

# Developing Your Online Course

## Adding Units

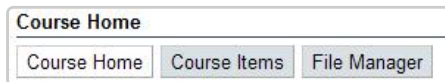
The system is **Unit based** with units, and their content items, contained in the course navigation. There are two essential points to keep in mind regarding the Units:

1. The **Unit buttons** can be labeled **units, weeks, modules, chapters**, or anything else an instructor or course developer wishes. For example, units in a literature course could be labeled: novel, poetry, drama, etc. Instructors have various ways to structure units in a course:
  - A unit could correspond to a week of instruction
  - A unit could correspond to a chapter of the textbook
  - A unit could be a module of learning
2. When a **Unit button** is clicked the **Unit Homepage** will appear. At the same time, the unit will open in the course navigation to display any **content items**, specific content and instructional items employed to guide and assess student learning, located within the unit.

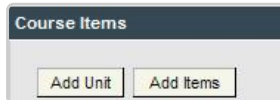
### Adding a Unit

The process for **adding** a unit to the course navigation is straightforward:

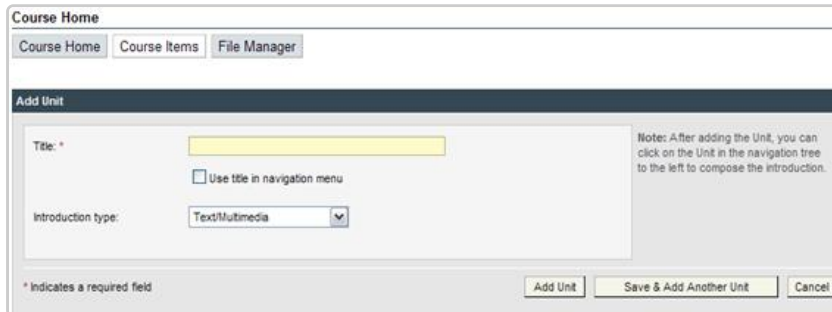
1. Click on the **Course Home** tab in the course navigation.
2. Click on the **Author** tab to put yourself in the **course authoring view**.
3. Click on the **Course Items** tab.



4. Click on the **Add Unit** tab.



5. On the screen, add a **Unit Title** and select the page type.

A screenshot of the 'Add Unit' form. It has a header 'Add Unit' and a form area with a 'Title: \*' field, a 'Use title in navigation menu' checkbox, and an 'Introduction type:' dropdown menu set to 'Text/Multimedia'. A note on the right says: 'Note: After adding the Unit, you can click on the Unit in the navigation tree to the left to compose the introduction.' At the bottom, there are buttons for 'Add Unit', 'Save & Add Another Unit', and 'Cancel'. A small asterisk note at the bottom left says '\* Indicates a required field'.

6. Click **Add Unit** or **Save & Add Another Unit**.

**Note:** in the course navigation you may allow long unit names to wrap to a second line by clicking the Course Admin tab in the toolbar, clicking the General Information & Settings link, and then checking the "Display long unit titles on multiple lines" box.

### Edit an Existing Unit Title

To **edit** an existing Unit Title:

1. Click the **Unit button** in the course navigation.
2. Click the **Author tab**.

3. Click the **Toolbox** tab.
4. Click the **Edit Unit Title** link.
5. Edit the title.
6. Click **Save Changes**.