

Sakai Help - Modules Tool

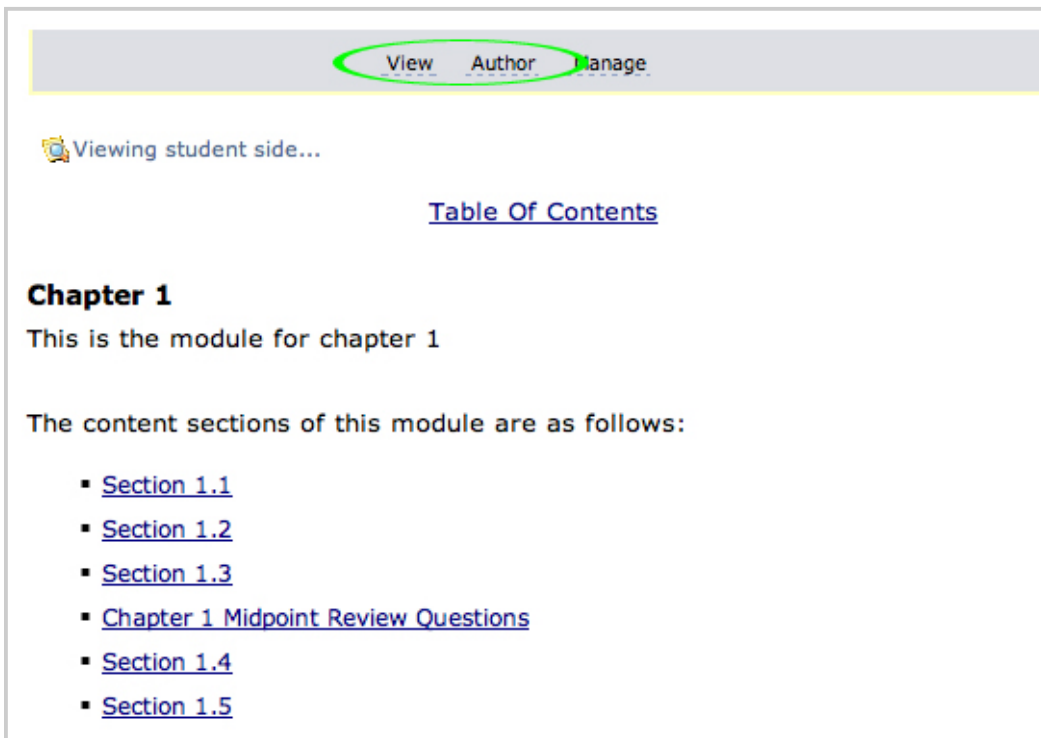
1. Introduction

The Modules tool provides an organized structure for presenting resources. Each module can represent a unit, chapter, theme, or other main section of the material. Within each module are content sections -- visual/textual resources, files, and url's pertaining to the main topic of the module. Participants navigate through the modules and content sections in a very structured manner as dictated by the instructor.

2. Adding Modules and Content Sections to a Worksite

Click **Modules** in the left menu to open this tool.

The home view for this tool is the **Author** view which allows you to add and edit your modules. To see the modules as a student would view them, click **View** below the title bar. Click **Author** to resume editing.




The screenshot shows the Sakai Modules tool interface. At the top, there is a grey title bar with three buttons: "View", "Author", and "Manage". The "View" and "Author" buttons are circled in green. Below the title bar, there is a message "Viewing student side..." with a small icon. In the center, there is a blue link labeled "Table Of Contents". Below that, there is a section titled "Chapter 1" with the text "This is the module for chapter 1". Underneath, it says "The content sections of this module are as follows:" followed by a bulleted list of links: "Section 1.1", "Section 1.2", "Section 1.3", "Chapter 1 Midpoint Review Questions", "Section 1.4", and "Section 1.5".


2.1 Create a Module

To create a module, click the **Add Module** button above the module list.



