none"> 2.1 Just text <ul style="list-style-type: none"> 2.1.1 text & image 2.1.2 module movie 2.2 Copied from Word 2.3 Try click & drag 	2007-Jun-27 08:00 AM	2008-Jun-22 11:59 PM
<ul style="list-style-type: none"> ▼ 3. 3rd <ul style="list-style-type: none"> 3.1 3.1 normal section 3.2 bad name 2 	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM

*This module is not open to students
links are not active*

Instructor Preview of Student Side

	Start Date	End Date
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">View Author Manage Preferences</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Viewing student side...</div> <ul style="list-style-type: none"> ▼ 1. Word Embedded Images <ul style="list-style-type: none"> 1.1 Word with images 1 ▼ 2. Module 2 <ul style="list-style-type: none"> 2.1 Just text <ul style="list-style-type: none"> 2.1.1 text & image 2.1.2 module movie 2.2 Copied from Word <ul style="list-style-type: none"> 2.2.1 Try click & drag 	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM
<ul style="list-style-type: none"> ▼ 2. Module 2 <ul style="list-style-type: none"> 2.1 Just text <ul style="list-style-type: none"> 2.1.1 text & image 2.1.2 module movie 2.2 Copied from Word <ul style="list-style-type: none"> 2.2.1 Try click & drag 	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM

Expanded modules showing sections and subsections contained within

The default view for students shows all modules expanded to show their included sections and subsections. Students can contract the view to show modules only (no sections) by clicking on the double-headed arrow at the top of the list, or on any of the down-pointed arrows to the left of each module.

Instructor preview of student view showing closed module

	Start Date	End Date
1. Word Embedded Images	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM
2. Module 2	2007-Jun-27 08:00 AM	2008-Jun-22 11:59 PM
3. 3rd	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM
4. My First Module	2007-Jun-22 08:00 AM	2008-Jun-22 11:59 PM

Incidentally, modules that are not open to students (start date is in the future or end date is in the past), cannot be viewed by students. They will see the module title in the list but the link will not be active. They will be able to see the start and end dates so they'll know when it *will* be available.

Those same closed modules *are* available to instructors in preview mode. The text will be italicized and an icon that signifies that it is inactive will show next to the module title. This allows instructors to work on their modules and then preview them even though students have no access.

Author View:

Add, edit, inactivate and delete modules and sections; set start and end dates; sort modules and sections; archive modules; and create next steps statements in the Author View. As with the student view of the modules list, the default list view is expanded. Instructors can click on the little black arrows to condense/expand the view to show sections or not. Instructors can also change the default so the list opens automatically in condensed view.

Title	Next Steps	StartDate	EndDate
1. Word Embedded Images		06/22/2007 08:00 AM	06/22/2008 11:59 PM
1.1 Word with images 1			
2. Module 2		06/22/2007 08:00 AM	06/22/2008 11:59 PM
2.1 Just text			
2.1.1 text & image			
2.1.2 module movie			
2.2 Copied from Word			
2.3 Try click & drag			

**Instructor contracted view
click on arrows to expand list**

Title	StartDate	EndDate
1. Word Embedded Images	06/22/2007 08:00 AM	06/22/2008 11:59 PM
2. Module 2	06/22/2007 08:00 AM	06/22/2008 11:59 PM
3. 3rd	06/22/2007 08:00 AM	06/22/2008 11:59 PM
4. My First Module	06/22/2007 08:00 AM	06/22/2008 11:59 PM

Manage View:

Handle tasks such as restore inactive modules, manage content, and import/export modules in zip format.



Preferences View:

Select the editor tool you'd like to use for creating content: Sferyx or FCK editor.

Also, select if you prefer your module view to open expanded or collapsed. Remember that you can click the black arrows in the list to switch to the other option.

There is also an option for enabling linking to publisher content. To make use of this feature, you will need to find out if your publisher has content or Etudes and to get access code to their premium content. For more information on how to add sections that point to your publisher's content, please contact Etudes once you have access codes from your publisher.

Under preferences, you can also set your default license settings so that it's pre-populated every time you add new content. You can always modify the contents of the license fields in each section, but this setting allows you to set your defaults, if you have a license preference (i.e. Your name, Creative Commons, etc.) that you assign to most of your authored content.

You can also specify if you want students to be able to print out their modules or not.

Lastly, you can ask the system to auto-number your modules and sections for you.

User preference options...

Global Preferences for Modules

Select your editor

Sferyx Editor
 FCK Editor


Select your view

Expanded
 Collapsed

Show Link to Publisher's Content option

Yes
 No

Select default license

Creative Commons License 

Choose A Creative Commons License

With a Creative Commons license, you keep your copyright. Please specify the other conditions under which you allow others to use your work. If you want to offer your work with no conditions, choose the public domain license.

Allow Commercial use of your work? Yes No

Allow Modifications of your work? Yes Yes as long as others share alike No

License Holder:

License Year:

Site Preferences for Modules

Allow student printing of Modules?

Yes
 No

Autonumbering of Modules and Sections?

Yes
 No

Set

This functionality is covered again more extensively in the "Module Preferences" section of this module.

Students have a "Preferences" action link in their view of Modules, as well. It allows them to set their view to expanded or collapsed.

07/12/2010

Little Black Arrows

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AUTHOR VIEW

STUDENT VIEW

When you look at the list of modules, you'll notice little black arrows on the left next to each listing. At first they are all "collapsed" (pointing right), and you can't see the sections inside the modules.



