• **Modules**: Instructors can use Modules to organize the course content based on topics, units, chapters, or weeks. You can add items to the Modules and create a flow for students to follow. You also can move the items up and down to change the order of your items. The Modules would definitely benefit instructors to manage the course materials easily.

• Instructors may add Assignments, Quiz, Files, Content Page, Discussions, Text Header, External URL, WebEx streaming video, and External Tool to each Module.
Create Modules

- Step 1: Select the **Course** from global navigation menu
- Step 2: Click on the **Modules** tab in the navigation menu
- Step 3: Click the **Create A Module** button in the top right corner

- Step 4: Enter the name of the **Module**
- Step 5: Select to lock the module until desired date
- Step 6: Choose the date to unlock the module
- Step 7: Click on the **Add prerequisites** link – to view the module, students must complete the required assignment. (You may require students to complete activities inside the module before moving on to the next module and/or next activity.)
- Step 8: Click on the **Add Module** button. Congratulations! You've successfully created a new course module!
Lock Modules

• Step 1: Select the course
• Step 2: Click on the Modules tab from the navigation menu

![Course Groups](image)

• Step 3: Click on the Gear icon
• Step 4: Select the Edit tab

![Edit Module Settings](image)

• Step 5: Select the Lock module until a given date
• Step 6: Set the date you would like to unlock at a given date
• Step 7: Option to Add prerequisite
• Step 8: Option to Add requirement
• Step 9: Click on the Update Module button

• Step 10: Click on the Modules tab in the navigation menu, you will see the unlock date and time will appear in the right corner of your module and at the bottom of the module

![Course Modules](image)