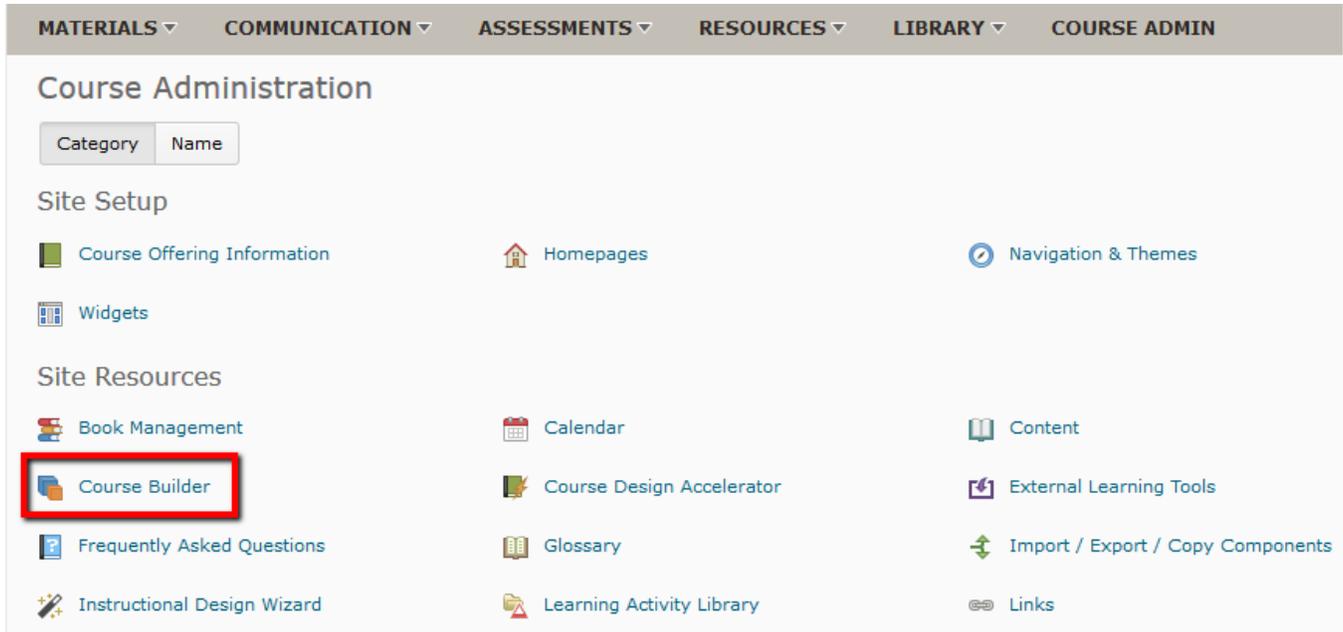


Topic: Course Builder

To access the **Course Builder**, click **Course Admin** from your navigation bar, then click **Course Builder**.



The screenshot shows the D2L Brightspace Course Administration interface. The top navigation bar includes tabs for MATERIALS, COMMUNICATION, ASSESSMENTS, RESOURCES, LIBRARY, and COURSE ADMIN. The COURSE ADMIN tab is active. Below the navigation bar, the 'Course Administration' section is displayed. It features a search bar with 'Category' and 'Name' filters. The main content area is organized into sections: 'Site Setup' (Course Offering Information, Widgets, Homepages, Navigation & Themes) and 'Site Resources' (Book Management, Calendar, Content, Course Design Accelerator, External Learning Tools, Frequently Asked Questions, Glossary, Import / Export / Copy Components, Instructional Design Wizard, Learning Activity Library, Links). The 'Course Builder' option is highlighted with a red box.

The Course Builder tool allows you to set-up or add-on to your course an easier way, rather than inserting content and modules via content menu. The Instructional Design Wizard allows you to easily build your course to your needs.

As you build your course outline with modules and placeholders, you can add notes to each module and placeholder summarizing your course goals and learning objectives.