Click [once](#) on an arrow next to a module listing and that module will "expand" (pointing down) to allow you to see all the sections inside that module. This is an easy way to go to a section -- by expanding the module and clicking on the section title.



Expand All

You can expand **all** of the module listings at once by clicking [once](#) on the double-headed arrow at the top of the list. This makes it quite easy to see at a glance what sections are inside which modules.





When you exit the modules page, the modules list automatically defaults back to the collapsed view, so you'll have to expand again if you like that appearance.

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Add Modules

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Module Title *	<input type="text" value="My First Module"/>
Description/Overview or Objectives	<input type="text" value="This is an introduction to what you'll learn in the rest of this class"/>
Keywords	<input type="text" value="first module introduction"/>
Added by	Kathy Fransham
Term/Year	DEVELOPMENT 2006
Start Date [mm/dd/yyyy]	<input type="text" value="10/24/2007 08:00 AM"/> 
End Date [mm/dd/yyyy]	<input type="text" value="10/24/2008 11:59 PM"/> 

Click on widget to change dates/times

The first steps of creating a new module (lesson) asks you to provide information about module title, description, keywords and start and end dates. Added by and term/year field information is automatically inserted and cannot be edited.

Add start and stop dates to Schedule tool

Dates are optional. If you don't include any, your modules will be open all the time for your students. You may also choose to add the open and close dates to the schedule from this view as well. Check the box that is available below the dates.

To add the start and end dates of a module to the Schedule tool of your site, when adding or editing modules, just check the box located below the dates.



The screenshot shows a form with two date pickers. The first is labeled 'Start Date' and has the value 'Jan 4, 2010 11:00 PM'. The second is labeled 'End Date' and has the value 'Jan 16, 2010 11:00 PM'. Below these is a checkbox labeled 'Add Start and End dates to Schedule' which is checked. At the bottom of the form are three buttons: 'Save', 'Add Content Sections', and 'Cancel'.

Start and end dates of Modules are copied over to another site's calendar with import from site.

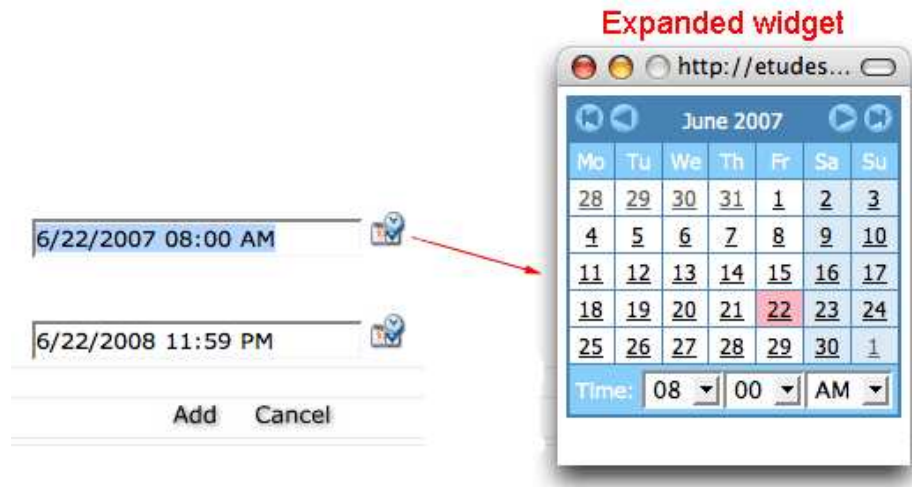
Please note that the schedule tool MUST be enabled for this option to be available for you to check. Likewise, for your module dates to be copied to a new site's schedule with import from site, the Schedule must be enabled.

Add a module as follows

1. Click on the Author... link at the top of the Module page.
2. Click the Add Module link.
3. Define the properties of your module.

Define Properties of a Module

- The module title needs to be at least 1 character long. There is an upper limit, but I'm not sure what it is - when the title is too long, it makes the Modules List page too wide to view nicely in your window, so that should remind you to shorten it.
- Titles can be a combination of letters and numbers. Most special characters are now allowed, but do NOT use the # sign -- it is not accepted.
- The description of the module should be less than 500 characters.
- Keywords for the module should be fewer than 250 characters. They should be words or phrases, separated by commas if necessary. They will be used for keyword searches when that feature is implemented.
- Added by and term/year are fixed fields. The information for these fields is provided automatically by the system when you log into the course as an Instructor. You cannot alter the fixed field data. Later on, when you access the module to edit it, this information gets stored in the Modified by field. Modules can be revised by you, a colleague, or a teaching assistant who has the same access privileges as you do.
- Set the Start and End Date for the module using the calendar widget. Set the time first, then click on the date. Clicking on the date closes the widget, so if you don't do it in the correct sequence, you'll have to open the widget again and do it right.
- Leave the Start and End Date boxes empty if you want your modules to be open-ended and available throughout the entire term.



Final Steps When Adding a Module

To proceed with a module addition, click on Add. When you click on Add, you are directed to a confirmation page where you can Add Content Sections to your modules or return to the Author View. You can return to the module to add more sections at any time.

To discard the module addition, click on Cancel.

Notice that you have not yet published any content. The content of your module will be added to **sections**, as discussed in the next module.



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Edit Modules

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Edit Modules

From the **Author View** page, click the title of the module you want to edit.

You will be directed to the **Edit Module** page where you can make changes.

