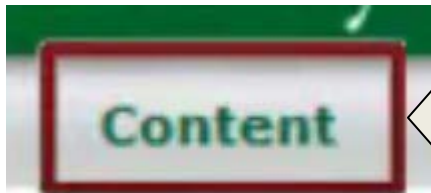


# Creating a New Module

In this tutorial we will learn how to create a New Module in the Content section.

## Step 1. Navigating to a New Module

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**1A.** To create a module, first open the Content section at the Course Home page.



**1B.** Then click the New Module icon at the top of the screen



**1C.** or click the smaller icon on the right hand side of the screen.



**1D.** If there are no other modules in the content section, then the smaller icon appears next to the title in the chart.

## Step 2. The Properties Tab

2A. Begin by giving the module a title.

Properties Restrictions Comments Objectives

Parent Module: --None--

\* Title: Syllabus

2B. The 'Parent Module' box places the new module to be part of another module or by itself.

2C. If the new module is supposed to be part of another module then click the name of that module. If the module is by itself choose 'None' in the 'Parent Module' box.

The Short title and Enumeration are optional.

Parent Modul

\* Title: Syllabus

Short Title:

2D. A shorter title may be given if the main title is longer than desired.

The Enumeration is the numbers or letters next to the title in the Content chart. All Enumerations and title display settings can be changed in the Content Settings. We will learn how to change Enumerations and title display settings in another tutorial.

Enumeration:  Hide enumeration for this module

2E. The Enumeration can be hidden by placing a check in the box next to "Hide enumeration for this module."

Cancel

Save and New Save

Save and New

Save

2F. Before moving on, click Save in the bottom right hand corner.

## Step 3. The Restrictions Tab

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3A. Next to the Properties tab at top of the box is the Restrictions tab.

The Restrictions tab allows the instructor to modify accessibility of the module.

### Availability

Hidden:  Hide this module

3B. To hide the module, check the box beside 'Hidden' under Availability.

The information in the module will be visible to the instructor in Manage Content. This allows the instructor to put modules on D2L that are not completed and to return to them later.

Date Availability:  Has Start Date

10/7/2011  11:52 AM  Now  
United States - Chicago

Has End Date

10/14/2011  11:52 AM  Now  
United States - Chicago

3C. Date Availability hides the module from students until the given Start Date. The module will be visible until the given End Date.

This tool allows instructors to place all the material for the course on D2L but only show students the material when the instructor desires.



3D. At the bottom of the page is the Release Conditions. This will be explained in another tutorial.

## Step 4. The Comments Tab

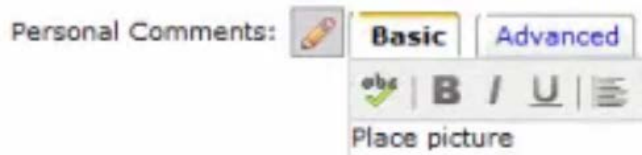
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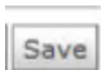
4A. The next tab at the top of the box is the Comments tab.



**4B.** These comments only appear to the instructor and the Shared Designer. A Shared Designer is another person who has access to the module and is working on it at a different time. This is where the instructor can leave feedback to that other person to fix something with the module or to complete the module.



**4C.** The Personal comments box is a useful place to leave reminders to finish a module, put a picture in, or whatever else needs to be completed with the module.



**4D.** When finished with the module, click 'Save' in the bottom right hand corner.

In this tutorial, we have learned how to create a New Module in the Content section.