

Course Builder

Use Course Builder to interact with your course materials, learning experiences, and assessments in one consolidated interface so you can visualize and review your entire course at once. The Course Builder interface is straightforward and efficient, transforming the process of course design and set-up from multiple steps in different tools into simple one-step actions. Whether you're starting from scratch or updating existing courses, Course Builder is an excellent tool for planning and organizing course materials.

As you build your course, Course Builder interacts with the following Learning Environment tools:

- Content
- Manage Files
- Discussions
- Assignments
- Quizzes
- Grades
- Competencies

Course Builder enables you to incorporate instructional design best practices when planning your course. As you build your course outline with modules and placeholders, you can add notes to each module and placeholder summarizing your course goals and learning objectives. When you are ready, you can populate your outline by creating appropriate lessons and activities within Course Builder.

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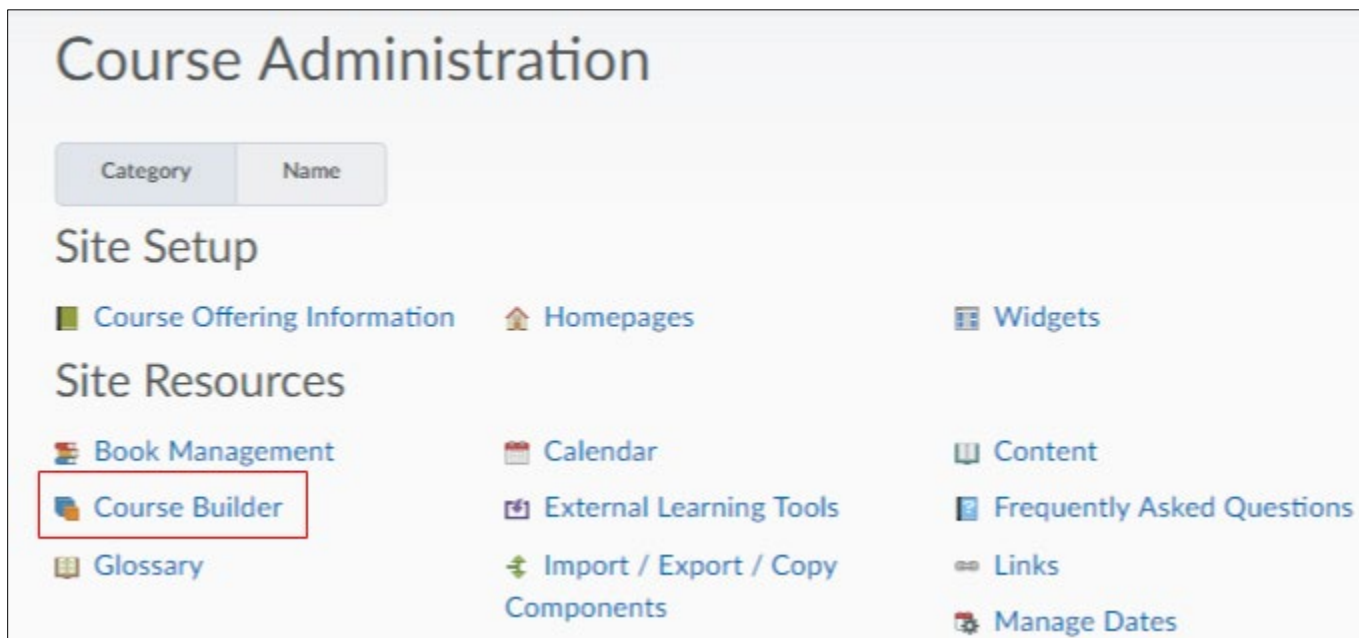
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Accessing Course Builder

Step 1: To access Course Builder, select **Course Admin** from the navigation bar.

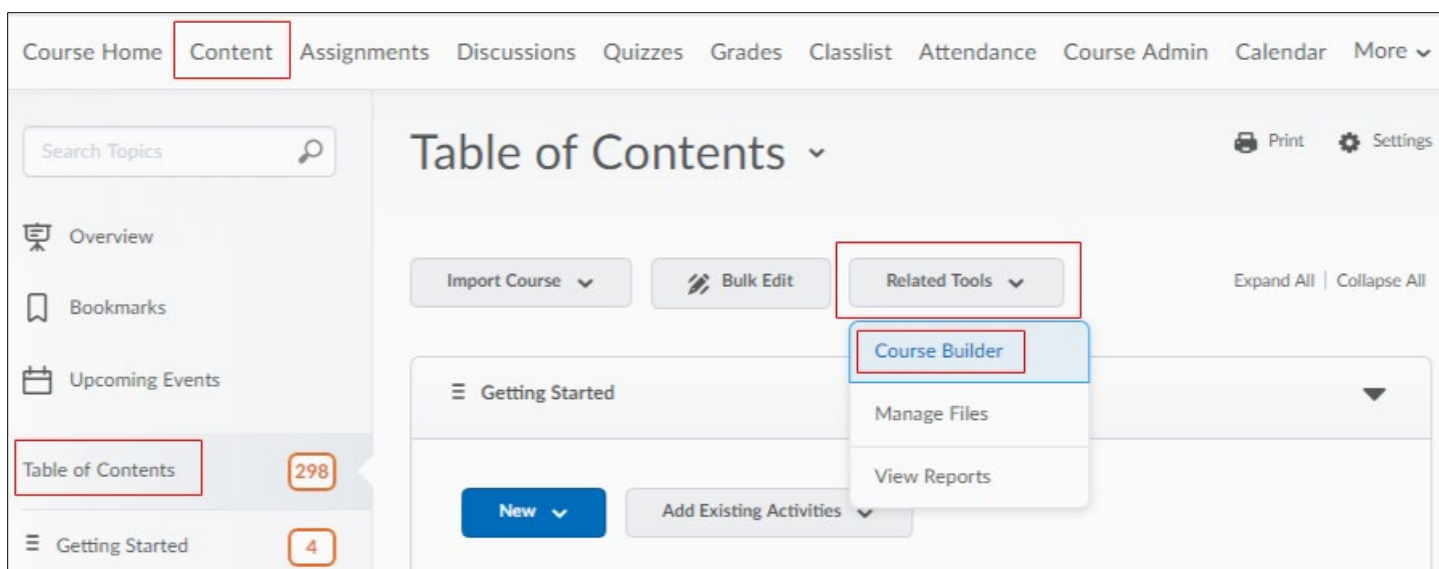


Step 2: Select **Course Builder** from the **Site Resources** section of **Course Administration**.



OR:

Select **Content** from the navigation bar, select **Table of Contents**. From the **Related Tools** dropdown menu, select **Course Builder**.




Select **Start** from the welcome page.


Course Builder

eLearning Course 3


Course Builder enables you to build a course outline, create and edit course materials and assignments, manage grades and learning objectives, all from one central location using a drag and drop interface.



Use modules and placeholders to create a course outline.
How do I use placeholders and structures?



Create content and assignments.
How do I create and edit objects in my course?



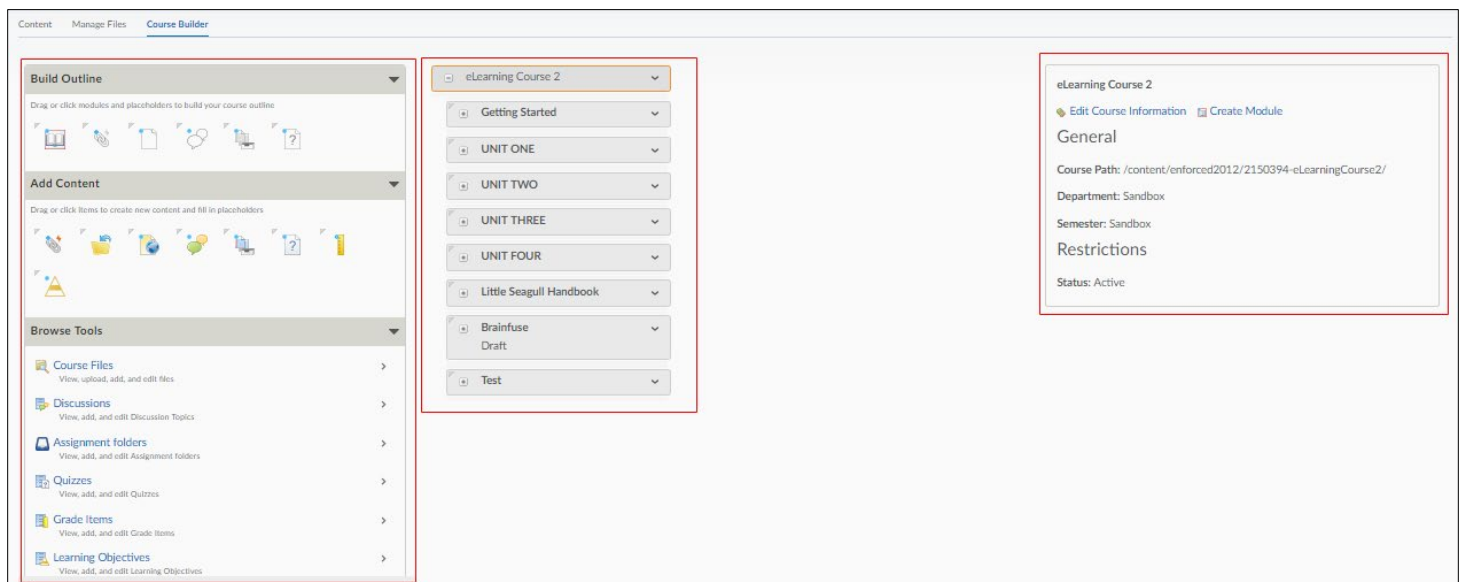
Manage learning objectives and grades and associate them with assignments.
How do I associate grades and learning objectives?

