North Carolina A&T State University
Blackboard Support

Learning Units

A **Learning Unit** contains content that can be managed in a format similar to folders, with the **Learning Unit** serving as the shell for files and other content. Content in **Learning Units**, however, can be displayed in a structured path allowing students to access content in nonlinear or linear formats. The linear format allows students to view content in a sequential format, which requires students to proceed through the **Learning Unit** in a specific order.

Learning Units can be modified just like any other items within a content area.

Adding a Learning Unit

1.   Open a course that you are teaching.

2.   Choose a **Content Area** that will house the **Learning Unit**. (For example, a **Chapter 1 Learning Unit** may be placed under the **Course Materials** button.)
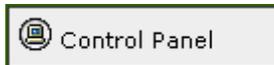
   Option 1
   If you access the **Content Area** by clicking a button on the left side of the course, click the desired content area button and then click the **Edit View** link in the right corner at the top.
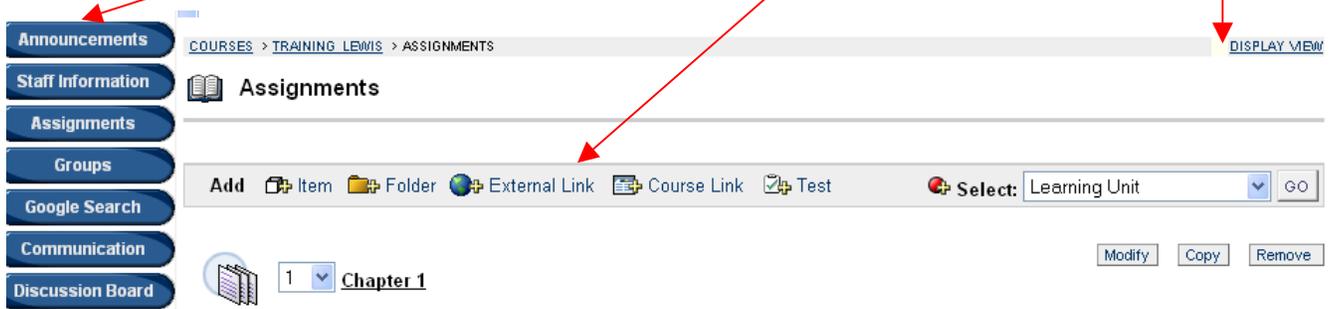
   COURSES > TRAINING LEWIS > ASSIGNMENTS   EDIT VIEW

   Chapter 1

   Option 2
   If you choose to access the **Content Area** through the **Control Panel**, enter the **Control Panel**.
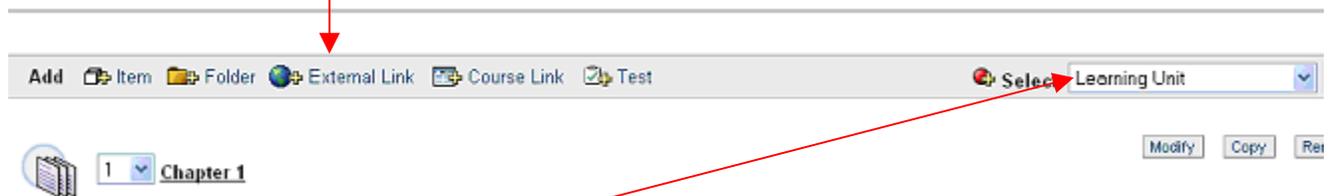
   Control Panel

   Under **Content Areas**, click the desired content area.

3. If you have accessed the **Content Area** using the **Edit View** link, you will continue to see buttons on the left, editing options in the center, and a **Display View** link on the right side.

Announcements
Staff Information
Assignments
Groups
Google Search
Communication
Discussion Board

COURSES > TRAINING LEWIS > ASSIGNMENTS
DISPLAY VIEW

📖 Assignments

Add 🗔 Item 📁 Folder 🌐 External Link 🖼 Course Link ☑ Test   🔧 Select: Learning Unit ▾ GO

Modify Copy Remove
📖 1 ▾ **Chapter 1**

The **Edit View** and **Display View** links allow you to switch between the "editing view" and the "students' view". You can also click the content area button to switch to the "students' view" of the course material.

If you have accessed the **Content Area** using the **Control Panel**, you will only see the editing options at the top.

Add 🗔 Item 📁 Folder 🌐 External Link 🖼 Course Link ☑ Test   🔧 Select Learning Unit ▾

Modify Copy Re
📖 1 ▾ **Chapter 1**

4. To add a **Learning Unit,** locate the drop-down menu on the right side, following **Select**.   From the drop-down menu, choose **Learning Unit.**

🔧 Select: Learning Unit ▾ GO
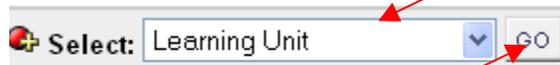
5. After selecting **Learning Unit**, click **Go**.

