Creating a Course in Learn

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The Learn Course Area

There are four main parts to the Learn course area. These areas control different aspects of the Learn courses as described below:

1. **The Learn Navigation Area.** Move between Learn courses and control the appearance of the current course.
2. **Course Navigation Area.** Access course materials and tools.
3. **Course Management Area.** Manage the content, features and appearance of your course and carry out course administration using the control panel. (N.B. Students do not have access to this area.)
4. **Course Content Area.** Work with content areas and tools in the Content frame. It shows the area that is selected on the Course menu or Control panel.

**Task 1: How to access student preview mode**

The student preview feature allows an instructor to experience a course as a student would.

1) Click on the Student Preview icon in the top right of the course area to activate it. An orange banner appears at the top of the screen and remains there until you exit preview mode.

2) You can now interact with the course as if you were a student, for example by submitting assignments and posting to forums. You can also check if any adaptive release that has been set up is working as expected.
3) To exit Student Preview go to the top right and click on Exit Preview. If you leave the course and don't click on Exit Preview, when you return to the course, you will still be in student preview mode. When you click Exit Student Preview, you are asked to choose whether to delete or keep the preview user and all data.

4) Generally, you would select **Delete the preview user and all data**. This removes the preview user and all activity conducted or created as the preview user from the course permanently. This includes test attempts, assignment submissions, grades, and discussion posts.

5) There are a few instances when you may wish to select **Keep the preview user and all data** for example to view assignments or check adaptive release.

6) Click **Continue**.

N.B. If you do select Keep the preview user and all data, then to later delete the data, re-enter student preview and exit again, but this time select **Delete the preview user and data**.

**Task 2: How to make a course unavailable**

1) In the top right of the course click on the padlock.

When unavailable this only applies to a student’s access to the course.

**Task 3: How to enable edit mode**

1) In order to create or edit your course, first check that **Edit Mode** is **ON**. This ensures that all the edit options are available and that you can build and make changes to the course.

When it is off, you see the course predominantly as students will see it, although the Control panel, that students can’t see, is still visible.

2) When edit mode is active, action links become available. These appear to the right of many Learn areas and tools when you hover your mouse over them. Clicking the action link reveals a contextual menu, allowing you to make changes such as editing, renaming and deleting the area, item or link.

**Please note that once something is deleted within Learn there is no way to undo or retrieve the deleted content.**
User roles
Each course initially has one course organiser and one course secretary. These roles, along with the students within the course, are fed through from EUCLID. Only users who are already registered in Learn can be added. If you wish to give someone outside the University access to your course you will first need them to register using the Visitor Registration System.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Automated in EUCLID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>A student will be able to participate in the course, viewing content that has been made available to them based on settings of the course. A student will be included in the Grade Centre and will be able to contribute to discussions, submit assessments, etc.</td>
<td>Yes</td>
</tr>
<tr>
<td>Instructor</td>
<td>The Instructor role is the main role that is given to those who are delivering the course to the students. The Instructors will have full control of the course with the ability to add content, design menus, create assignments, and have full access to the grade centre, and much more. The Instructor will see additional options such as the Edit On/Off button, student preview tool, context menus to add/edit content. Instructors will have access to the full Course Management options which are displayed below the main course menu.</td>
<td>Yes (Course Organiser and Course Secretary)</td>
</tr>
<tr>
<td>Class Only</td>
<td>Student role which allows the user to access content but not interact with the course. A Class Only user is able to access a course however does not have a record in the grade centre and thus is unable to participate in any graded assessment or group activity. The role is mapped to the Class Only role in EUCLID. Class Only is not displayed on the users HEAR when they graduate. Only courses that contain grades are available in the HEAR. An interim HEAR can be requested which will show all course activity including Class Only.</td>
<td>Yes</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>Copy of the Instructor role but restricted access to reporting tools and unavailable content. Teaching Assistants have access to most of the control panel. When the course is unavailable to students teaching assistants can still access them.</td>
<td>No</td>
</tr>
<tr>
<td>Staff Participant</td>
<td>Staff role which allows a user to access the course materials and participate in class activities. This role has no edit permissions and no access to the Grade Centre.</td>
<td>No</td>
</tr>
<tr>
<td>Marker</td>
<td>The marker role has limited access to the course Control Panel. Markers can assist an instructor in the creation, management, delivery, and grading of assessments and surveys. The Marker</td>
<td>No</td>
</tr>
</tbody>
</table>
may also assist an instructor with adding manual entries to the Grade Centre.

If a course is unavailable to students, the course appears in the My Courses module and in the course list, for a user with the role of Marker. However, the Marker cannot enter the course until the course is available.

<table>
<thead>
<tr>
<th>Support Assistant</th>
<th>For assistants employed by students with disabilities with a special adjustment including assistance.</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Builder</td>
<td>The Course Builder role has access to most areas of the course or organisation Control Panel. This role is appropriate for an assistant who should not have access to student grades. If the course is unavailable to students, a course builder can still access the course. The course builder cannot remove an instructor from a course.</td>
<td>No</td>
</tr>
<tr>
<td>Guest</td>
<td>Student role with limited access to tools and only available for guest enabled courses and content.</td>
<td>No</td>
</tr>
</tbody>
</table>

Course structure

Your course(s) should challenge and engage your learners; however, this challenge should lie in the learning process where knowledge and skill sets expand, not in the access to that learning.

Task 4: How to add a folder

Folders allow content to be added and organised in a structured manner. The course material should be clearly organised to ensure students can easily locate the relevant learning resources such as lecture notes, handouts and slides.

A clear title and short explanation of the learning activities and objectives for each folder can make a big difference to student engagement.