Always show this welcome page

Start

Understanding the Organization of Course Builder

The Course Builder user interface consists of three sections: the **Toolbox**, **Course Tree**, and **Selected Node Panel**. Use the **Toolbox** to add Modules, placeholders, and objects. The **Course Tree** displays the course structure. Edit and view node properties in the **Selected Node Panel**.



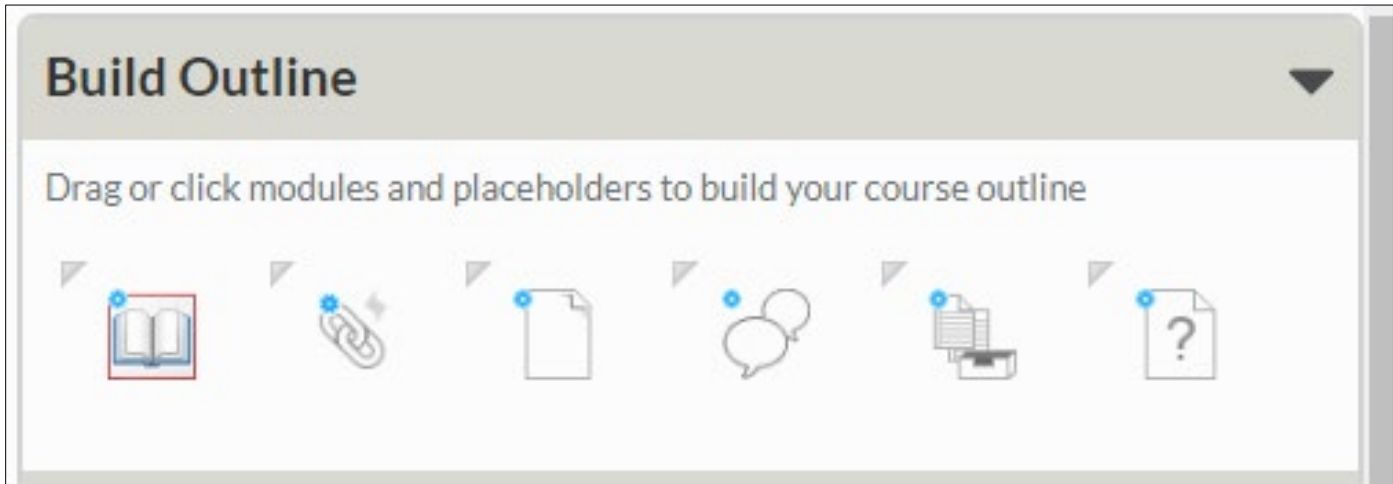
The screenshot displays the Course Builder interface for 'eLearning Course 2'. It is divided into three main sections:

- Build Outline:** A section for creating the course structure, containing icons for various content types and a 'Build Outline' dropdown menu.
- Add Content:** A section for adding new content to the course, containing icons for various content types and an 'Add Content' dropdown menu.
- Browse Tools:** A section for browsing and adding tools to the course, containing a list of tools such as Course Files, Discussions, Assignment folders, Quizzes, Grade Items, and Learning Objectives.
- Course Tree:** A vertical list of course components, including 'Getting Started', 'UNIT ONE', 'UNIT TWO', 'UNIT THREE', 'UNIT FOUR', 'Little Seagull Handbook', 'Brainfuse Draft', and 'Test'.
- Selected Node Panel:** A panel on the right side of the interface that displays the properties of the selected node, including 'eLearning Course 2', 'Edit Course Information', 'Create Module', 'General', 'Course Path', 'Department', 'Semester', 'Restrictions', and 'Status'.

Toolbox

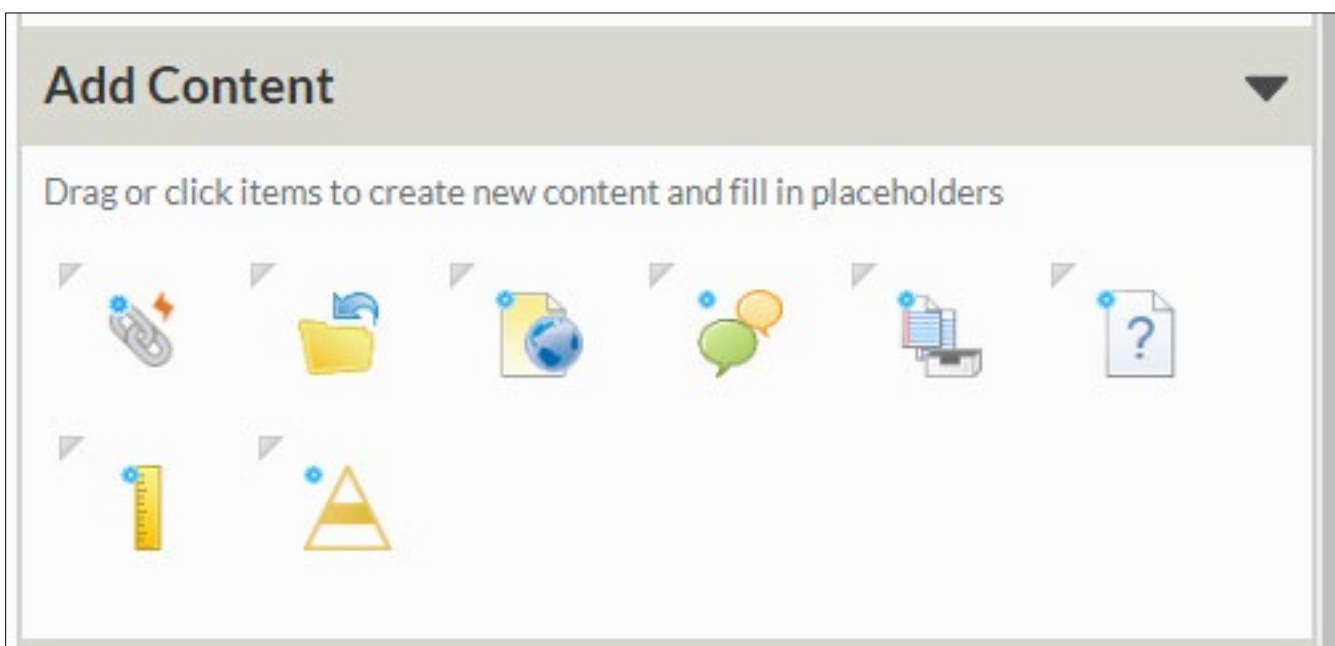
You can add modules, placeholders, and objects to the course tree from three areas within the toolbox: **Build Outline**, **Add Content**, and **Browse Tools**.

Build Outline enables you to drag or click modules and placeholders to build your course outline.