6. The **Add Learning Unit** page will appear.

📖 Add Learning Unit

❶ Learning Unit Information
   * Name [   ]

   Choose Color of Name ⬛ 🎨 Pick

7. Under **Section 1**, you will add the **Learning Unit Information.**
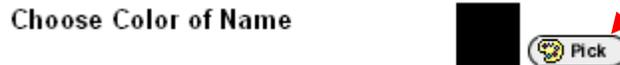
8.   Under **Name**, you will determine and enter the name of the **Learning Unit**.

**❶ Learning Unit Information**

*   **Name**

9   You can customize the color of the **Name** by clicking the **Pick** button. The default color is **Black**.

Choose Color of Name   🎨 Pick

10.   After you click the **Pick** button, a **Color Picker** window will appear. (This window may not appear if your pop-up blocker is on. Set your computer to temporarily allow pop-ups.)

To select a color for the learning unit name, click the square of the desired color.

Color Picker - Microsoft Intern...

Choose Color of Name   🎨 Pick
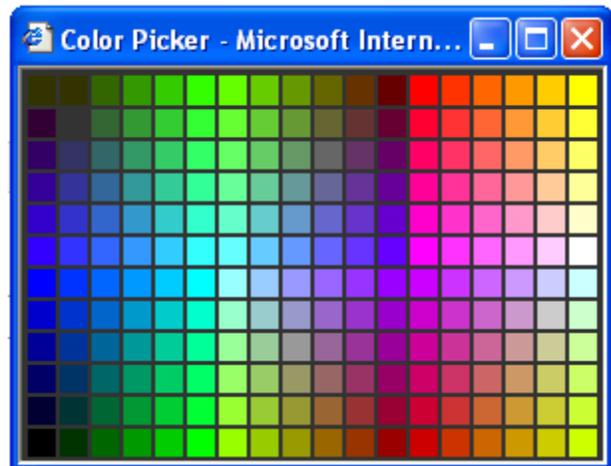
11.   The selected color will now appear in the color square beside the **Pick** button.

Choose Color of Name   🎨 Pick

12.   **Text** can be included with this learning unit. You can type a brief message that describes the contents of the learning unit. For example, if **Unit I** is the name of the learning unit, the message may read: *This learning unit contains all materials for Unit I.* Information can be cut and pasted from a Microsoft Word document.

Another example is the inclusion of instructions or directions for a particular unit or chapter. This area could be used to enumerate the steps for completing this particular unit.
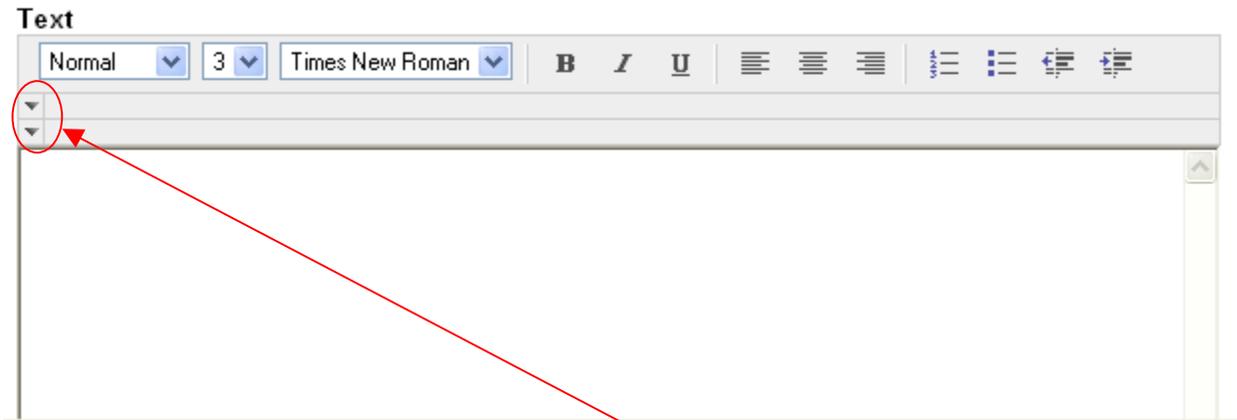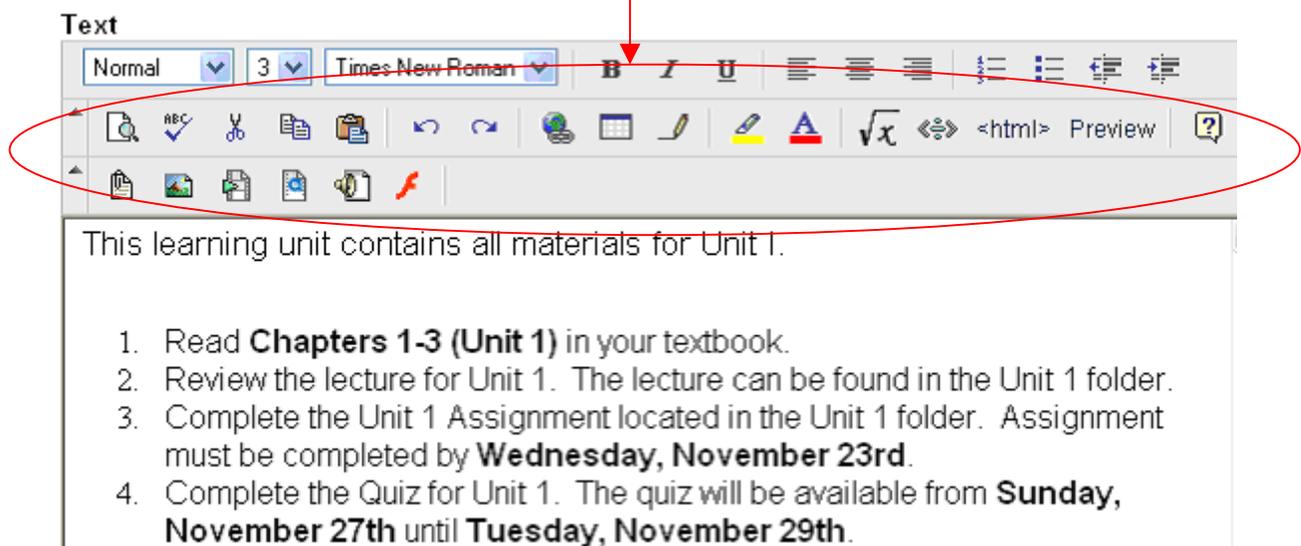
Text