The **Course Builder** tool utilizes the following tools all in one place:

- Content
- Manage Files
- Discussions
- Quizzes Grades
- Competencies

What are Nodes, Modules, Placeholders, and Objects?

Nodes: Nodes are each structure element on the canvas. Nodes are all modules, placeholders or any other object.

Modules: A module is an element that can help represent chapters, units, or sections in your course. You must create a module before you can add objects and placeholders.

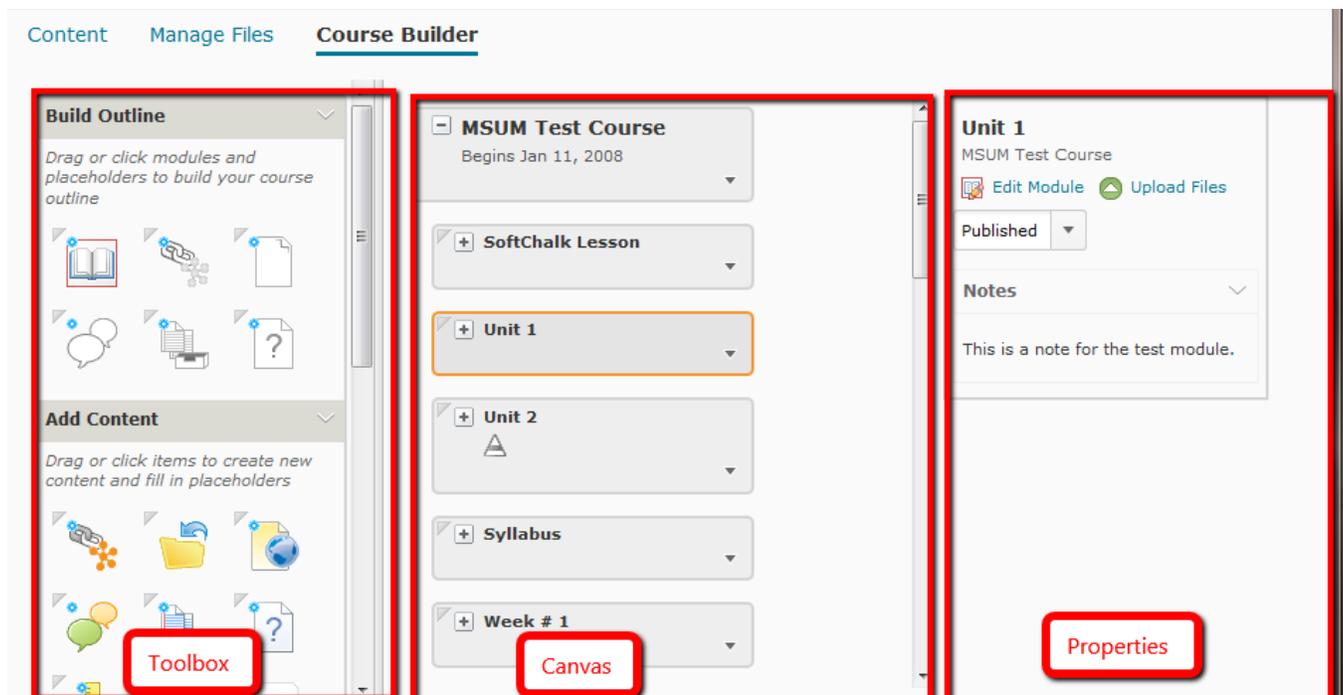
Placeholders: A placeholder is a container for an object. It is invisible to students unless you insert an object in it. There are five different types of placeholders: **links, files, discussions, assignments, and quizzes.**

Objects: Objects are learning materials, activities, and assessments in your course. You can have links, HTML files, discussions, dropboxes, quizzes, grade items, and learning objectives. When you create an object in the Course Builder, you are adding items to the course content.

The Course Builder Interface

The Course Builder page is split up into three panes: the **Toolbox**, the **Canvas**, and the **Property** panes.

The Course Builder allows you to simply drag-and-drop items into your canvas pane, and that directly goes into your content menu.