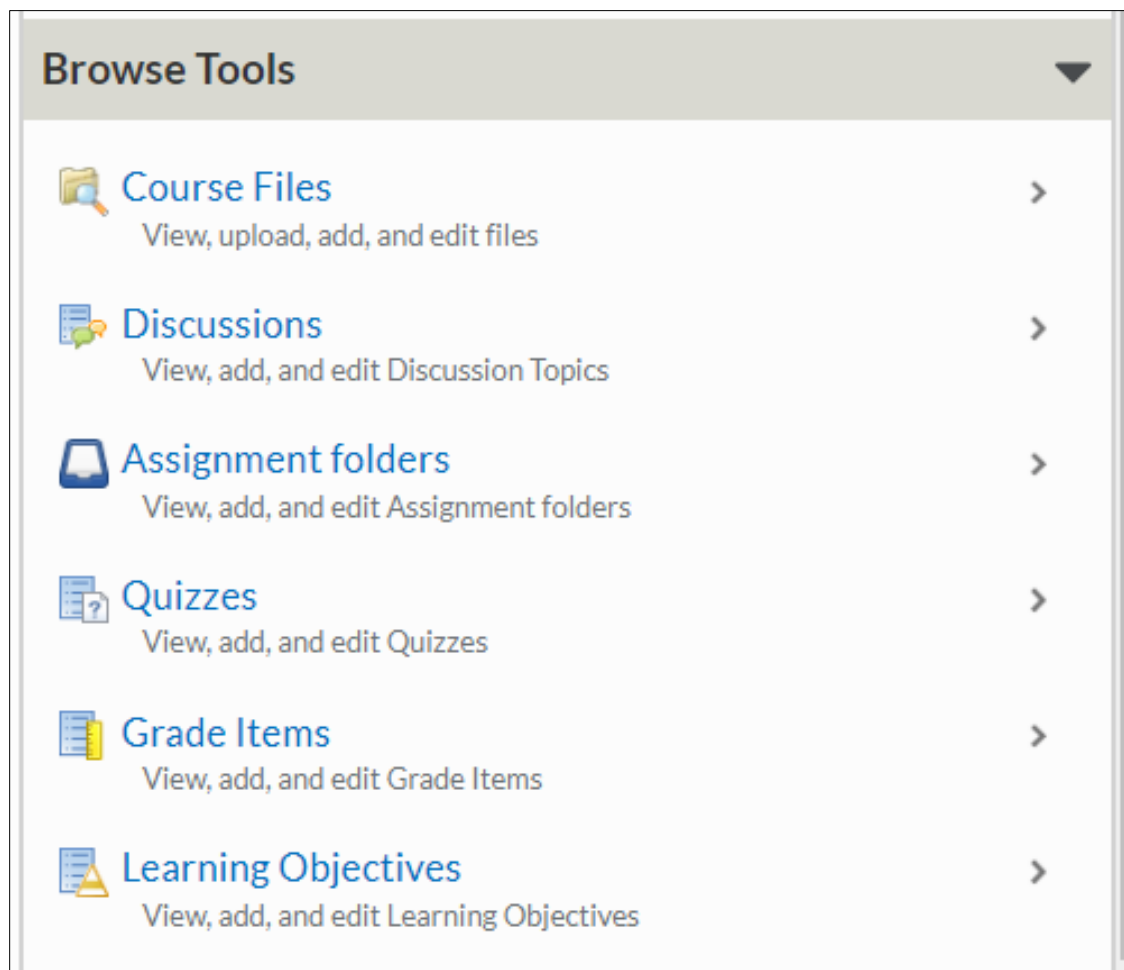


Add Content provides you with a selection of objects that you can use to create new content and fill in placeholders. Below is a list of the objects that are available for use:

- links
- HTML files
- discussion topics
- assignments folders
- quizzes
- grade items
- learning objectives
- existing learning objects from Learning Repository

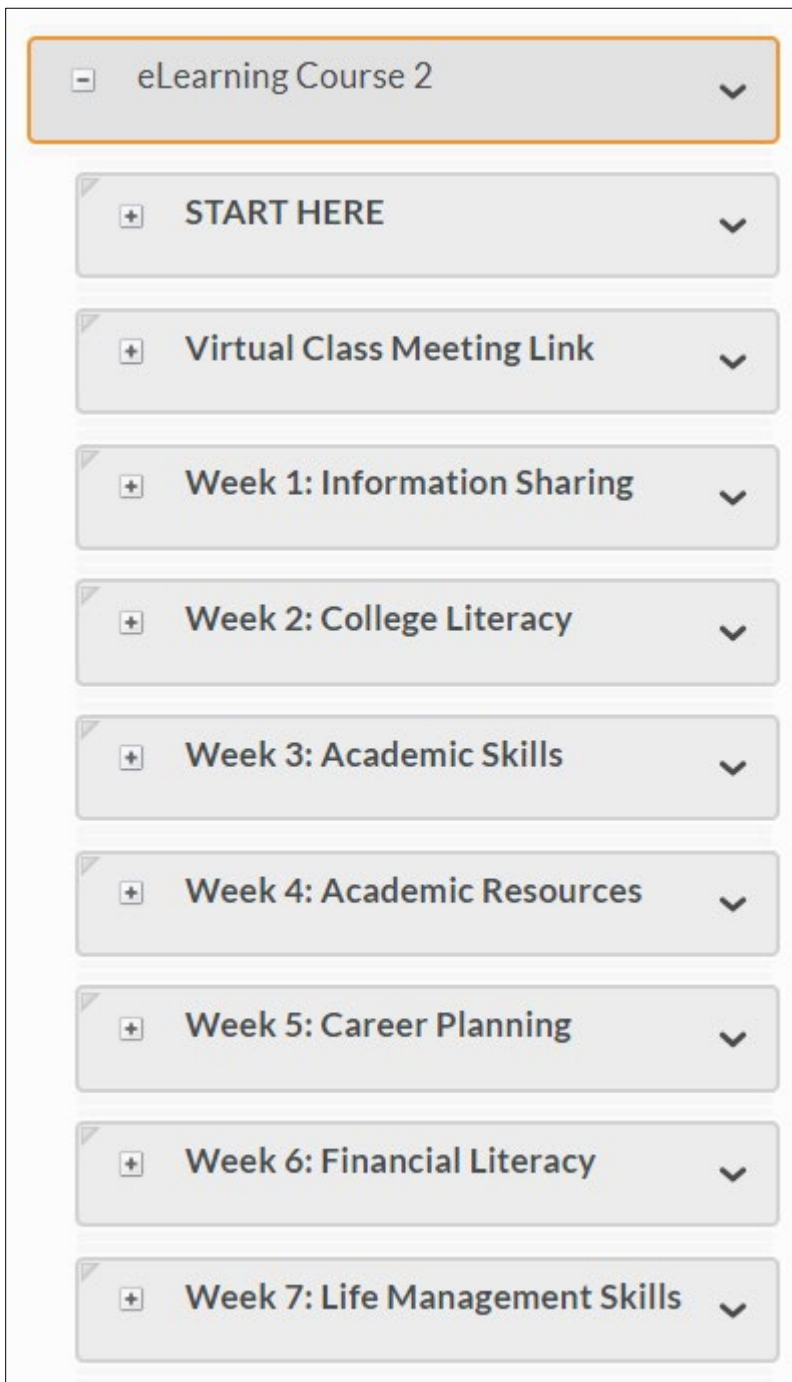


Browse Tools displays a library of pre-existing objects in your course tools. From Browse Tools, you can locate and add these pre-existing objects to the course tree or drag them onto placeholders in the course tree. If you want, select pre-existing objects in Browse Tools to view their details and associated grade items or learning objectives before you decide to add them to your course structure. This section of the toolbox features a drill-down menu with breadcrumb links that appear at the top of the toolbox as you navigate deeper into the menu. You can select breadcrumb links to return to a previous section.



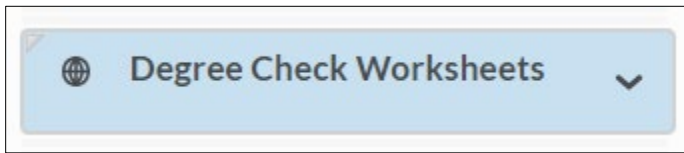
Course Tree

The course tree is a visual representation of your course structure. It displays the hierarchy of your course content as a series of nested nodes.



Node: Each structure element in the course tree is called a node. Node is a general term that can represent a module, placeholder, or object.

Each non-module node in the course tree includes an icon indicating its type. This can help you to see what's in your course at a glance.



