

Create Learning Module Folders

How do I create a new Learning Module Folder?



Learning Modules are easy to create and edit web pages. They operate in a similar way to a book. The learning module folder acts as the cover of the book and the learning module pages sit within that cover. Users can flick through the pages using forward and back navigation arrows as though they were flicking through a book.

There are 2 steps to creating learning modules:

Step 1 - create a learning module folder - detailed in this document

Step 2 - create the learning module pages within the folder - see individual help file


This document refers to the creation of the learning module folder. Please see the help file 'creating learning module pages' to learn how to create the pages to go inside of the folder.

1. Click on  to go to your homepage.
2. Go into your **workspace** by clicking the  button from the toolbar to the left of the window or use the **Go to** drop down menu and choose 'My Workspace'.
3. Click **new** from the toolbar.
4. Select 'Learning Module Folder' and click **next**.



Create Learning Module Folders

5. Enter a name for the learning module folder into the box. You now have 2 options.

New >  Learning Module Folder

Step 1:

What would you like to call it?

In which folder should this be created?

6. If you wish to configure your Learning Module folder click on 'configure' and follow the next steps on the next page. If not, go to step 9 on page 4.

7. This window allows for the style of the folder and any pages created within it to be configured.

Edit Learning Module Folder

Folder title

Default page framestyle used by all pages which specify 'Folder Style'

Default page width

Default page height INCLUDING the top and bottom button frames

Show a toolbar on uploaded objects?

Choose a 'Default page framestyle'. This is the style the learning module pages inherit. See the example styles below.

This may be overridden on individual pages when editing that individual page. See the online help files for help with 'editing a Learning Module Page'.

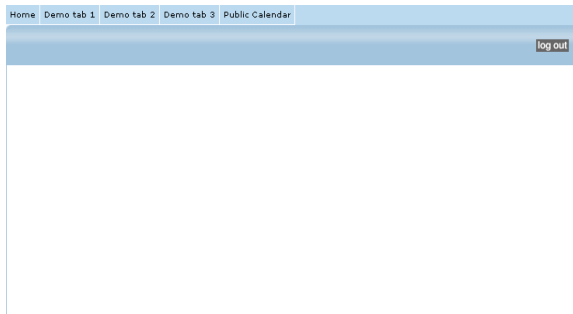
Enter a customised default page width and height if required.

Choose to show or hide the toolbar in the pages within a folder.

Create Learning Module Folders

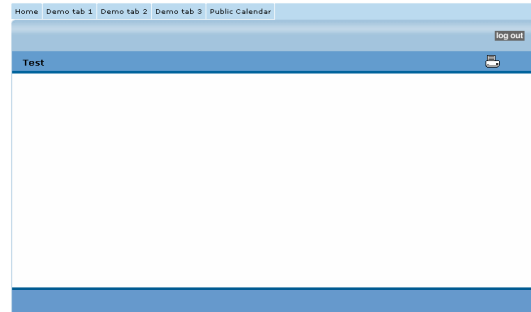
Example styles available under 'Default Page Framestyle' include the following:

None - Suitable for full page presentations



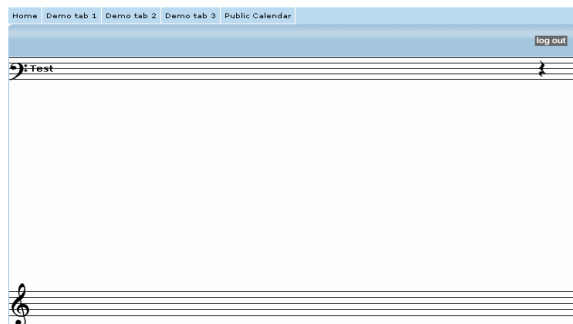
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Blue - Page layout with navigation icons



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Music - Page layout with navigation icons



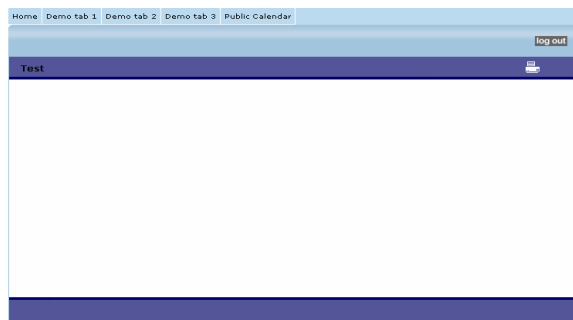
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Spheres - Page layout with navigation icons



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Indigo - Page layout with navigation icons



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The LGL platform requires version 5+ browsers with JavaScript enabled. Some areas are enhanced with Macromedia Flash 7

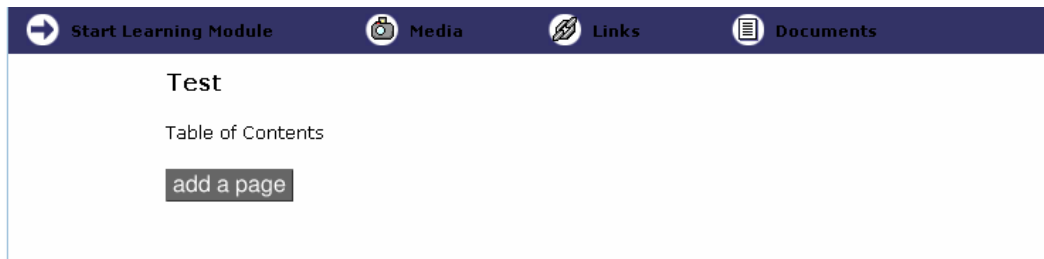
- When the configuration window is complete, click on **save & quit**. This will save the red Learning Module Folder into your webspace.

To create Learning Module Pages within this folder, please refer to the online help file entitled 'create new Learning Module Pages'.

Create Learning Module Folders

9. From Step 6. If you do not choose to configure your folder, click **edit**.

A page similar to below will be displayed:



10. To begin creating a learning module page, click on 'add a page'.
11. Enter a name for the page and click onto **edit**. This will take you into the editor where the text and images may be specified for the page.
12. When complete, click onto **save & view** to save the page and display the finished page.

For detailed help on creating and editing learning module pages, please see our online help file entitled 'creating learning module pages'.

Adding a new page

1. Access the Learning Module folder either by clicking the webspace icon from your homepage or the 'Go To' menu on the toolbar.
2. Click on an existing red Learning Module Folder
3. Its contents may look similar to the example below
4. Click onto the button to display the window below. Choose Learning Module Page and click onto
5. Enter a name for the page e.g. 'home'.
6. To change the style of the page click and choose a style for the page. See the following page for examples.

N.B. this template style cannot be changed afterwards; therefore the plain page style is often used and then tables inserted to align objects on the page.

Create Learning Module Folders

7. Clicking will display a choice of templates for you to use your Learning Module Page, such as the ones displayed below. Select the template you require and click to continue.
8. If a plain page style has been chosen then the editor is now displayed. If another style was chosen then you will need to click onto the button to edit each section within the page.
9. Use the editor to enter the details such as text and images on the page.
10. Click to save the page and display the finished page.

Adding additional pages

If you would like to proceed with the creation of further pages, return to the folder listing of the Learning Module. After clicking 'save and list', hover over 'View' in the toolbar, and select 'Folder Listing'.

Follow steps 5-12 above.

Your Learning Module Pages will be saved in the Learning Module Folder in which you created them.