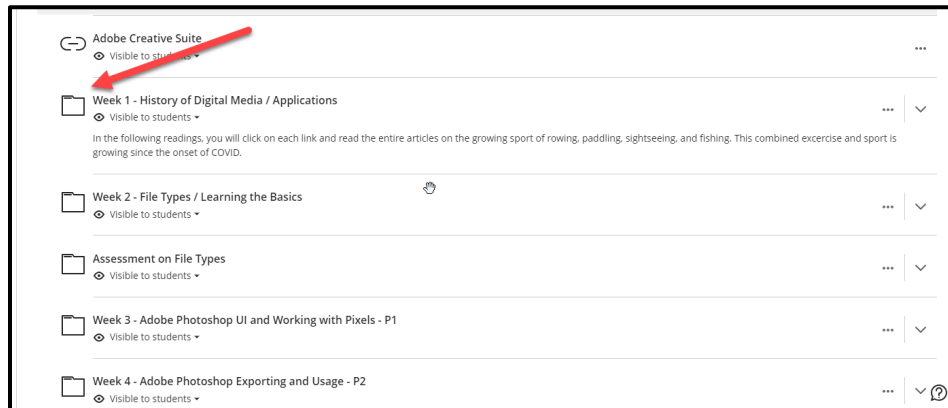


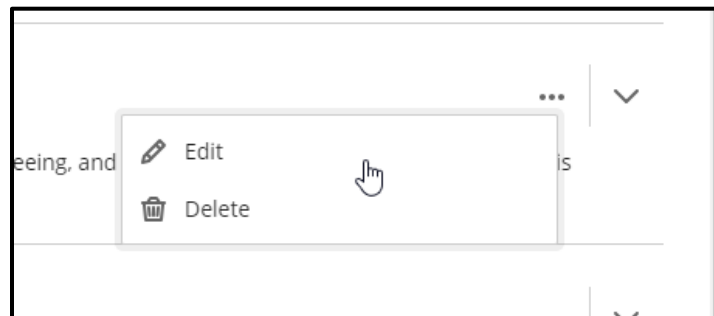


Converting a Content Folder into a Learning Module

The process of converting from a content folder into a **Learning Module** is straightforward, with just a few steps to accomplish the process.



In a pre-existing course that has the folders built already, the first step is to copy the title of the folder by selecting the 3 ellipses on the right side of the content module and choosing **Edit**.



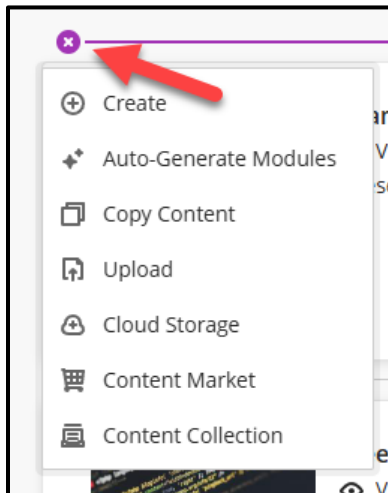
The **Edit** window will open in a right-side pane and you will then copy the name given to the folder by highlighting the title and either right clicking and selecting **Copy** or choosing **Ctrl+C**.



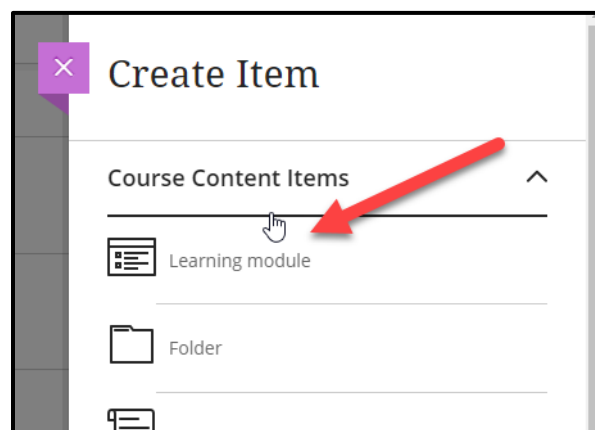
Once copied, close the pane to continue.



You will then hover above the content folder module and a light purple line will appear with a **+** sign. Click the **+** sign and choose **Create**.



When **Create** has been selected, a panel on the right will open and you will then select **Learning Module** from the **Create Item** list.