A Web Page object node

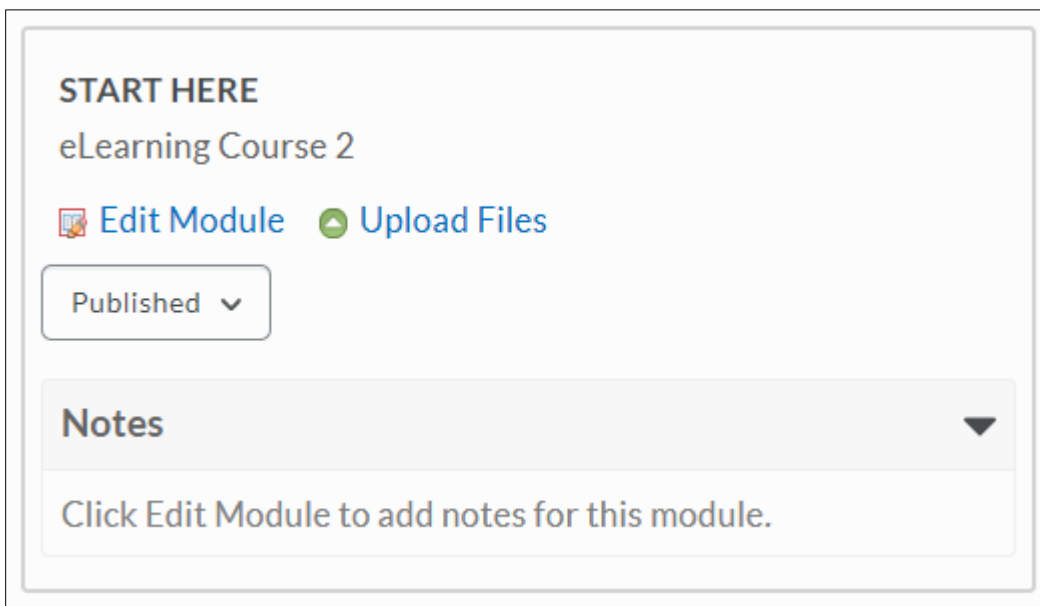
The course tree simplifies the process of rearranging, copying, and deleting your course structure. See **Managing nodes in the course tree** for more detail about these actions.

TIP: Once you are satisfied with the arrangement of your course, you can select **Content** from the tool navigation to see how your course content displays for students.

Selected Node Panel

When you select a node in the course tree, the selected node panel displays its details and enables you to perform actions on that node. From the selected node panel, you can:

- View general properties for an object.
- Edit placeholder properties to change the display name or add planning notes.
- Edit object properties.
- Launch an object's associated system tool.
- Perform node-related actions.



Understanding Nodes, Modules, Placeholders, and Objects

Nodes

Each structure element in the course tree is called a node. Node is a general term that can represent a module, placeholder, or object.

Modules

A module is an organization element that can represent different chapters, units, or sections of your course. You must create a module in Course Builder before you can begin adding objects and placeholders.

Placeholders

A placeholder is essentially a container for an object. It is not visible to students until you add an object to it. There are five placeholder types: link, file, discussion, Assignments folder, and quiz.

Placeholders help you define the structure of your course before you're prepared to compile actual course content. This enables you to plan your lectures, discussion topics, Assignments folders, tests, and other course activities before you begin creating them.

You can populate placeholders when you're ready by creating new content or linking to existing content. For example, if the completion of a particular course unit depends on acquiring files from another resource, drag placeholders into the course tree to represent those files until you receive them.

Objects

Objects are simply learning materials, activities, or assessments in your course. Object types include: links, learning objects, HTML files, discussions, Assignments folders, quizzes, grade items, and learning objectives.

When you create an object in Course Builder, you are in effect creating it within its respective tool and adding it to your course content. For example, when you drag a quiz object into the course tree from Add Content, Course Builder prompts you to enter its basic details and creates the quiz in Manage Quizzes. At a later time, you can go to Manage Quizzes to edit advanced quiz properties and add questions.

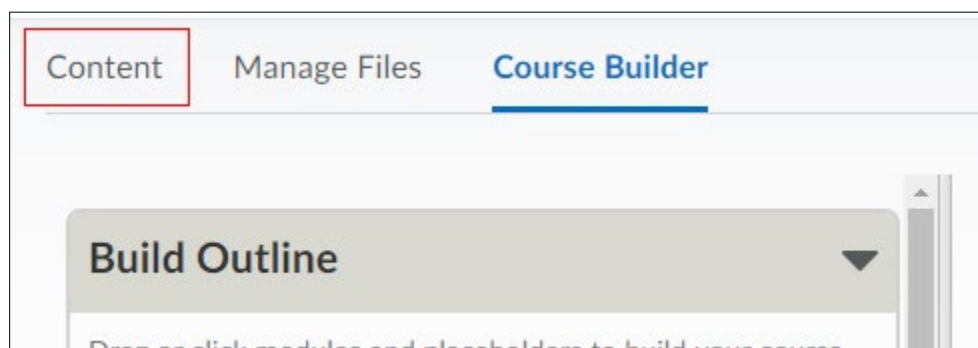
Understanding the relationship between Course Builder and Content

As you add modules, placeholders, and objects to the course tree, Course Builder synchronizes with various tools within Learning Environment, including the Content tool.

The way Course Builder interacts with the Content tool depends on what you add to the course tree:

- When you add a module to the course tree, the system generates a content module which appears in the Content tool.
- When you add a placeholder to the course tree, the system generates an empty content topic. This content topic is hidden from the Content tool until you attach an object to the placeholder.
- When you add an object to the course tree, the system generates a content topic. This content topic is visible in the Content tool. If you edit an object's placeholder Name or Notes within Course Builder, you are editing the Name and Shared Designer Comments of the corresponding content topic within the Content tool.

To see how Course Builder content displays for students, select **Content** from the tool navigation.



The location of the Content navigation link

Building and managing your course structure

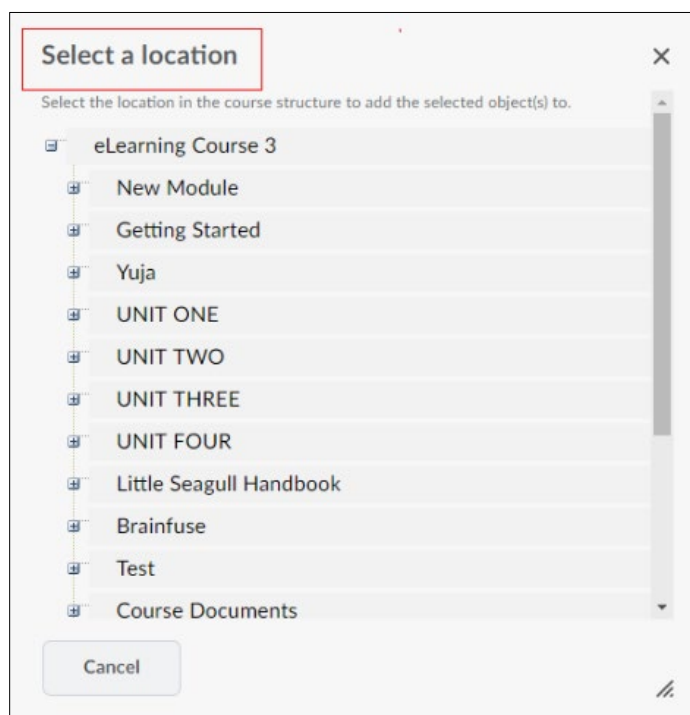
Build your course structure by adding modules and placeholders to the course tree. Modules and placeholders are valuable during the initial stages of course planning, helping you plan your course before you create its content. For example, if you haven't determined what your midterms and tests will be, you can drag quiz placeholders from the toolbox into the course tree to plan where you might want to add them. You can add notes to module and placeholder descriptions about course content you intend to develop and learning objectives you want your students to achieve. You can also choose to add real content as you build your course by creating and adding objects to the course tree.

Instructional designers can also leverage Course Builder's structure capabilities by building course outlines that promote instructional design best practices. These structures can be shared using Copy Course Components from one course to another for instructors to populate with appropriate content. When you copy components from another course, Course Builder captures their structure and content in the course tree. Course Builder also retains the hierarchy and associations between modules, placeholders, links, HTML files, discussions, assignments, quizzes, grade items, and learning objectives.

Add a module or placeholder

Step 1: From the Build Outline section of the toolbox, do one of the following:

- Drag a module or placeholder into the course tree in the location you want.
- Select a module or placeholder element. From the Select a location pop-up window, select the location you want to add your module or placeholder.