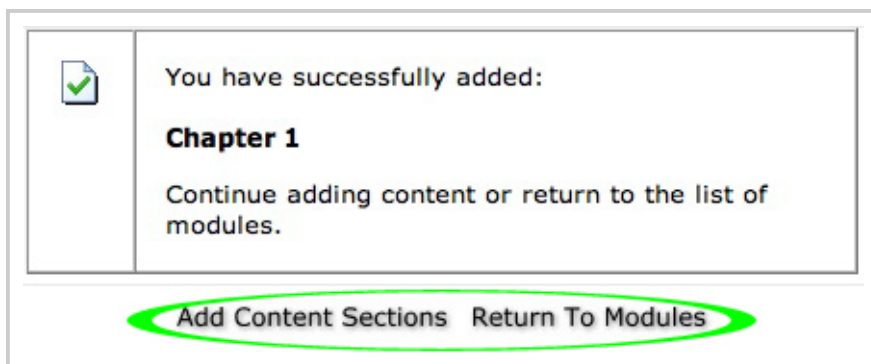
Add the title and description of your module in the appropriate text boxes. You can also add keywords which will be stored as metadata for the module.

Select a start and end date for the module. This will restrict the time during which students can use each module. Students will not be able to access the content sections within a module outside of the designated time frame. Click the  icon to the right of the text boxes to view a calendar.

Choose the copyright status for the module. The  icon to the right of the drop-down box gives an explanation of the different copyright licenses. If you are unsure of the correct license to use, contact the [Rutgers Libraries](#).


Click **Add** to create the module.

You will see a notice confirming the creation of a module. From here, you can add content sections to this module or return to the modules listing to edit or create more modules.



2.2 Create a Content Section

After creating a module, you have the option to go directly to create a content section. If you chose this option, skip the next paragraph.

From the modules list, check the box next to the module into which you wish to add a new content section. Then click **Add Content** above the module listing. You can alternately click the module name into which you wish to create a content section. This will bring you to a screen that will allow you to edit the information for the module. Above the module edit area, click **Add Content Sections**. 

A document which has been uploaded as a content section will not appear within the Sakai frame. Students must download the document and view it with an appropriate program (Microsoft Word, Adobe

View Author Manage

Editing module...

Editing Module : Chapter 1

Define Properties **Add Content Sections**

[Section 1.1](#) » [Section 1.2](#) » [Section 1.3](#) » [Chapter 1 Midpoint Re...](#) » [Section 1.4](#)

Added by Karen Campbell 2007-May-21 11:38:06 AM

Modified by Jesse Schibilia 2007-May-29 04:31:36 PM

Module Title * Chapter 1

Description/Overview or Objectives This is the module for chapter 1

Acrobat, etc). If you wish your content section to appear within Sakai, use the editor. For already existing documents, select the content of the document, copy, paste in the editor, and make any formatting adjustments as necessary.

Add the title of and instructions for your content section in the appropriate text boxes. You can also choose the type of content (textual, visual, auditory) that will be stored as metadata for the content section.

Select how you wish to create the content. You can use the editor in Sakai, upload a document from your computer, or link to an existing website.

Click **Add** to create the content section.

You will see a notice confirming the creation of a content section. From here, you can view the section you just created, add more content sections to the same module, or return to the modules listing to edit or create more modules.

2.3 Nest Content Sections

You can nest content sections to create subsections. In this way, you can have many layers of structure to your modules.

From the main module list, check the box next to the content section you would like to nest. Click the **Right** button above the module list to indent the section once to the right. You can create up to ten levels.

To move a content section the left, check the box next to the content section and click the **Left** button.

View Author Manage Preferences

Authoring options...