The **Edit Module** page contains these fixed fields that cannot be modified:

- Added by - name, date and time when the module was *first created* .
- Modified by - name, date and time when the module was *last modified* .
- Term/Year

The following information can be edited:

- Module Title (required)
- Description (optional)
- Keywords (optional)
- Start Date (required)
- End Date (required)

Once you have changed the module properties, complete the process:

- Click Save to save your changes and return to the **Author View** page.

- Click Add Content Sections to save changes and continue adding sections.
- Click Cancel to discard changes and go back to the **Author View** page.

Co-Authoring Tip: It is highly recommended that only one instructor make changes to a module at a time. If you will co-author content, establish regular authoring times with your partner or split modules to avoid conflicts when saving your work.

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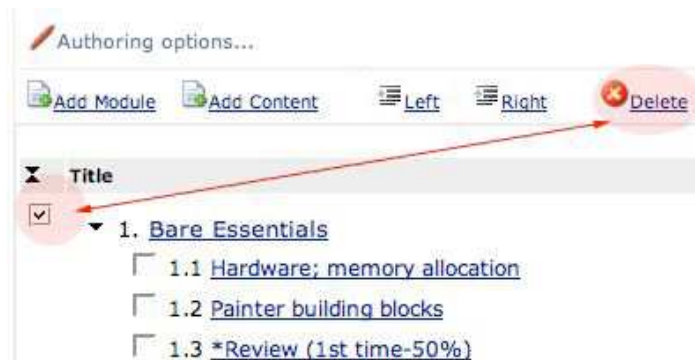
Delete Modules

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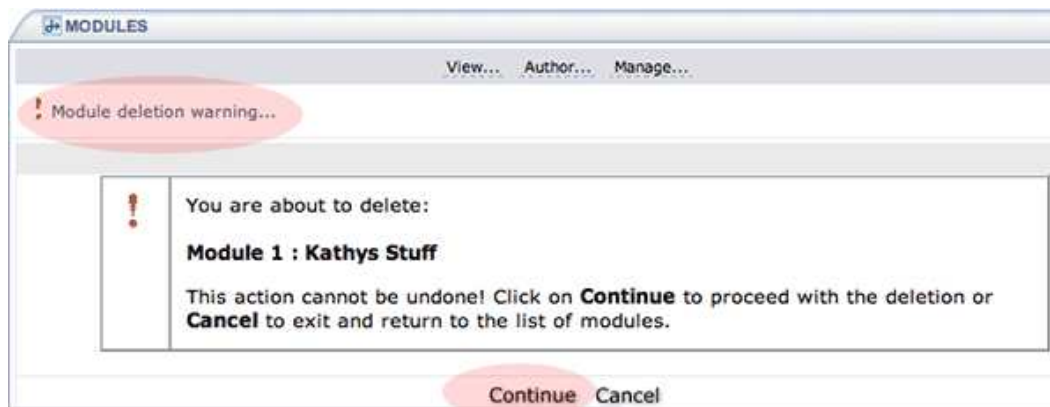
Delete Module

You may select one or more modules to delete at a time.

- On the **Author View** page, choose the module(s) you want to delete by clicking the checkbox left of the Module title. Then, click the Delete link at the top of the window.



- A **Deletion Warning** asks you to confirm the delete action (not recoverable!). When you delete a module, all its sections and related uploaded files get deleted *permanently* as well. If you do not want to delete an entire module but only sections of it, refer to "**Delete Sections.**"



- If you are sure, click Continue to delete the module. If you are not sure about continuing with the deletion, click Cancel to abandon the process and return to the **Author View** page.
- A confirmation page lists the module that you deleted.

	<p>You have deleted:</p> <p>Kathys Stuff</p> <p>Click on Return to Modules to return to the updated list of Modules.</p>
---	--

Return To Modules

- Click Return to Modules to return to the updated **Author View** page.

Note: you can delete sections, also. And you can delete sections and modules both at the same time. Please read the module on sections for more information.

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Set Next Steps

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Set Next Steps for a Module

On the Modules List page (Author View), to the right of the module title, there is an action button that is used for setting "Next Steps".

You can set instructions at the end of every module to let students know what they should do after reading through that module. You may direct them to a quiz, assignment, or simply ask them to continue with the next module.



To include *next steps* for a module, follow these steps:


- Click on Author to go to the Author View page.
- Click on the green and white round plus icon in the Next Steps column for the module you want to set instructions. Or, if editing existing Next Steps, click on the magnifying glass icon in the same column.



- Type the steps you want students to follow when finished with a module.
- Click Add to submit your content and return to Author View.

MODULES

[View](#) [Author](#) [Manage](#) [Preferences](#)

 What's Next?

What would you like your students to do after they finish this module?

The steps you add here will be included at the end of the module. You may direct s parts of the course, like an assignment, or tell them how to proceed.

Module 2 Type "What's Next" instructions here

After reading the sections in this module, go to Assignments and complete the exercise for this Unit.

Ask any questions in the Discussions area.

[Add](#) [Cancel](#)

- What's Next? appears at the bottom of the Modules page.

[Prev](#) | [Table Of Contents](#) | [Next](#)

Module 2

This module contains sections created in the FCK editor

The content sections of this module are as follows:

- 2.1 [Just text](#)
 - 2.1.1 [text & image](#)
 - 2.1.2 [module movie](#)
- 2.2 [Copied from Word](#)
 - 2.2.1 [Try click & drag](#)

What's next?