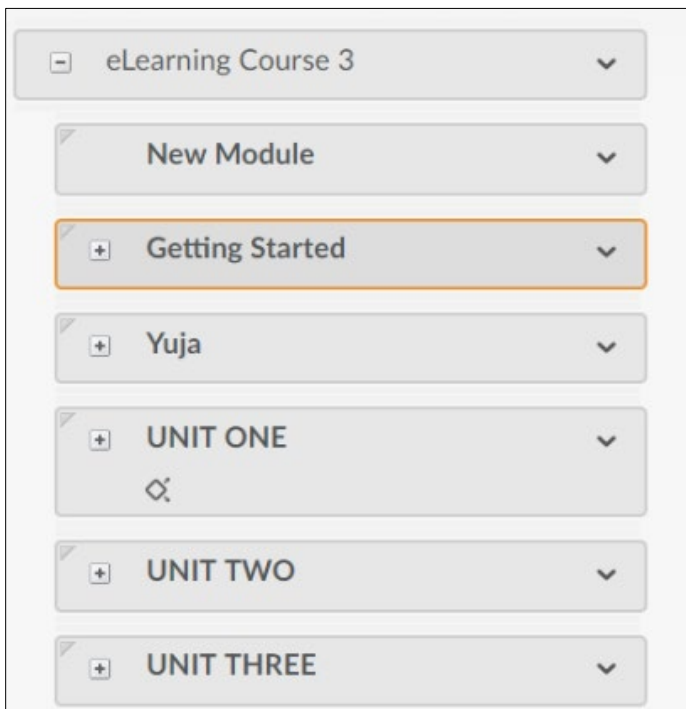


Step 2: Enter a **Name** and add **Notes** if you want. Set date restrictions, if applicable. Select **Create**.

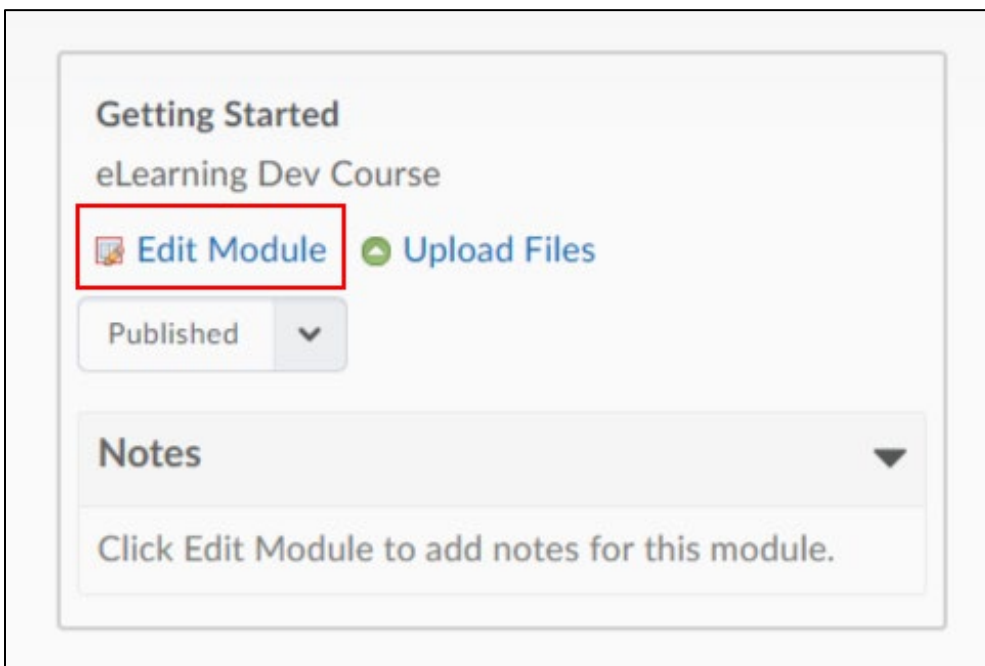
The screenshot shows the 'Create Module' form. The 'General' section includes a 'Name' field with an asterisk, a 'Notes' field with a rich text editor (containing a video icon, a link icon, a paragraph dropdown, and bold/italic/underline buttons), and a 'Restrictions' section with a 'Has Start Date' checkbox and date/time pickers. A red box highlights the 'Create' button at the bottom left.

Edit a module or placeholder

Step 1: In the course tree, select the module or placeholder you want to edit.



Step 2: In the Selected Node Panel, select **Edit Module** or **Edit Placeholder**.



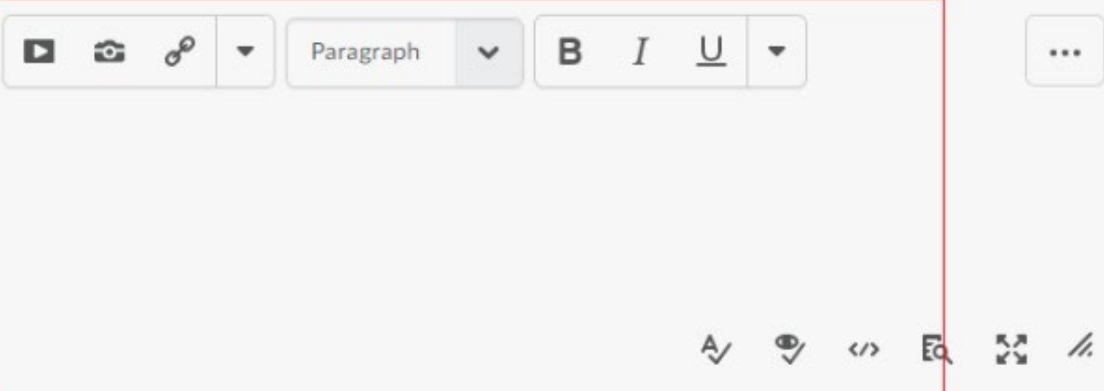
Step 3: In the pop-up window, make any changes you want to Name, Notes, etc., Select **Save**.

Edit Module

General

Name *

Notes

A rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, and a menu. Below the icons is a large text area for notes. At the bottom right of the text area are icons for undo, redo, code, equation, and other editing functions.

Restrictions

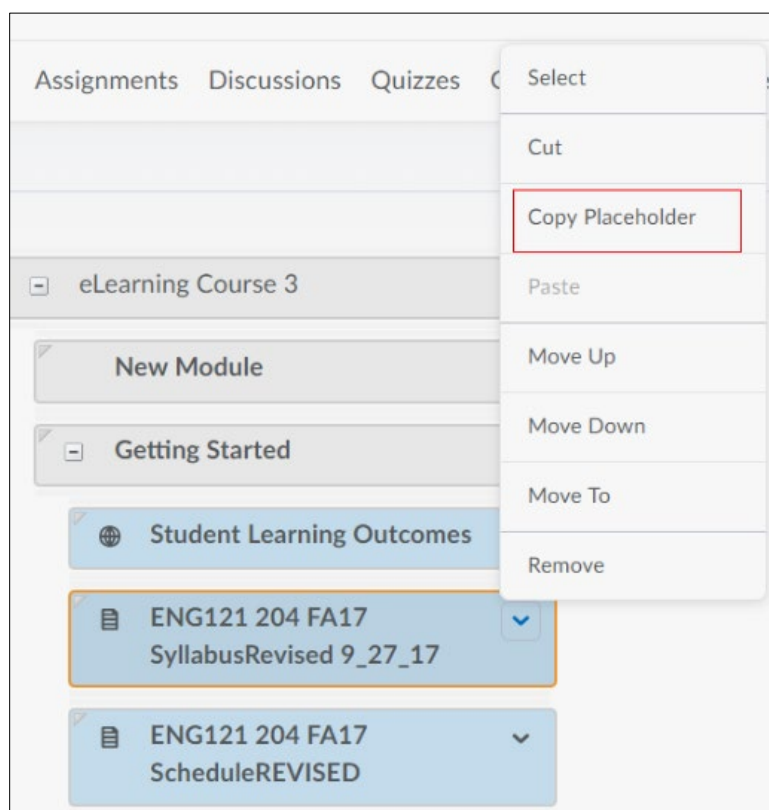
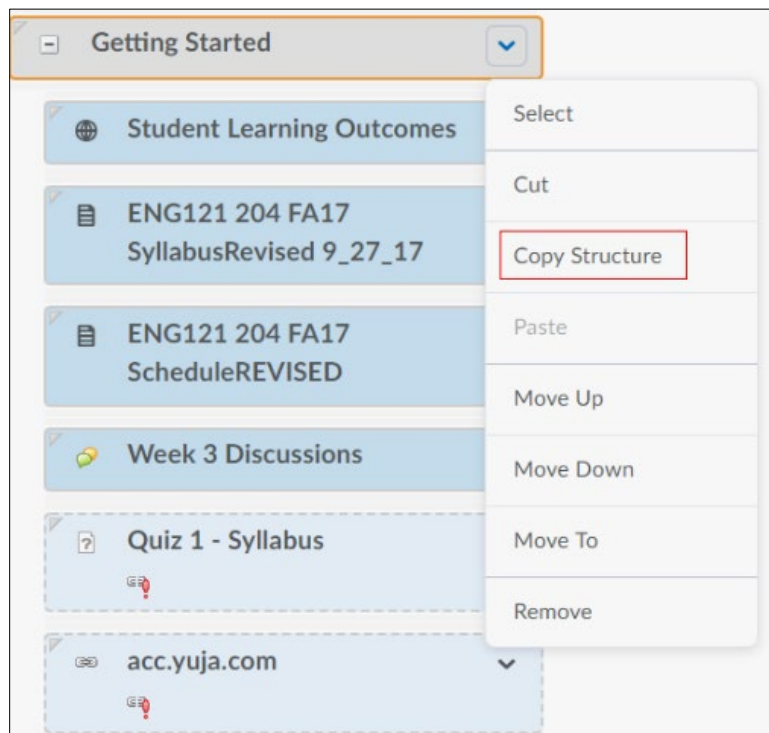
Dates