Helpful Tip

To expand the options for editing text, click the down arrows to display additional options for the **text editor**.

Helpful Tip

Instructors can format text and attach **images**, **video clips**, **sound files**, **hyperlinks**, **tables**, and **mathematical equations** to the folder by clicking the icons in the **text editor**.

Text

This learning unit contains all materials for Unit 1.

1. Read **Chapters 1-3 (Unit 1)** in your textbook.
2. Review the lecture for Unit 1. The lecture can be found in the Unit 1 folder.
3. Complete the Unit 1 Assignment located in the Unit 1 folder. Assignment must be completed by **Wednesday, November 23rd**.
4. Complete the Quiz for Unit 1. The quiz will be available from **Sunday, November 27th** until **Tuesday, November 29th**.

13. After you have added text (optional), determine if and when the learning unit will be available to students under **Section 2**.

Make the content available: Once **Yes** is selected, students will have access to the learning unit. The **Default** option is **Yes**. If **No** is selected, the learning unit will be available to the instructor, but not the students.

Enforce sequential viewing of the Learning Unit?: If sequential viewing is enforced, students will view the learning unit in the order items within it are listed. Students will not be able to advance to a page within the unit without having viewed the previous page. If sequential viewing is not enforced, items in the learning unit may be viewed in any order from the Contents page.

Open in new window: If **Yes** is selected, the learning unit will open in a new browser window once the learning unit is selected by a student.

Track number of views: Tracks the number of times users access this item. Statistics can be found under the **Manage** button (in Edit View) and under **Course Statistics** (under the Control Panel). The **Default** option is **No**.

Choose date restrictions: Instructors may add date restrictions if a learning unit is expected to **appear** on a specific date and **disappear** on a specific date. (This section is **optional**. If no restrictions are applied, the learning unit will follow the selection made under **Make the content available**.) To apply date restrictions, click the **Display After** box and the **Display Until** box. Select a **date** and **time** for each item.

14. After the options for the **Learning Unit** have been added, click **Submit**. Click **OK** to acknowledge receipt of your Learning Unit.

Adding Content to a Learning Unit

1. After the **Learning Unit** has been created, it will appear in the content area.


2. To add content (or pages) to the learning unit click the name of the learning unit. **If you do not click the name first, the content will appear outside of the learning unit.**

3. Once the learning unit has been accessed, the name of the learning unit will appear at the top of the page.

4. Items, external links, files, tests, and surveys can be added as individual **pages** in the learning unit. Assignments, tools, and other items can also be added by accessing the **Select** drop-down menu. Adding pages to the learning unit will create a slideshow.
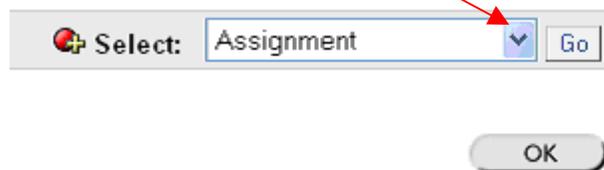
5. Once content has been added to the learning unit, the content items will be identified in the learning unit as **pages**. Students will view the learning unit in the order the pages are listed. Use the numbers to the left of each page to order the content.

6. Once all items have been added to the learning unit, click **OK**.

7. Once students access the learning unit link, the learning unit will appear as a slideshow. If sequential viewing is selected, students will use the arrow button to advance to the next page.