After reading the sections in this module, go to Assignments and complete the e
Ask any questions in the Discussions area.

[Prev](#) | [Table Of Contents](#) | [Next](#)

As students navigate through the modules, clicking on "Next" after the last section of a module will display a separate screen with the next steps, if that information was provided by the instructor.

If "Next Steps" are included by authors for modules, a item will be listed as the last section of the module in the table of contents (instructor's and students' module list views).

This makes it easier for students to find what they are supposed to do after a specific module

- ▼ [Module 02 - Announcements](#)
 - [To-Do Task List](#)
 - [About Announcements](#)
 - [Working with Announcements](#)
 - [Announcements FAQs](#)
 - [Next steps](#)
- ▼ [Module 03 - Schedule](#)
 - [To-Do Task List](#)
 - [Creating Schedule Events](#)
 - [Calendar Fields](#)
 - [Edit and Delete Events](#)
 - [Print & Merge Schedules](#)
 - [Schedule FAQs](#)
 - [Next steps](#)

If you have enabled auto-numbering under Manage, the next steps will be numbered accordingly.

- ▼ [2. Module 02 - Announcements](#)
 - 2.1. [To-Do Task List](#)
 - 2.2. [About Announcements](#)
 - 2.3. [Working with Announcements](#)
 - 2.4. [Announcements FAQs](#)
 - 2.5. [Next steps](#)
- ▼ [3. Module 03 - Schedule](#)
 - 3.1. [To-Do Task List](#)
 - 3.2. [Creating Schedule Events](#)
 - 3.3. [Calendar Fields](#)
 - 3.4. [Edit and Delete Events](#)
 - 3.5. [Print & Merge Schedules](#)
 - 3.6. [Schedule FAQs](#)
 - 3.7. [Next steps](#)

07/12/2010

Duplicate A Module

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[Duplicate Module](#)

If you click on the Duplicate Module icon, that entire module and all the included sections is duplicated and placed at the bottom of the module list. You can tell which is the duplicated material because all titles (module & section) include, in parentheses, the date it was copied. You'll probably want to go in and edit those extra-long titles.

If you edit either the original or the duplicated version, the other is not affected.

- ▼ 2. [Painting Basics](#)
 - ▢ 2.1 [Quickstart Basics](#)
 - ▢ 2.2 [Color](#)
 - ▢ 2.3 [Paper texturers](#)
 - ▢ 2.4 [Brushes](#)
- ▼ 3. [Painting Basics \(Copied May 19, 2008 \)](#)
 - ▢ 3.1 [Quickstart Basics \(Copied May 19, 2008 \)](#)
 - ▢ 3.2 [Color \(Copied May 19, 2008 \)](#)
 - ▢ 3.3 [Paper texturers \(Copied May 19, 2008 \)](#)
 - ▢ 3.4 [Brushes \(Copied May 19, 2008 \)](#)

Duplicate module

01/30/2010

Print A Module

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[Print Module](#)

Click on the Print icon to print out a copy of the entire module.

When you click on the print icon, it pulls together all the content sections of your module into one HTML document that you can then send to your printer. Simply click on the Print icon on the top of that page.

NOTE: If you're on a Mac computer, you can also save this document in PDF format, directly from the Print dialog box. If you have Acrobat Writer on your PC, it will also allow you to save the module as a PDF file.

You can disallow the printing of modules, if you want, it does not affect instructor's ability to print. Even if you turn off this feature, your students can still use the Print function of their browser to print your module sections, one at a time. This is time-consuming for students, so it is probably not a bad idea to leave the printing of modules function enabled. The printing feature is set under Modules >> Preferences, should you decide to disable the default for some reason.



10/8/2010

Archive or Restore Modules

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[Archiving Modules](#)

You can make a module invisible to learners by archiving it.

You may have many reasons for removing one or more modules from the active list of modules. It could be that you want to reveal material to students as the term progresses. It could be that you will not be using a module in the current term but you do not wish to delete it. When you want to make modules invisible but not delete them permanently, you want to use the **Archive** feature.

You can restore archived modules at any time by clicking on Manage and then on the Restore icon.

How to make modules inactive:

- On the **Author View** page, click the checkbox located next to the module title you want to remove from the current list of active modules.
- Then, click the **Archive** link located below the **Author** link.
- A confirmation message will alert you that the chosen module is archived.

Note: Only modules can be archived. You cannot archive single sections of a module.

[Restore Archived Modules](#)

To restore an archived module, follow these steps:

- Click on Manage on the top navigation bar.
- Click the Restore Archived Modules icon.
- A list of the archived modules is displayed, along with their deactivation date and time. By default, the modules are sorted by "Date Deactivated".
- Click the checkboxes located next to the archived modules to select them. You can select and restore to the active list more than one module at a time. Click on the top checkbox to select and restore ALL the modules back to active.



- Click Restore to complete the operation.
- You may also delete archived modules from this view.