1) Select a content area from the menu.
2) Click on Build Content from the top tab, then click on Content Folder
3) What you enter in the Name box appears, bold and underlined, beside the published folder.
4) Any content added in the text box appears below the name.
5) Click on Submit
Task 5: How to add a content item

Add any type of file, text, image or link with optional descriptive text. Items can be used to present a combination of content. The functions in the editor allow formatting of the text, files attachment, embedding of multimedia, insert equations, links, and tables.

1) Ensure that Edit mode is switched On.
2) Go to a content area
3) Click on Build Content
4) Click on Item
5) What you enter in the Name box, appears at the top of the published content section.

6) In the Content Editor box, you can add various types of content, including but not limited to: text, files and hyperlinks.

7) Select/edit any of the Standard Options as appropriate. When you add each content item, you can set standard options allowing you to:
   a. Choose whether users can view the content
   b. Track the number of views
   c. Set specific date and time restrictions for when the content can be viewed
8) Click on Submit.
Task 6: How to copy text into a content item

If you copy and paste text from outside Learn, e.g. from a website, you will also bring in a lot of formatting information. However, when you copy your text into Learn you can then use the remove formatting tool.

1) Find the text you want to copy.
2) Highlight and copy the required text.
3) Go to the area that you want to copy the text into.
4) Add a new content item (see above) or click on the dropdown menu next to an existing item title and select Edit

5) The editor pane can be made full screen by clicking on the Full Screen icon on the top right. Click on the same icon to return to the reduced view.
6) Go to the learn content editor pane, paste the text
7) The window below will appear

![Paste Formatting Options](image)

8) Remove Formatting will only remove invisible formatting carried over from the source.
9) Apply any required formatting using the tools in the text editor.
10) Click on Submit

Task 7: How to add a hyperlink into a content item

Hyperlinks should be embedded using text which describes the target of the link.

1) Add a new content item (see above)
2) In the Text box enter descriptive text for the link.
3) Highlight the text and click on the **Insert/Edit Link** icon

4) A pop-up window then opens, enter the URL of the site you want to link to into the **Link Path** field.

5) In the **Target** field select **Open in New Window**

6) Click on **Submit**

**Task 8: How to upload files into a content item**

Every file should first be checked to ensure that it is accessible before uploading. Alternative text (alt text) should also be added for each file link. Visually impaired users with screen readers will then be able to hear the alt attribute and better understand the purpose of the file. See Appendix B for more information regarding checking file accessibility compliance.

1) Add a new content item (see above)

2) Select **Add content** from the formatting toolbar on the editor

3) Use the **Browse** options to find and select file/s from:
   a. your Computer
   b. the Content Collection
   c. **Cloud Storage** e.g. OneDrive (may require additional authentication on first use)

4) Select **Submit** when finished
Task 9: How to copy items over from another course

Content items, folders and learning modules can all be copied from one course to another using a few simple steps. If files are included in the content being copied, it is recommended to select the option in the process which will make copies of these files.

1) Go to the item, folder or learning module to be copied, access the item’s menu, select **Copy**

2) Select the **Destination Course** to copy the content into.

3) Use **Browse** to choose the location destination.

4) Select Include links and make copies of attached and embedded files

5) Click on **Submit**

Task 10: How to copy an entire content area over to another course

1) On the left menu, under Packages and Utilities select **Course Copy**

2) To find the Destination Course ID click on **Browse** then select the course from the list

3) Under Select Course Materials select the content area/s to be copied over

4) Click on **Submit**
Task 11: How to move an item within your course

1) Go to the item, folder or learning module to be moved, access the item’s menu, select Move
2) Select the Destination Course to move the content to.
3) Use Browse to choose the destination within the course.
4) Select Submit

Task 12: How to reorder content items

The items on a page can be re-ordered, so if certain content items are not heavily used in a course, you can move them further down the page.

1) Hover over the top area of an item, or the purple ‘grab bar’ on the left of an item, until a cross arrow appears
2) Click and drag the item up or down to the desired area on the page.
3) Alternatively, click on the ‘Reordering’ icon (up and down arrows) at the top-right of the page, select the item you want to move and then use the up and down arrows to reposition.

Task 13: How to set Adaptive Release

Rules can be set using ‘adaptive release’ to allow access to content for a specific date, group/s or mark. Content can also be set to be released after an item has been reviewed. These options can be set from the item options menu by selecting Adaptive Release.

1) Click on the action arrow next to the folder/item title, select Adaptive Release.
2) Choose from the available options:
   a. DATE You can choose dates to display the content after and until
   b. MEMBERSHIP Content is only released to specific users or groups
c. **MARK** Content is released if a mark has been achieved in a Grade Centre column

d. **REVIEW STATUS** Content is released after an item has been marked as reviewed

3) Select **Submit** to finish.

**Task 14: How to add content from Media Hopper**

1) Select a content area from the menu

2) Click on Tools and select Media Hopper Create Media

3) This opens your **My Media** area

4) The My Media area is a repository for all your Media Hopper files

5) Click the **Select** button next to the file you would like to add

6) Add a title, description of the file and any other information

7) Click on **Submit**

More information and video tutorials on using **Media Hopper Create** can be found at [https://media.ed.ac.uk/](https://media.ed.ac.uk/)

**Task 15: How to add Lecture Recordings**

If your course exists in EUCLID this tool will automatically link to the course section in Media Hopper Replay. If the course is non-EUCLID or the link is deleted then it can be re-created.

1) Go to a content area on your course.

2) Click on **Tools** and select **Media Hopper Replay**.

3) In the Name field type **Lecture Recordings**.

4) Click on **Submit**.