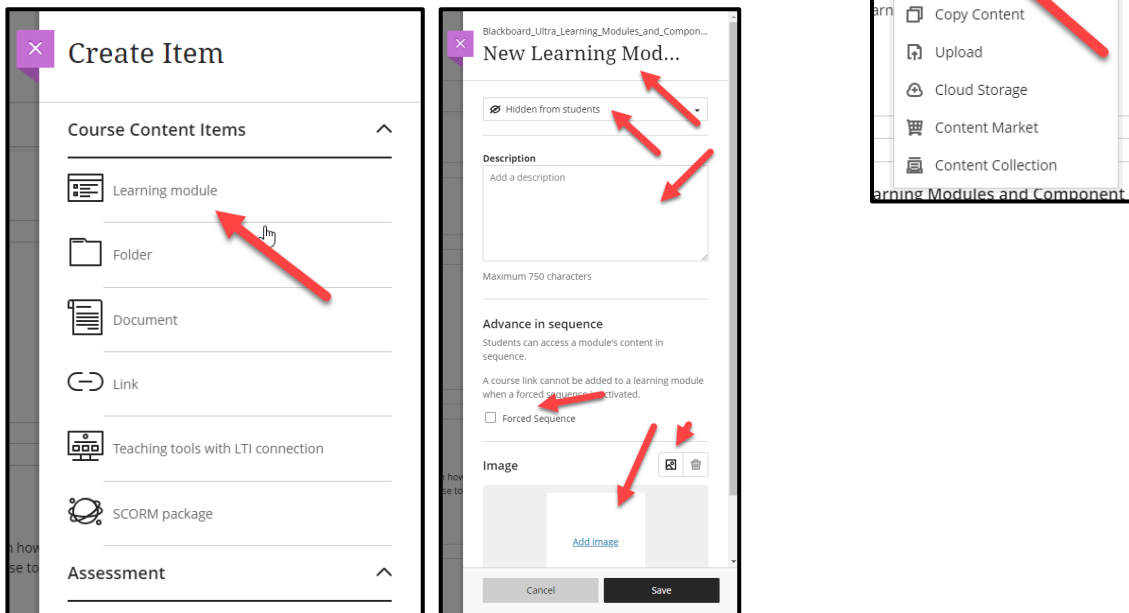




Creating a Learning Module, Folder, and Content Item

Create a Learning Modules

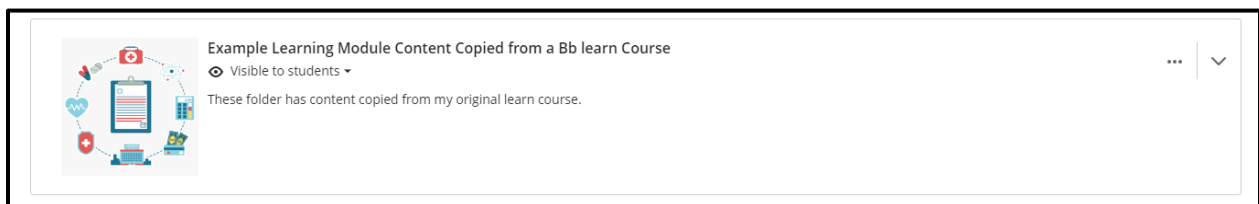
You can create learning modules within the **Course Content Menu** to serve as containers for your course content. Initially you will point to the + (plus sign) above the course menu and click **Create**. This will allow the **Create Item** panel to open. Select **Learning Module** on the **Course Content Items**.



When the panels open you will type a **Name** for the new **Learning Module**, a description to help identify the content to the students and select whether there will be a forced sequence of content. An image can be uploaded from the local workstation or Unsplash can be used to grab a royalty free image. These options are found within the drop-down menu when add image is selected.

Click **Save** when complete. A link to the new content area appears at the top of the course content menu. You can **drag and drop** this module to another location on the course menu.

Please remember that the **Learning Module** acts as a container or folder to organize course content. You will be able to create one more folder inside the module to place content. Bb Ultra has a limitation of 2 folders currently.

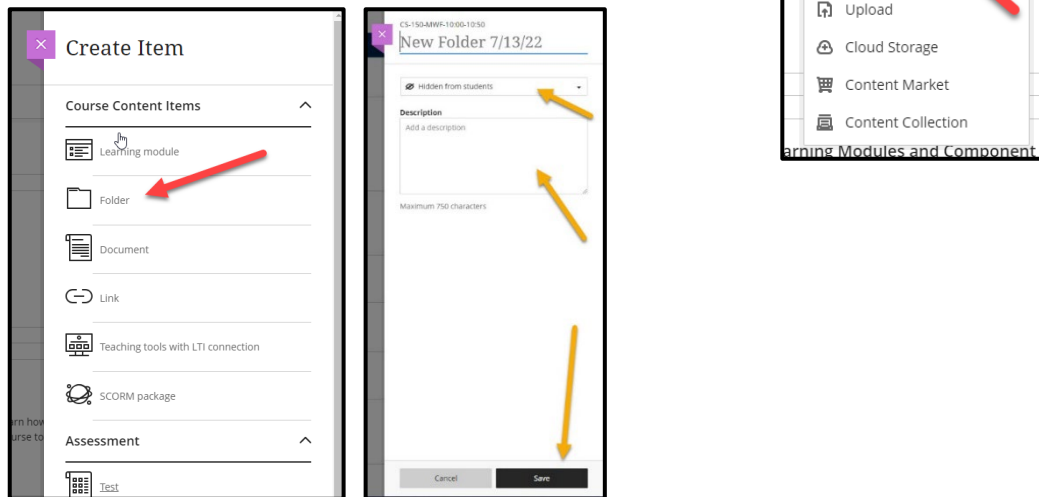




Create a Content Folder

You can create folders to organize content. For example, you can create folders for each week of your course within a content area. Since the release of **Learning Modules**, folders have become a secondary means of organization within the course structure.

From within the **Course Content** Items menu, click the + sign, choose **Create**. The **Create Item** panel will open and you will choose **Folder**.



On the Create Content Folder page, type a **Name** for the folder, a brief description, and whether it will remain hidden to the students. Click **Save**. The newly created folder is empty and ready for content to be placed.