07/12/2010

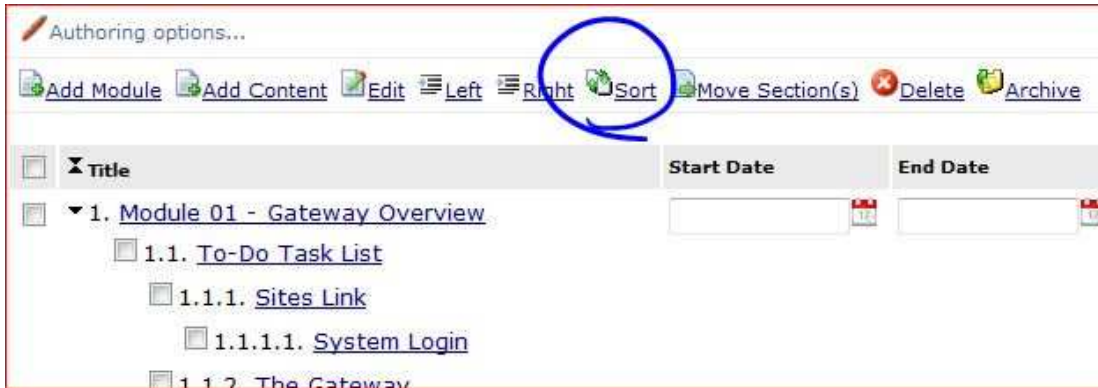
Sort Modules

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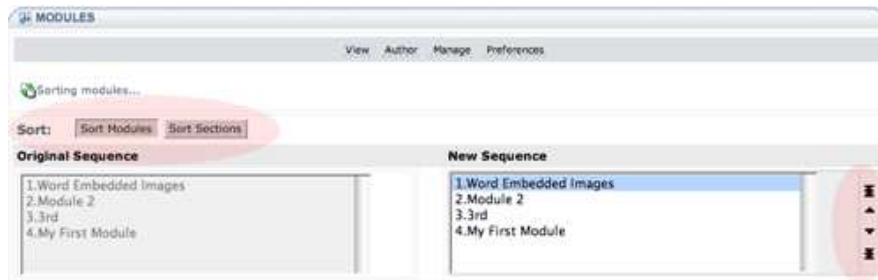
Sort Modules

To change the sequence of modules, follow these steps:

- Click Sort on the menu of the Author view.



- You will be directed to the **Sorting modules...** page.
- On this page, there are two columns. The first is showing the current sequence of modules. The second column is your work area.
- In the second column, click the module whose sequence you want to change. Then, click the up and down arrows to change the sequence. Click on the double headed arrows to jump the selected item to the top or bottom of the list.
- There is no Save button. Simply click the Author link at the top of the page to return to the Table of Contents module list. They should now be resorted.



You may also sort the sections of a module. This is covered in the module on content sections.

01/30/2010

Manage Content

If you upload or add links to more than 30 resources, you will get a drop-down menu with pagination options.

Manage Content

Manage Content allows you to upload files, create links to URL addresses, preview previously uploaded files, and delete content items. You can create up to 10 file uploads or URL links at a time. The advantage of using this method to upload files or create links is that it is **MUCH, MUCH FASTER** than creating these items one at a time. Once files have been uploaded or URL links created, you can easily use these resources when you're creating your module sections.

Note: HTML files cannot be uploaded. You can upload image formats (.png, .gif, .jpg), word, excel, powerpoint, pdf, etc.

How to Manage Your Content

In Modules, click on the **Manage** link at the top of the window

Click on **Manage Content** link in the Managing options... area

Under **New Item**, choose to add File Upload or Create URL

Choose the number of items to upload - anywhere from 1 to 10 at a time

When the next box appears, fill in the correct information: either browse your local computer to identify the files you want to upload, or type in the correct URL addresses and titles (*required*) for web pages you want to upload.

Click **Continue** at the bottom of the page to upload your files or create your URL links.

URL (link to website)

New Item

Number of URLs to Create

* URL	<input type="text" value="http://www.foothill.edu"/>	
* Title	<input type="text" value="Foothill College"/>	
* URL	<input type="text" value="http://www.deanza.edu"/>	
* Title	<input type="text" value="DeAnza College"/>	
* URL	<input type="text" value="http://etudes.org"/>	
* Title	<input type="text" value="Etudes Project"/>	

The items you just created will now be listed in the bottom portion of the page.

Notice they are in Type order. The screen shot shows the URLs above the file uploads. You can sort type to show the other way around.

Notice the titles are links. When you click on the title, it opens in a new window so you can preview - either the file or a URL.

Type	Title	Actions
	Amazon	delete
	DeAnza College	delete
	Etudes Project	delete
	Foothill College	delete
	KCBS radio	delete
	0clip_image002.png	delete
	14-fcktool.gif	delete
	15-sferyxcert.gif	delete
	16-addcontentype.gif	delete

Delete a Content Item

You can delete a content item by clicking the delete link in the right column of Manage Content.

You will get a confirmation box. If the item is currently being used in a section, there will be a warning that the item is **IN USE**. If the item is not currently in use, you'll get a confirmation box without the warning. In either case, click on Continue to delete the item or Cancel to leave it in place.

You are about to delete:

LabCorpNoticeV3.pdf

The selected resource is IN USE in one or more sections. By deleting it, you will have broken content.