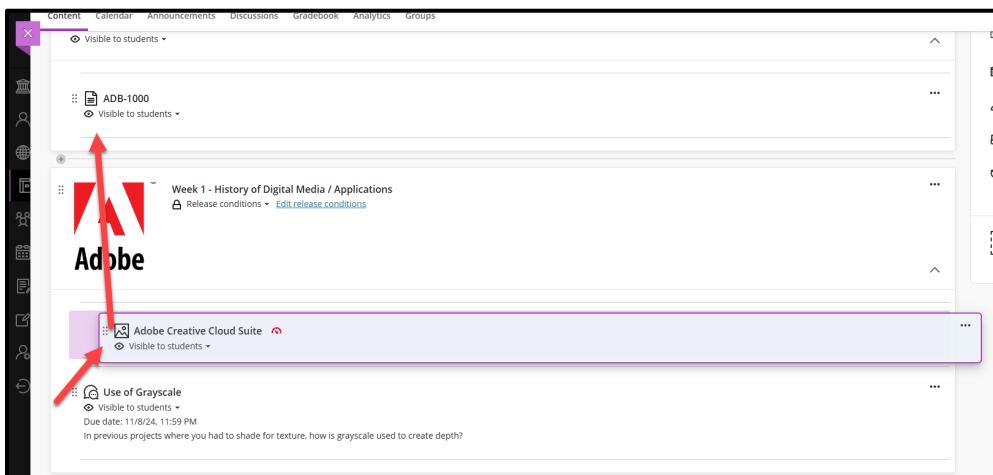
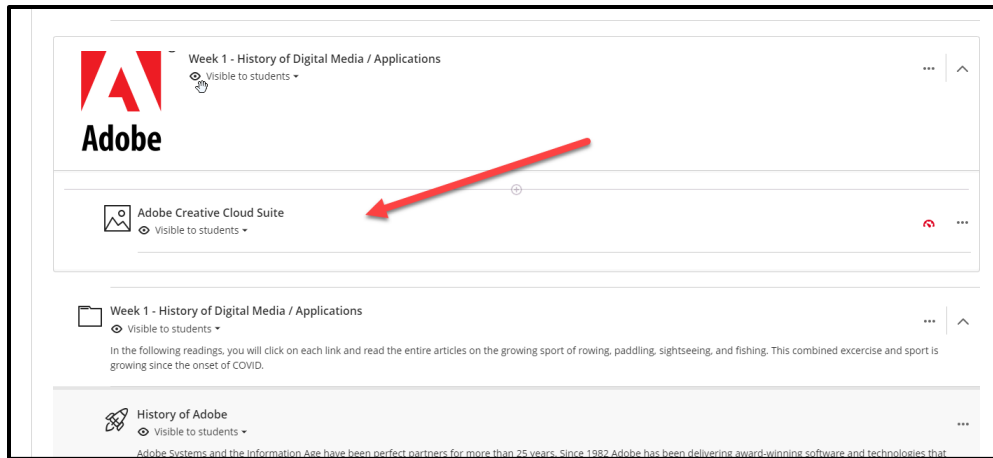




Once the panel is replaced with the **Learning Module** pane, you will paste or **Ctrl+P** the title from the copied folder title, change the **Hidden from Students** to **Visible to Students**, add a description if needed, and add a picture to enhance the visual of the cascading **Learning Module**. You will have the option to adjust the image once selected. **Click Save.**

A screenshot of a web application window titled 'Sandbox_Pate_Ultra' with a sub-header 'New Learning Mod...'. The form contains several sections: a dropdown menu set to 'Hidden from students' with a red arrow pointing to it; a 'Description' section with a text area containing 'Add a description' and a note 'Maximum 750 characters'; an 'Image' section with a placeholder box and a red arrow pointing to a blue 'Add image' link; and an 'Advance in sequence' section with a dropdown menu set to 'Students can access a module's content in sequence.' and a red arrow pointing to it. At the bottom are 'Cancel' and 'Save' buttons. A sidebar on the right shows icons for various functions like Chat, Assignments, Calendar, Teams, Files, Call, and Apps.

Once you have saved the changes, you will return to the course layout. You will now see the new **Learning Module** and image. The next step is to open the folder to view the contents that you want to move into the **Learning Module**. You will slowly drag the individual modules by clicking the vertical ellipses on the left side of the content module titles. As you drag toward the **Learning Module**, allow the module to open. A horizontal line will appear, and you can now place the content module inside the wrapper of the **Learning Module**. A light purple glow will highlight the position as you release the content module.



You can now drag the remaining content folder modules into the **Learning Module**. These steps will be repeated for each content folder needing to be converted. If you are building a course from scratch, the **Learning Modules** can be created all at once and the content copied in when available. Currently, you have a maximum of 2 folders of content depth allowed with the **Learning Module** being the first.