Create a Course Framework using Course Builder

Overview

The Course Builder allows you to map out your course by building a framework or skeleton. This tool helps you visualize and review your entire course from a map-like view. Use Course Builder to create modules and placeholders for content yet to be developed. When ready, you can populate your framework by creating new learning materials (ex: files, links discussions, assignments, quizzes) or linking to existing activities already in the course. You can switch between other Brightspace tools and Course Builder at any time by using the Course Admin link.

Objectives

By following the guide, you will be able to:

Part 1: Go to the Course Builder.
Part 2: Add Modules using the Course Builder.
Part 3: Add Placeholders using the Course Builder.
Part 4: Rearrange modules in the Course Builder.
Part 5: Edit Names in the Course Builder.
Part 6: Add Content using the Course Builder.

Part 1: Go to the Course Builder.

1. In the navigation bar, select **Course Admin**.
2. Under 'Site Resources' section, Click **Course Builder.**

Part 2: Add Modules using the Course Builder.

1. Locate the 'Build Outline' tools on the far left of the page.

2. 'Click & drag' the **Create a Module** () icon into the first box with your course name (top middle of page).

3. In the 'Create Module' pop-up window, click in the 'Name' field and enter a name for the module. (For example: Week 1)

4. Use the 'Notes' field only for reminders for yourself about this module. (Optional)
   - Note: Notes are ONLY visible to the instructor.

5. Select date restrictions for this module. (Optional)
   5.1. Check the appropriate boxes and select date and times.
   5.2. Check the 'Display in Calendar' box (if you have placed restriction dates).

6. Click **Create**.

7. Repeat the steps 2-6 to add additional modules.

Part 3: Add Placeholders using the Course Builder.

1. Locate the 'Build Outline' tools on the far left of the page.
2. As you build your course framework, 'Click & drag' the following placeholder icons (grey not color) into the appropriate module boxes.

   - **Link** Placeholder ( ) icon

   - **File** Placeholder ( )

   - **Discussion** Placeholder ( )

   - **Assignment** Placeholder ( )

   - **Quiz** Placeholder ( )

3. Edit the name as appropriate.
4. Click **Create**.

Part 4: Rearrange Modules (or content) in the Course Builder.

1. Identify the module (or content) that you would like to move.
2. Click the module (or content) box to select it.
   - Note: The selected box will have a darker border.
3. 'Click & hold' the module (or content) box
4. Drag the module (or content) box to the new location by placing it above or below module or content box.
   - IMPORTANT: Confirm that you see a black line before you release the mouse. This will be the new location of the module.
5. When you see a black line appear where you are about to place the module (or content), release the mouse.

Part 5: Edit Names in the Course Builder.

1. Identify the module (or content) that you would like to edit.
2. Click on the module or content box.
   - Note: The selected box will have a darker border.
3. On the far right, click the **Edit Placeholder** link to edit the name.
4. Highlight the text in the 'Name' field and edit the name.
5. Click **Save**.

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Part 6: Add Content using the Content Builder.

1. Identify the placeholder that you would like to edit.
2. Click on the module or content box.
   - Note: The selected box will have a darker border.
3. On the far right, click the link to create the new content (New Link, New File, New Assignment, New discussion, New Quiz).
   - Note: You can also browse tools or use the 'click & drag' tools under **Add Content**.

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