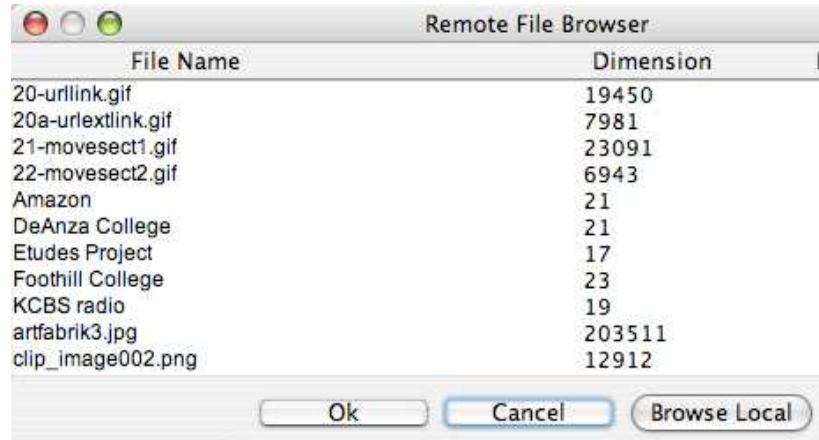
This action cannot be undone! Click on **Continue** to proceed with the deletion or **Cancel** to exit and return to the list of resources.

Continue Cancel

[Use a Content Item](#)

You will use the uploaded files and/or URL links when you create your content sections. For example, if you've uploaded several images, then when you go to add your images into your content, they are already uploaded onto the server, saving you the time (and effort) of uploading them one at a time.

If you want to add a link to a web page, that link is already created. All you need to do is to click it in the list of content items, choose to have it open in a blank window, and you're good to go. All this is explained in detail in the Sections module.



01/30/2010

Import and Export Modules

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You may need to export/import your modules for various reasons. At the beginning of a new term, you'll want to import your modules from a previous site so you don't have to re-do all that work over again. You may want to share your files with a colleague. Or you may want to keep a backup copy of your modules. You can export them and save them on your desktop.

There are two ways to handle module import/export from one site to another. The first way is to use Import/Export from the Manage area. Another way to import modules into a different site involves Import from Site, found in the Site Info tool.

From term-to-term roll-overs, the preferred and faster method is to use Import from Site.

Both methods are explained below.

[Import Modules from Site Info >> Import from Site](#)

To simply import your modules from one site you own into another site you own, you can use the Import from Site feature. This is the same method you use to import other tools in the system, such as assignments, resources, syllabus, and more. The advantage of this method is that you don't need to export the modules first. But you wouldn't use this method if you want to save a backup or share with others, since you need to be the owner of both the originating site and the destination site.

To do so:



- From the left nav menus, click on Site Info
- From the links at the top of the window, click on Import from Site

SITE INFO

Re-use Material from Other Sites

Re-use Material from Other Sites

You can choose to re-use material only from other sites that yo one site.

QA-KATHY 222 J20 SU07

QA-KATHY 333 J20 SU07

Check site to import from

- Check the box for the site where your materials are (old site) and click Continue
- Check the modules box (and any other items you may want to import from this site) and click Continue

SITE INFO

Re-use Material from Other Sites

Re-use material from other sites you own...

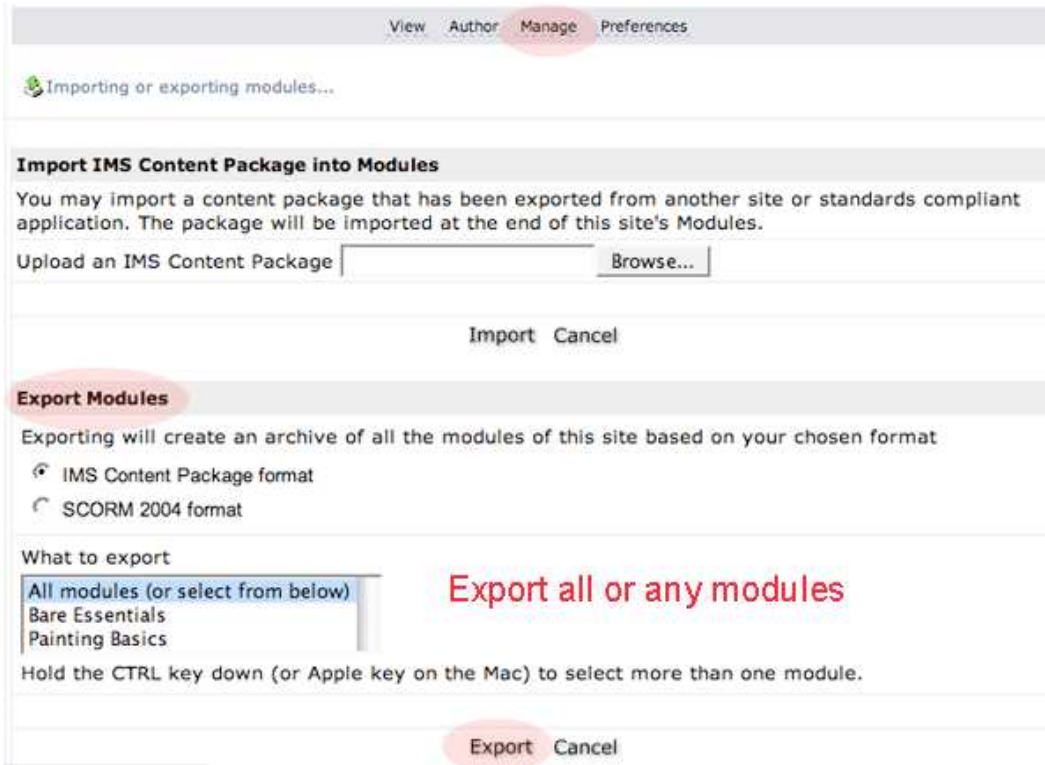
Choose the material you want to re-use from these sites. You can comb example, Resources from several sites).