Has Start Date

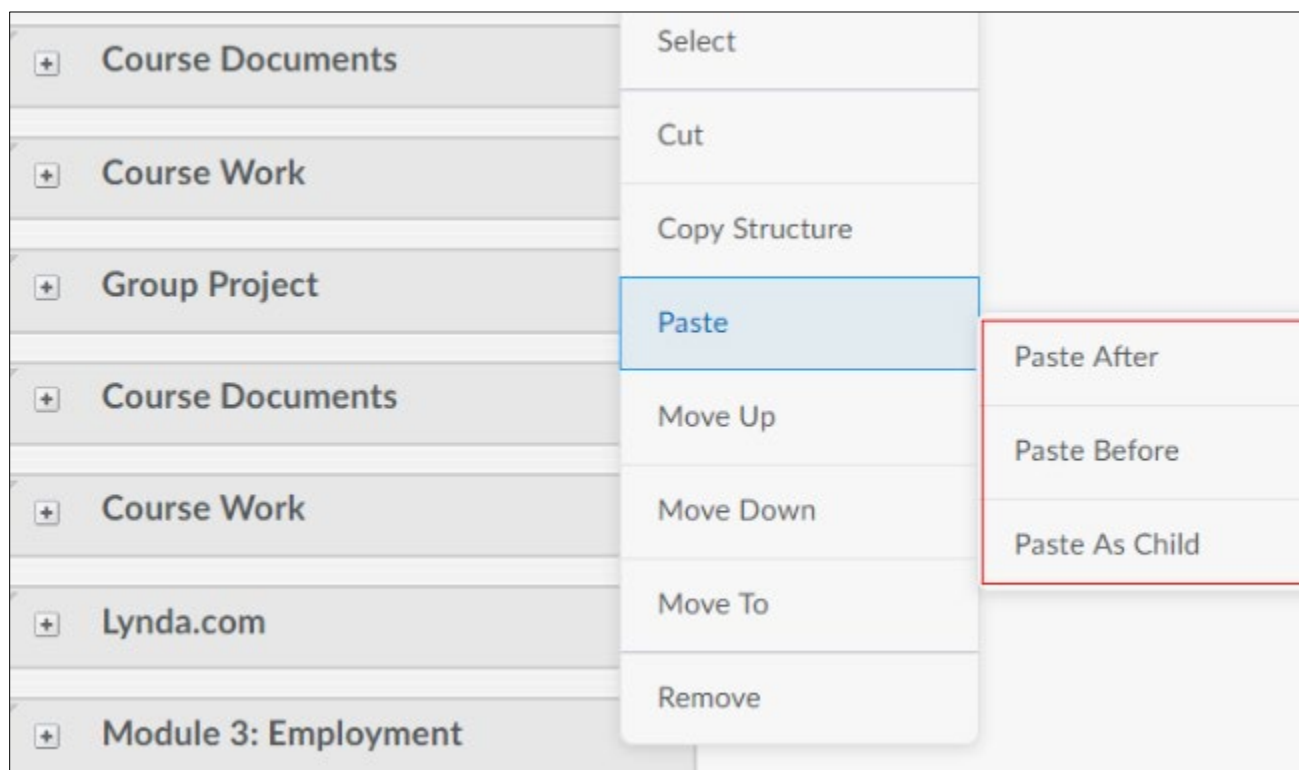
Copy and paste module and placeholder structure

You can copy modules and placeholders to another section in your course where you want similar structure. When you copy a module, its child modules and placeholders are also copied.

Step 1: Select the placeholder or structure you want to copy. In the module or placeholder's context menu, select **Copy Structure** or **Copy Placeholder**.



Step 2: In the context menu of the node or closest node to the location you want to insert your placeholder or structure, select **Paste After**, **Paste Before**, or **Paste As Child**.



Creating and editing objects

Create and add objects to the course tree to populate your course structure with content. Edit objects using the selected node panel.

Creating and adding objects

When you create an object in the toolbox or drag a new object into the course tree, Course Builder interacts with its Learning Environment tool, enabling you to populate basic information and attributes. This streamlines the process of setting up your resources so you can focus on developing your course. From the toolbox or selected node panel, you can launch an object's corresponding tool to complete and finalize its details.

Create and add an object to the course tree

Step 1: From the **Add Content** section of the toolbox, do one of the following:

- Drag an object type into the course tree in the location you want.
- Select the object type you want to create. From the Select a location pop-up window, select the module or placeholder you want to add your object to.

Step 2: Enter general details and content for the object.

Step 3: Select **Create**.

New Html File

General

Name *

File Name *




.html

Folder

/content/enforced2012/2150559-eLearningCourse2/

Choose Destination

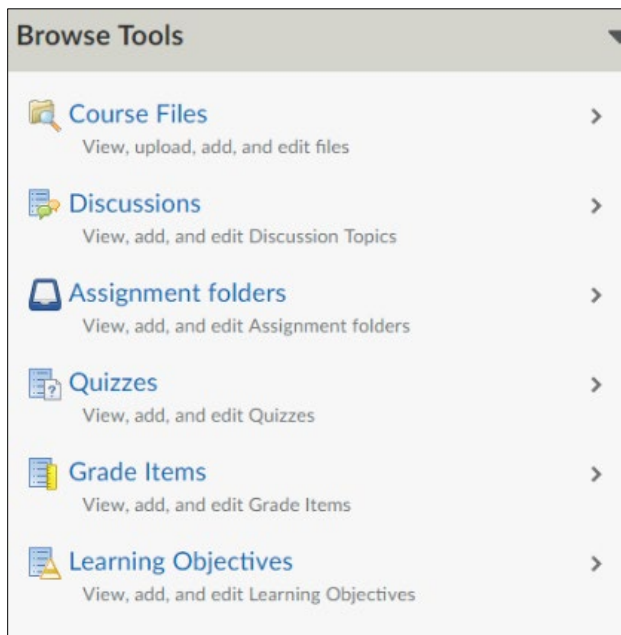
Content

   ▼ Paragraph ▼ **B** *I* U ▼ ...

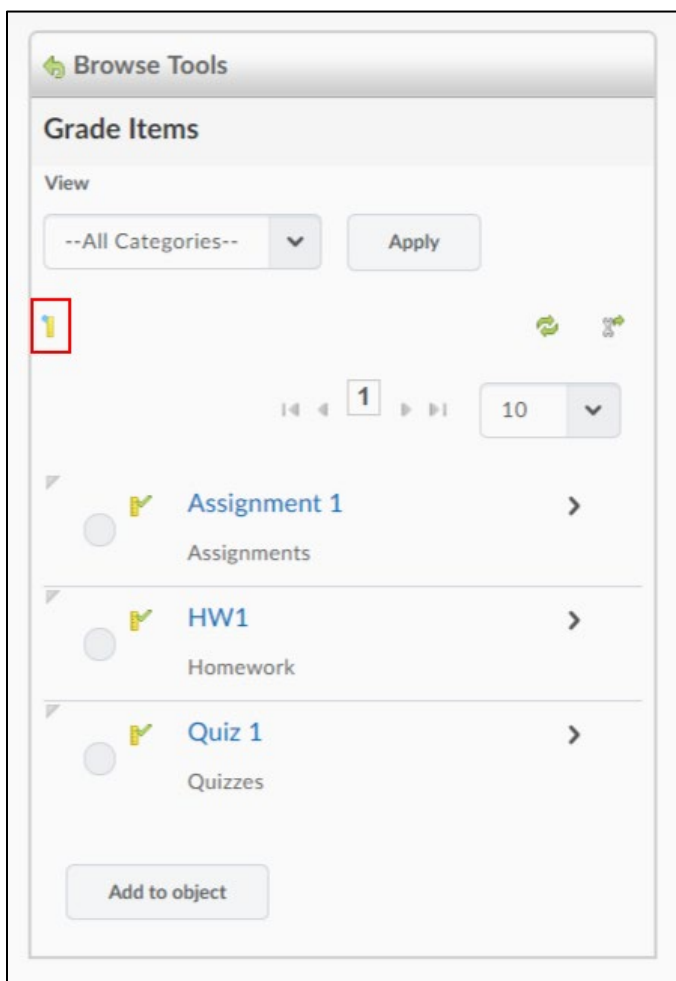
Create Cancel

Create an object in the toolbox

Step 1: In the toolbox, use the **Browse Tools** section to navigate to the area you want to create an object in.