Add Module Add Content Edit Left Right Delete Make Inactive

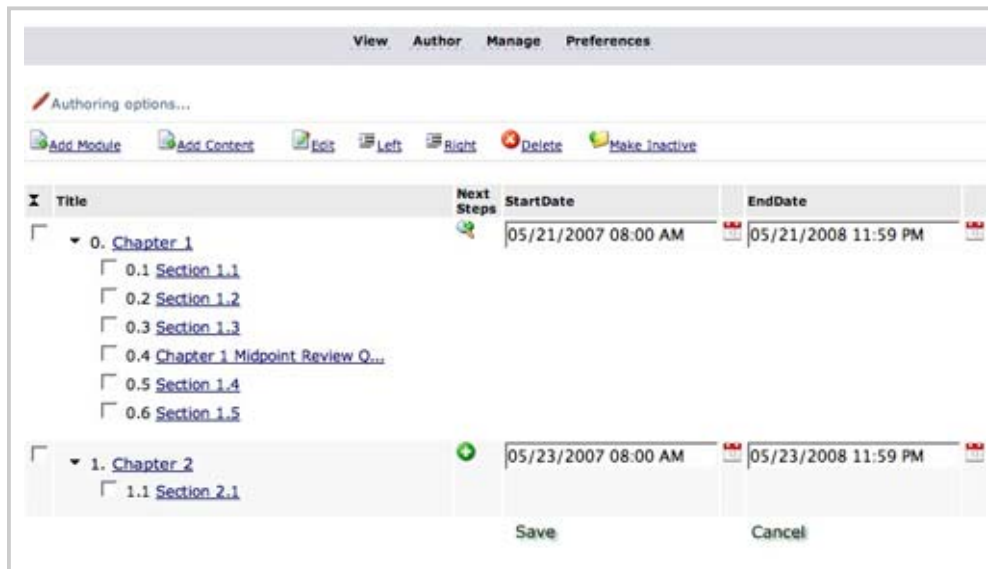
Title	Next Steps	StartDate	EndDate
0. Chapter 1	<input checked="" type="checkbox"/>	05/22/2007 08:00 AM	05/22/2008 11:59 PM
0.1 Section 1.1	<input type="checkbox"/>		
0.1.1 Section 1.1.1	<input type="checkbox"/>		

Save Cancel

2.4 Revise a Module

From the main module listing, you can edit the start and end dates of a module.

Make changes in the appropriate boxes and click **Save** below the listing.



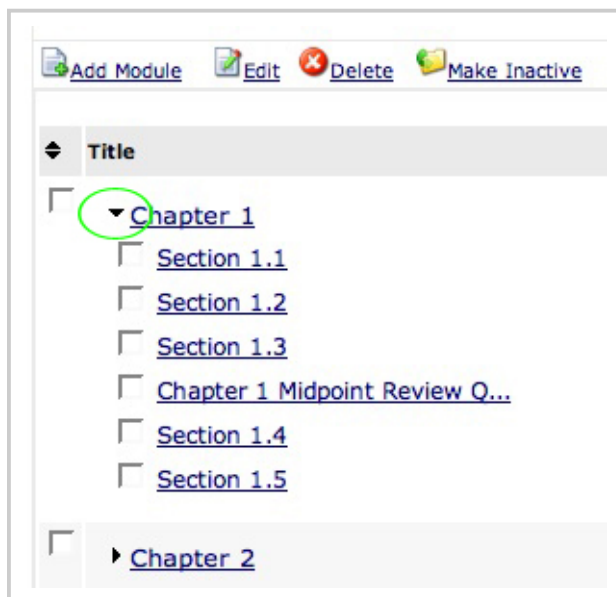
To edit other information about the module (such as title and description), click the module name in the module listing.

Make changes and click **Save** at the bottom of the screen.

2.5 Revise a Content Section

Once a content section has been added to a module, an arrow will appear to the left of the module name in the module listing. Click this arrow to expand the module and view the content sections within it.

To expand the entire module listing to see all the content sections at once, click the double arrow icon at the top left of the module listing.



Click the name of the content section you wish to edit.

Make changes and click **Save** at the bottom of the screen.

2.6 Delete a Module or Content Section

From the module list, check the box(es) to the left of the modules and/or content sections you wish to delete.

Click **Delete** above the module list.

2.7 Export and Import Modules

You can export your modules to upload to another location or import modules from your computer that you have previously created.

Click **Manage** below the title bar.

Click **Export/Import**.

The screenshot shows the Sakai Modules tool interface. At the top, there is a title bar with three tabs: "View", "Author", and "Manage". Below the title bar, there is a status bar that says "Importing or exporting modules...". The main content area is divided into two sections. The first section is titled "Export Modules Using Content Packaging" and contains the text: "Exporting a content package will create a standards compliant archive of all the modules that are published in this course or project site." Below this text are two buttons: "Export" and "Cancel". The second section is titled "Import IMS Content Package into Modules" and contains the text: "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." Below this text is a form with a label "Upload an IMS Content Package" and a text input field. To the right of the input field is a "Browse..." button. Below the form are two buttons: "Import" and "Cancel".

Click **Export** to export your modules. A file will be saved to your computer hard-drive.

To import, click **Browse** and find the file you wish to use. Select the file, and then click **Import**.