	QA-KATHY 333 J20 SU07
Announcements	<input type="checkbox"/>
Modules	<input checked="" type="checkbox"/>
Resources	<input type="checkbox"/>

Check material to import

After a short wait while the system is working (be patient), you'll be returned to the Site Info window. Go to your Modules page and the imported modules will be at the bottom of the list, under any previously existing modules. You can now sort them into place, set their Start and End Dates, delete any you don't want, etc.

Export Modules (from within Modules >> Manage)



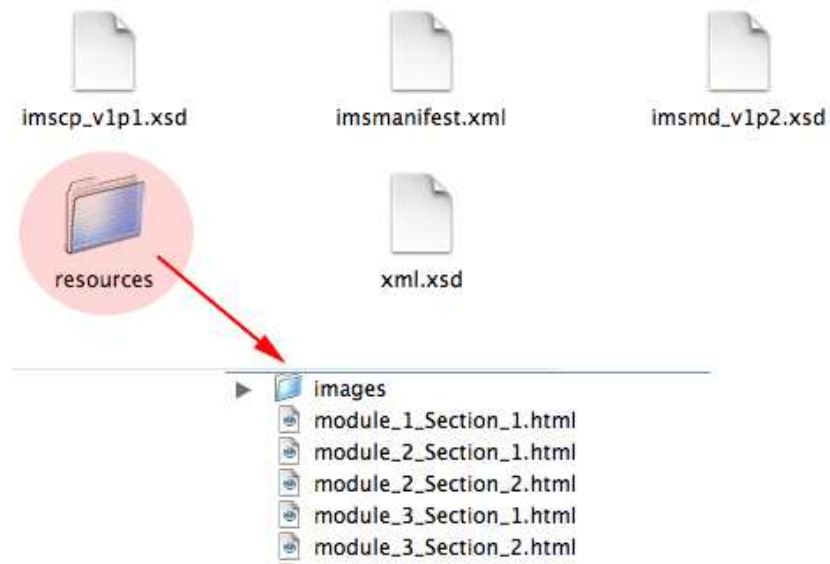
Use this export/import method if you want to save a backup file of your modules, or if you want to share them with a colleague. Also if you only want to export a few modules, not all in the site, use this method.

Exporting modules does not affect the current site's modules. This export functionality exports all of your modules and sections into an IMS Content Packaging (CP) zip file that you can import into your next term's site or other system that supports IMS CP.

- Click on **Manage**.
- Click on the Import/Export link.
- Choose what to export (all, one, or several modules) *Note: Choose **IMS Content Package** format if you want to import into another ETUDES site.*
- Click on Export.
- When you export here, what you are exporting is a ZIPPED folder with your chosen modules in it. Save this zipped folder in a convenient location. This is all you need to import the information into a new place.
- You **DO NOT** need to open, unzip or view inside the folder. However, if you want to see the files, you'll need to UNZIP the folder. (WinZIP on a PC or UnStuffIt on a Mac are two programs that will unzip files.)



- If you unzip and open the folder, you'll see several documents plus a folder of resources. Inside that resources folder are all your module/section pages, identified and in html format. It is not recommended that you alter this package. You can save it if you want. You won't need this unzipped folder or files for import.



- You can import the zip file into the Melete Lesson Builder (Modules tool) of another site you own or share it with a colleague if you so desire.

[Import Modules \(from within Modules >> Manage\)](#)

Import IMS Content Package into Modules

You may import a content package that has been exported from another site or standards compliant application. The package will be imported at the end of this site's Modules.

Upload an IMS Content Package

If you want to import modules you've exported from another site, it is a simple thing to do:

- Click on **Manage**.
- Click on the Import/Export link.
- Browse (in the box provided) to find the folder you exported from the other site. (*The zipped folder.*) Then click on Import.
- The files will be import and placed at the bottom of the list under any existing modules. Sort them as explained in the Manage Modules section. If there are modules that were imported that you don't want, you can delete them as explained in the Delete Modules section.

07/12/2010

Module Preferences

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User preference options...

Global Preferences for Modules

Select your editor

Sferyx Editor

FCK Editor

Select your view

Expanded

Collapsed

Show Link to Publisher's Content option

Yes

No

Select default license

I have not determined copyright yet 

Site Preferences for Modules

Allow student printing of Modules?


Yes

No

Autonumbering of Modules and Sections?

Yes

No

 Set

You can define various global or site-specific preferences under Modules >> Preferences:

- Choice of editor to use when composing content
- Choice of seeing the Table of Contents module list expanded or contracted by default
- Allow students to print modules or not
- Automatic numbering of modules/sections (student view)
- License preferences
- Integration with publisher content (if you have purchased publisher access to premium content).

Module Editor Settings

You may choose one of two editors to author in the Melete Lesson Builder: **Sferyx** or **FCK**.

- The default editor in Modules is FCK editor. It is the same editor that is integrated with most of the tools in the system: Announcements, Schedule, Modules, Discussions, etc.
- The second editor available in Modules is called Sferyx editor. It is a Java Applet (small web-based application) that is more powerful than FCK. Sferyx is only available in the Modules tool. Please refer to sections in the Section module for information and benefits of each editor and to determine which one will better serve your needs.

The setting is 'global,' meaning that when an author sets 'Sferyx' as the default modules editor, it will be set as the default module editor in all the sites owned by the author.