Step 2: Select **New [object type]**.



Step 3: Enter the required details and content for the object.

Step 4: Select **Create**.

The image shows a 'General' form with the following elements:

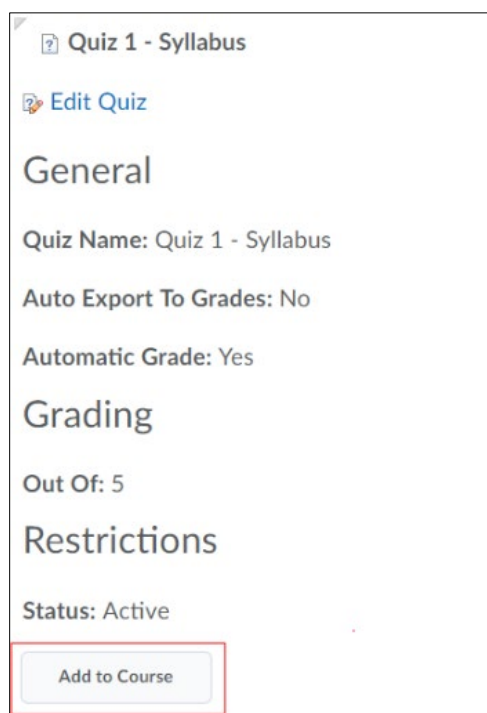
- General** (Section Header)
- Type**: Numeric
- Name ***: An empty text input field.
- Category**: A dropdown menu with 'None' selected and a '[New Category]' link.
- Description**: A rich text editor toolbar with icons for video, image, link, and a dropdown menu currently set to 'Paragraph', followed by a '...' menu icon.
- Create** (Blue button) and **Cancel** (Grey button) buttons at the bottom.

Add an existing object to the course tree

Step 1: In the toolbox, use the **Browse Tools** section to locate an existing object in your course.

Step 2: Do one of the following:

- Drag the object you want to add to your course onto a drop target in the course tree.
- Select the check box beside the object you want to add to your course structure and select **Add to Course**. From the Select a location pop-up window, select the module or placeholder you want to add your object to.



Quiz 1 - Syllabus

[Edit Quiz](#)

General

Quiz Name: Quiz 1 - Syllabus

Auto Export To Grades: No

Automatic Grade: Yes

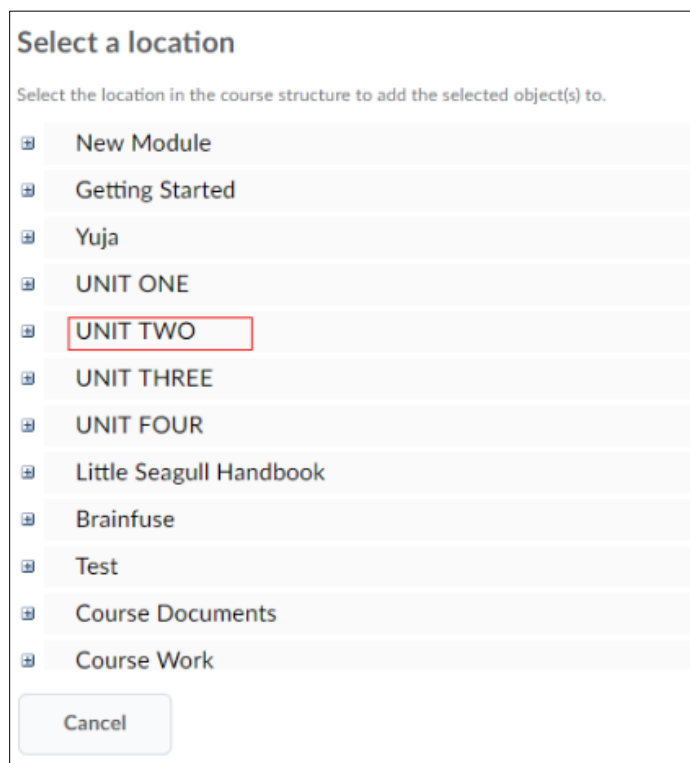
Grading

Out Of: 5

Restrictions

Status: Active

Add to Course



Select a location

Select the location in the course structure to add the selected object(s) to.

- New Module
- Getting Started
- Yuja
- UNIT ONE
- UNIT TWO**
- UNIT THREE
- UNIT FOUR
- Little Seagull Handbook
- Brainfuse
- Test
- Course Documents
- Course Work

Cancel

Add multiple existing objects to the course tree

Step 1: In the toolbox, use the Browse Tools section to locate an existing set of objects in your course.

Step 2: Do one of the following:

- Drag the objects into the course tree.
- Select the check boxes beside the objects you want to add to your course. Select **Add to Course**. From the Select a location pop-up window, select the module you want to add your objects to.

Creating and adding evaluation objects

After adding activity objects (discussions, Assignments folders, and quizzes) to your course structure, you can associate them with evaluation objects (grade items and learning objectives). If an evaluation object is already associated with an activity, that association appears in the evaluation object's details when you browse objects. At the same time, an activity object displays Grading Details when it is associated with an evaluation object.

Create and add an evaluation object (Grade item, Learning objective), to the course tree

Step 1: From the Add Content section of the toolbox, do one of the following:

- Drag an evaluation object type onto a discussion, Assignments folder, or quiz in the course tree.
- Select the evaluation object you want to create. From the Select a location pop-up window, select the Discussion, Assignments folder, or Quiz you want to add your evaluation object to.

Step 2: Enter general details about the evaluation object.

Step 3: Select **Create**.

NOTE: You can further define and develop grade items and learning objectives you've created within their respective tools.

Add an existing evaluation object to the course tree

Step 1: In the toolbox, use the Browse Tools section to locate an existing grade item or learning objective in your course.

Step 2: Do one of the following:

- Drag the evaluation object you want onto a discussion, Assignments folder, or quiz object in the course tree.
- Select the radio button beside the evaluation object you want and select **Add to Course**. From the Select a location pop-up window, select the discussion, Assignments folder, or quiz object you want to add your grade item or learning objective to.

Editing objects

Edit an object in the course tree

Step 1: In the course tree, select the node of the object you want to edit.

Step 2: In the selected node panel, you can:

- Select **Edit [object type]** to edit basic information and grade item associations.
- If your object has a learning objective association, select **Edit Learning Objective** from the context menu beside the learning objective's name.

Step 3: Make your changes and select **Save**.

Edit an object in the toolbox

Step 1: In the toolbox, use the Browse Tools section to locate an existing object in your course.

Step 2: Select the object you want to edit to view its details.

Step 3: Do one of the following:

- Select **Edit [object type]** to edit basic information and grade item associations.
- If your object has a learning objective association, select **Edit Learning Objective** from the context menu beside the learning objective.

Step 4: Make the changes you want and select **Save**.