The Toolbox

In the toolbox, there are three modules: **Build Outline**, **Add Content**, and **Browse Tools**.

The **Build Outline** module contains all modules and placeholders for items such as links, assignments, discussions, etc.

These modules help organize and insert content in your course content menu.

The **Add Content** module contains all the 'fillers' for the outline modules. Here you can add links, HTML files, discussions, quizzes, assignments, and learning objectives. This is where the actual content is added and viewed.

Note that the Add Content module only allows you to create new content.

The **Browse Tools** module lets you view all created items such as already created quizzes, discussions, course files, etc.

It's the same as the Add Content module, except instead of creating new items; you are adding already created content.

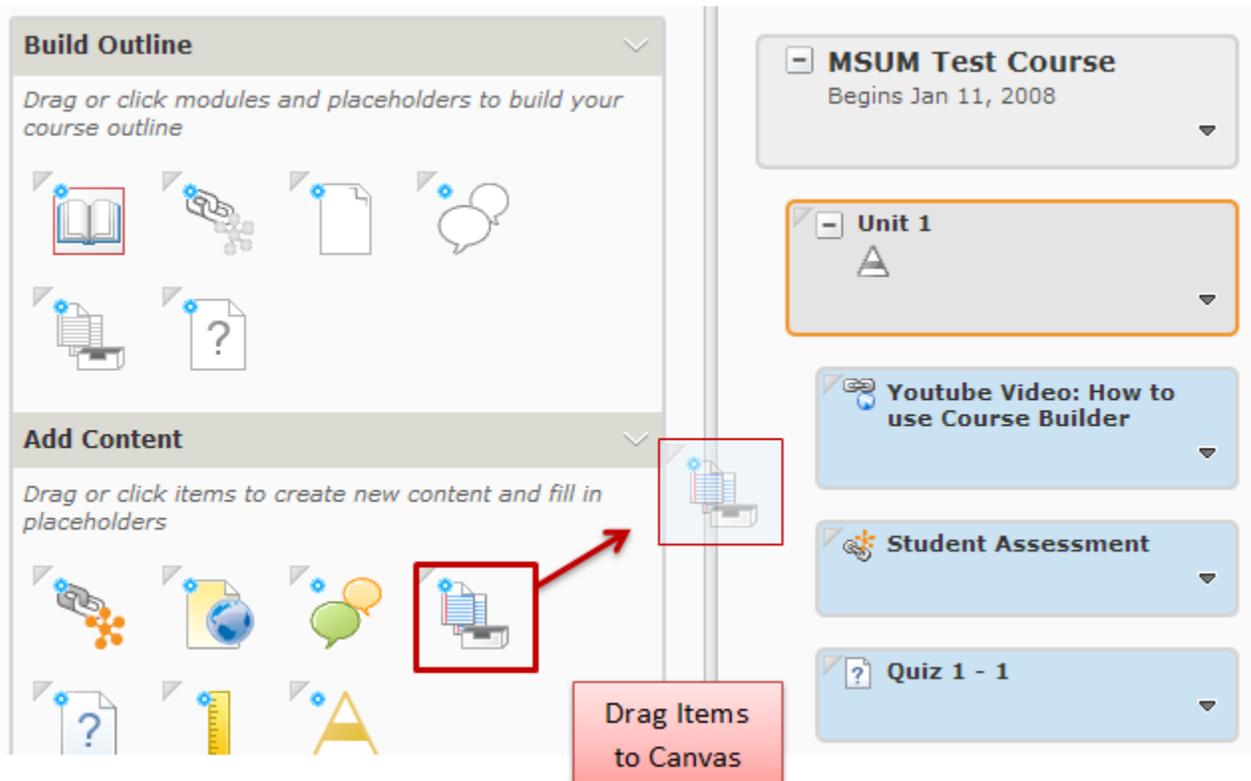
The screenshot displays three distinct modules in a vertical stack, each with a title bar and a set of icons or a list of items.

