

Blackboard Learning Units enable the Instructor to set a structured path for accessing the content of a course. The Instructor may either allow students to access content nonlinearly or in an enforced sequential path.

Learning Unit content is managed in the same way as other information that appears in content areas. Items and files may be added, arranged, and modified within a learning unit.

Adding a Learning Unit

1. Go to **Control Panel**.
2. Click on the appropriate **Content Area** (usually Course Documents).
3. Select **Learning Unit** from the tool bar at the top of the screen and click **GO**.





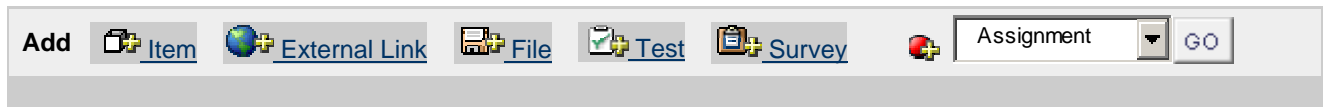
4. Enter the title of your Learning Unit.
5. Type a brief description of the Unit and its purpose in the Text field. Provide "instructions for use" here as well.
6. The options you select will determine how the Learning Unit is presented.
 - o The default setting allows students to go through the unit in sequence or access any part through the Table of Contents. If ***enforce sequential viewing*** is chosen, the random access through the Table of Contents is disabled.

Adding Content to a Learning Unit

1. Click on the **Learning Unit** you have just created;
 - ➡ You must be inside the learning unit before you can add any content.
2. Once you are in the Learning Unit you have the choice of adding items or files. You can also add external or course links and tests or surveys.
3. Click **Item** to add an item. Type the text directly into the text box or use the clipboard icon to paste material.
4. Click the **Browse** button in the **Attach local file** field, and locate the file you wish to upload.
5. Type in a short title for your file in the **Name of Link to File** field.
6. Click **Submit**.
7. Repeat the same steps to add other items.

Adding a Test or Survey to a Learning Unit

1. To add a test or survey in your Learning Unit click on  **Test** or  **Survey** on the gray toolbar (inside the Learning Unit).



For information about the steps required to incorporate tests and surveys into Learning Units see the [Creating Tests and Surveys](#) tip sheet.

Adding an Assignment to a Learning Unit

1. Choose **Assignment** from the drop down menu on the top right and click **GO**.



- Under **Assignment Information** type the name, possible points and any instructions.
 - Under **Options** indicate if you want to make the assignment visible, available within specified dates, or track the number of users.
 - ➔ When creating an assignment it is beneficial to select **track number of views** in Options as this will allow you to track student activity.
2. Attach any files students may need to complete the assignment.
 3. Click **Submit**.

- ➔ To retrieve submitted assignment you must go to Gradebook and click on the title of the assignment.

For further instructions see [Using the Assignment Tool in Blackboard](#).

- ➔ Note: Assignments are attached to the Gradebook and will not copy to another course unless the Gradebook is copied. If you copy all of the elements of a course, everything will transfer.