Users can switch between the two browsers on the fly while editing, provided that the Java plug-in for Sferyx is downloaded and it is properly installed. Let's say you have set Sferyx as your default editor, and while composing content, you wished you had the smilies of FCK available in your toolbar. You can save your content, click on Preferences, set FCK Editor as the default, and return to your authoring. Then, let's say that half an hour later, you need to insert a math equation. You can click on Preferences and set Sferyx as the default editor and return to your authoring.

If instructors do not have the required java plugin in their systems, they will NOT be able to compose in Modules with Sferyx. Setting it as the default will not work without having the right system requirements and the plug-in! Users will still

have to accept the Sferyx certificate when prompted. However, the lack of the Java plugin or its not been set up correctly will NOT interfere with one's use of FCK, if that's what they want to use.

Module View Settings

If your site has the Table of Contents module list appear in expanded view, it means that all the sections and subsections are listed on the page as hot links, as well as the module titles. If you would prefer to have only the module titles showing on the list page, you can set your default setting under the Manage >> Preferences window. Remember that no matter which setting you choose, you can always expand and collapse the lists by clicking on the little black arrows.

Allow Student Printing

When "Yes" is checked, then student modules will have a small print icon in the Modules list. When they click on the print icon, their modules can be easily printed or saved as a PDF (at least it's easy to save as PDF on Macs). When printing, the entire module is printed -- there is no way to limit printing to just particular sections.

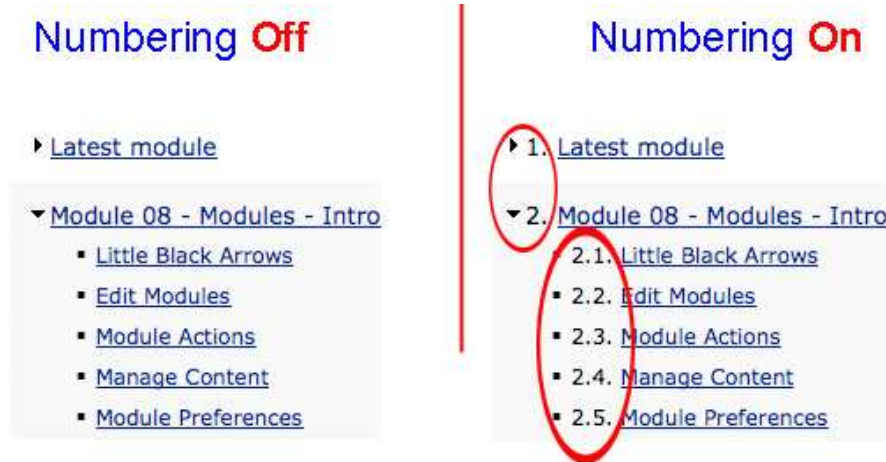


When "No" is checked, there simply is no print icon in the Modules list (students only), and nothing to indicate that printing is ever an option.

(By the way, instructors have the ability to print modules regardless of this setting.)

Auto-numbering of Modules & Sections

You can choose if you want modules and sections to be automatically numbered. If you choose YES, then modules & sections will show numbers. This applies to the Student View (when logged in as instructor) as well as when anyone is logged in as a student.



To make this choice, you choose Yes (for ON) or No (for OFF) in Modules >> Preferences.

Site Preferences for Modules

Allow student printing of Modules?

Yes

No

Autonumbering of Modules and Sections?

Yes

No

Set

When numbering is set to ON, each module title/section will also show the numbers. They do not show when numbering is off.

Numbering **Off**

Module 08 - Modules - Intro
Little Black Arrows

Numbering **On**

2. Module 08 - Modules - Intro
2.1. Little Black Arrows

Regardless of the choice made here, when you look at Author View (logged in as instructor), the modules list shows numbers.

Title

- ▶ 1. [Latest module](#)
- ▶ 2. [Module 08 - Modules - Introduction](#)
 - 2.1. [Little Black Arrows](#)
 - 2.2. [Edit Modules](#)
 - 2.3. [Module Actions](#)
 - 2.4. [Manage Content](#)
 - 2.5. [Module Preferences](#)

Setting your Default License Preference

Content authors can set their default license and terms of use for their content sections.

This is set under Modules >> Preferences. When adding new content, the default license will be pre-populated, saving you time if you have a preference as to what license to assign to your content. Please remember to change the license for material of others that you have received permission to use.

Select default license

Creative Commons License 

Choose A Creative Commons License

With a Creative Commons license, you keep your copyright. Please specify the other conditions under which you allow others to use your work. If you want to offer your work with no conditions, choose the public domain license.

Allow Commercial use of your work? Yes No

Allow Modifications of your work? Yes Yes as long as others share alike No

License Holder:

License Year:

07/12/2010

Special Access

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You may modify the access dates of a module for one or more students to accommodate special needs (i.e. extend the open days or grant earlier access to modules).

The special access functionality in Modules is located to the right of dates.

Start Date	End Date	
Mar 1, 2011 12:00 AM 	Apr 3, 2011 12:00 AM 	   

Click on the Special Access icon to grant unique access rights to a module for one or more students. Then, click on Add and select the name of the student. Change the open and / or close dates, as desired. Save your changes.

The icon next to each module will show you if you have granted special access privileges to one or more students. If students have been granted special access privileges in a module, the special access icon will have a magnifying glass, indicating that you can click on it to view the permissions. If the special access icon has a green add sign, it means that there are no permissions assigned for that module and you can click on it to grant special privileges.

4/10/2011