- Build Outline:** The title bar is on the left, and a red button labeled "Containers" is on the right. Below the title bar is the instruction "Drag or click modules and placeholders to build your course outline". The icons include a book, a link, a document, a speech bubble, a document with a printer, and a document with a question mark.
- Add Content:** The title bar is on the left, and a red button labeled "Add New Content" is on the right. Below the title bar is the instruction "Drag or click items to create new content and fill in placeholders". The icons include a link, a document with a globe, a speech bubble, a document with a printer, a document with a question mark, a ruler, and a yellow triangle.
- Browse Tools:** The title bar is on the left, and a red button labeled "Add Existing Content" is on the right. Below the title bar is a list of tool categories, each with an icon, a title, a description, and a right-pointing arrow:
 - Course Files:** View, upload, add, and edit files
 - Discussions:** View, add, and edit Discussion Topics
 - Dropboxes:** View, add, and edit Dropboxes
 - Quizzes:** View, add, and edit Quizzes
 - Grade Items:** View, add, and edit Grade Items
 - Learning Objectives:** View, add, and edit Learning Objectives

The Canvas

The canvas is the visual presentation of your content. The grey boxes are modules, and within the boxes are the content items.

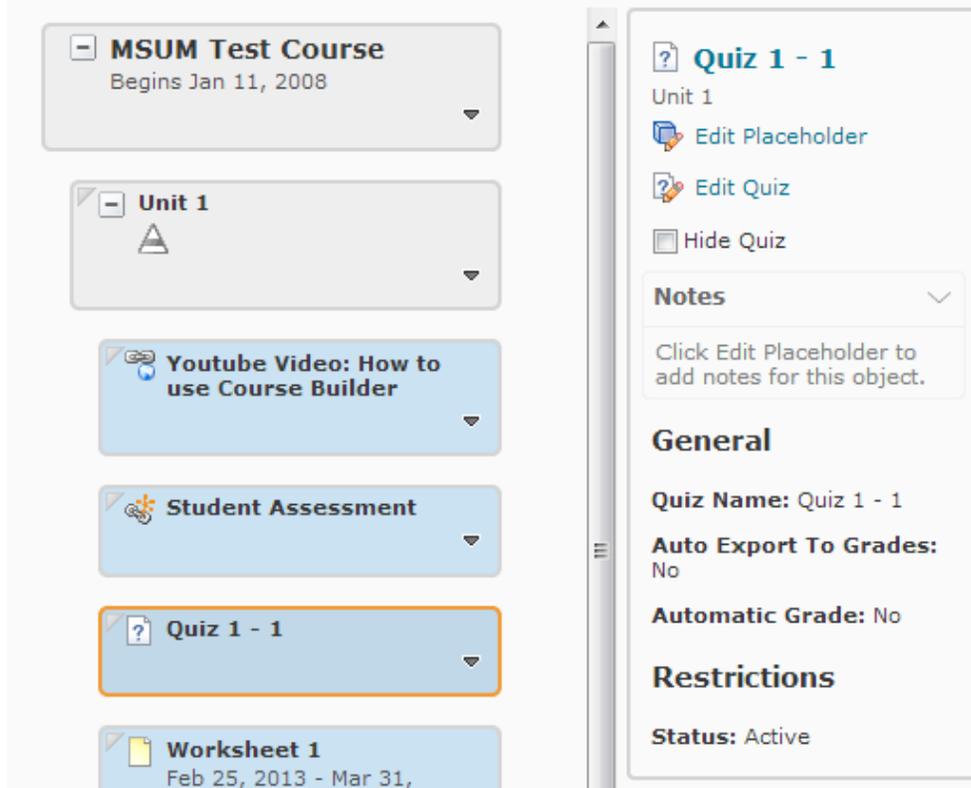
The canvas is easy to use. You can simply drag-and-drop items from the toolbox onto the canvas to create modules, content, links, and more.



The Properties Menu

The properties menu shows details on the item that is selected.

For example, if you have a module with a quiz in it, it will show:



So, as long as there is a module or outline for an object, you can put any kind of content into your course builder.

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.