3. Managing and Organizing Modules

The modules tool offers some easy ways to update and maintain the organization of your modules and to help students work within the structure you set.

3.1 Reorder Modules and Content Sections

You can reorder entire modules or content sections within modules after they are created. Note that you can only reorder content sections from within a single module -- you cannot move content sections from one module to another.

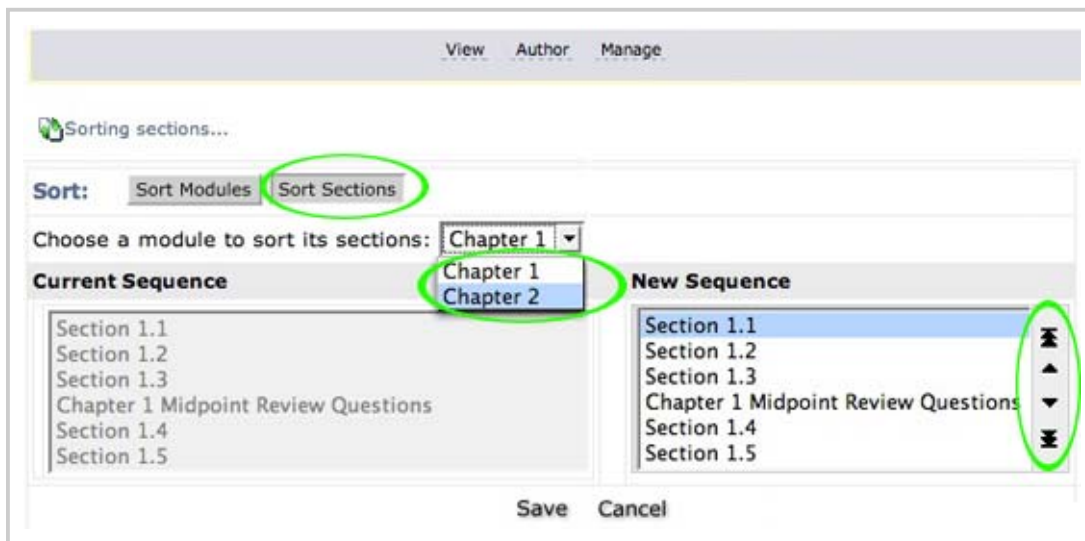
Click **Manage** below the title bar.

Click **Sort**.


To sort entire modules, select the module you wish to change in the right box and use the arrows on the right to move the module to the desired location.

Click **Save** below the right box to save your changes.

To sort content sections, click **Sort Sections** above the **Current Sequence** box.



Select the module that contains the content sections you wish to reorder from the drop-down box.

Select the content section you wish to change in the right box and use the arrows on the right to move the content section to the desired location. 

Click **Save** below the right box to save your changes.


3.2 Expand and Collapose Modules

You can click the arrows next to module names to expand or collapse their contents. You can also change the default view for the modules.

Click **Preferences** below the tool bar. Select either **Expanded** or **Collapsed** and click **Set** to save your changes.

Your modules will now default to the setting you specified.

3.3 Inactivate and Activate Modules

You can inactivate modules to hide them from the module listing. 

From the module list, check the boxes to the left of the modules you wish to inactivate.

Click **Make Inactive** above the module list.

The modules are now inactive and cannot be accessed by you or your students.

To reactivate your modules, click **Manage** below the title bar.


Click **Restore**.

Check the boxes to the left of the modules you wish to reactivate.

Click **Restore**. Your modules can now be accessed by both you and your students. The module has by default been added to the end of your module list. To reorder this module, see section 3.1.

3.4 Next Steps

You can give your students easily accessible instructions for what to do when finishing a module.



From the module list, click the  icon under the **Next Steps** column for the module.

Enter your instructions in the text box.

To move a nested content section so it is nested under another content section, first move the section to the left so it is no longer nested. Then reorder the section so it is under the section you wish to nest it in, and indent it to the right. See Section 2.3 for information on nesting content sections.

Inactivating modules makes them unavailable to view for both you and your students. If you wish to still be able to edit a module but do not want your students to see it yet, use the start/end date feature (see section 2.2).

Click **Add**. Your instructions will now appear at the end of the content section listing for that module.

On the module list, the  icon has been replaced with . Click this to edit your instructions.