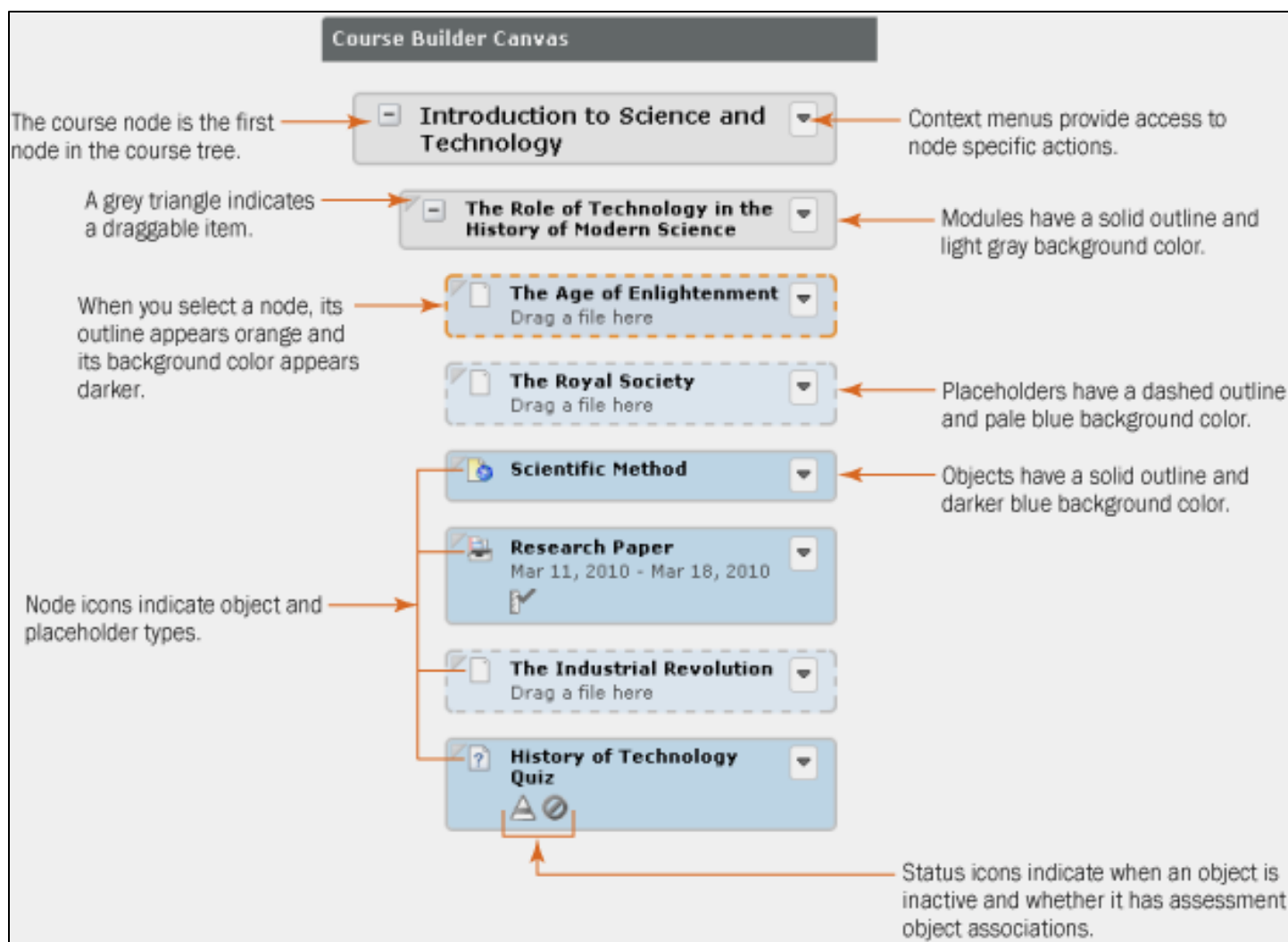
Managing nodes in the course tree

The course tree is a drag-and-drop workspace where you can arrange and rearrange your course structure.

How to read nodes in the course tree

The course tree represents course content as a hierarchy of nested nodes. The appearance of each node denotes its type, the object type it holds, and the actions you can perform on it.

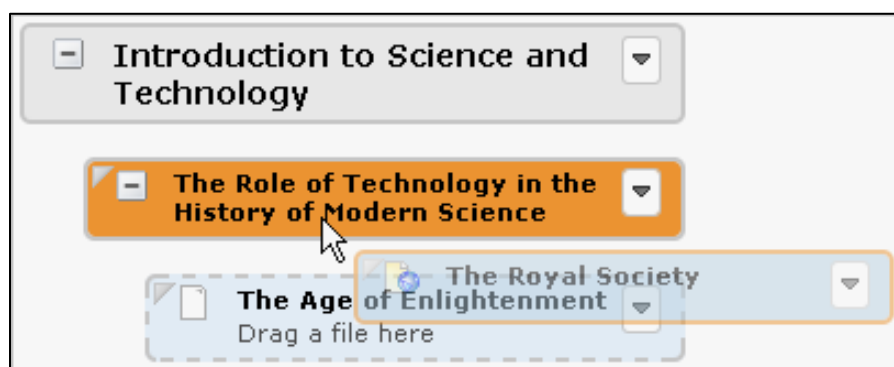
The first node in the course tree is the course node. When selected, you can change your course offering information in the selected node panel. You can also return to the Course Builder Welcome Page from the course node's context menu.



The visual elements on nodes

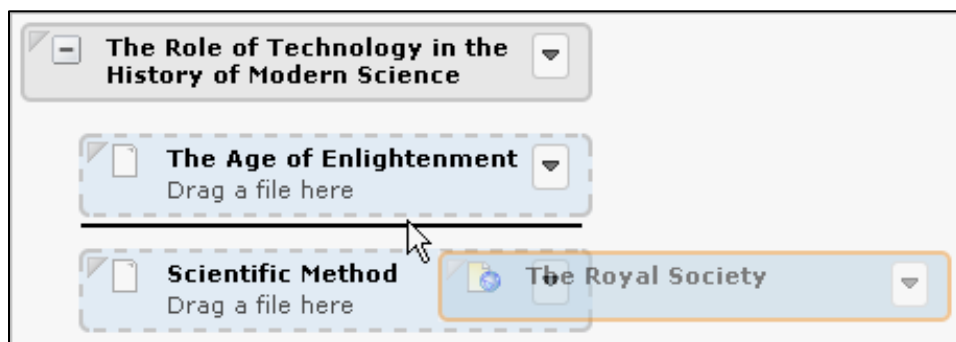
Using drop targets

Drop targets indicate where you can drag a particular module, placeholder, or object. If you drag an item over a node, that node appears orange to indicate whether you can drop it there.



A node turns orange when it is a drop target

If you drag an item above or below a node, a black line appears to indicate whether you can drop that item before or after the node.



A black line indicates a drop target

Dropping an item on a module node or the course node automatically appends that item to the bottom of the parent node's hierarchy. This is helpful when adding many items after one another; instead of dragging each one to the bottom of a sizable hierarchy, you can simply drop items on the parent node.

Managing nodes

Move a node

Use the move commands in a node's context menu as an alternative to dragging and dropping from one section in your course to another.

Step 1: Select the node you want to move.

Step 2: In the node's context menu, select **Move Up**, **Move Down**, or **Move To**, to change the node's location entirely.

Step 3: For the **Move To** option, in the **Select a location** pop-up window, select the module you want to move your object to.

Cut and paste a node

You can also cut and paste a node as an alternative to dragging and dropping it from one section in your course to another.

Step 1: Select the node with the placeholder or structure you want to cut.

Step 2: In the node's context menu, select **Cut**.

Step 3: In the context menu of the node or the closest node to the location you want to paste, select **Paste After**, **Paste Before**, or **Paste As Child**.

Remove a node

Note: When you remove a module node, its child modules and placeholders are also removed.

Step 1: Select the node you want to delete.

Step 2: In the node's context menu, select **Remove**.

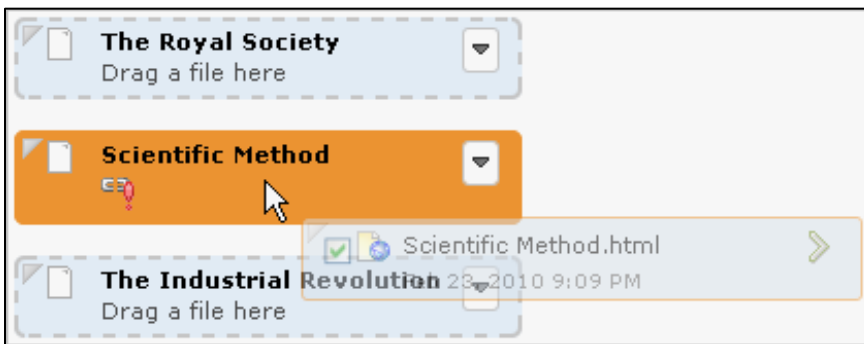
Repairing broken objects

Deleting or moving files, links, discussions, Assignments folders, and quizzes within their tools can result in broken objects. If an object breaks, Course Builder displays a broken link status icon within its node. The object becomes a placeholder retaining its name and notes.



A node with a broken object

To repair a broken object, simply drag an object from the toolbox onto the placeholder.



Dragging a file object onto a broken object placeholder