

# What is the Course Builder tool?

The Course Builder tool allows you to take a high level view of your course, helping you visualize, plan, organize, and add to your entire course at once. Course Builder works with the Content, Manage Files, Discussions, Dropbox, Quizzes, and Grades tool.

## Use the Course Builder to:

- Plan your course structure
- Add modules, placeholders and objects
- Upload files
- Create and edit learning objects
- Manage your assessments

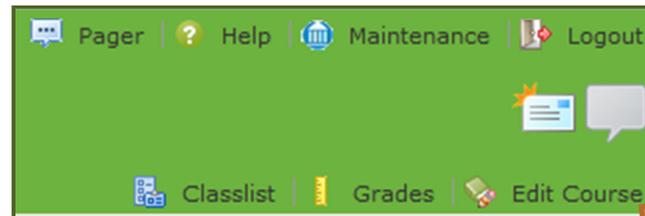
## Help Topics:

- How do I access the Course Builder tool?
- How is Course Builder organized?
- How do I use Build Structure?
- How do I use Create Objects?
- How do I use Browse Objects?
- How do I use the canvas?
- How do I use drop targets?
- How do I use a Node's context menu?
- How do I use the Selected Node Panel?
- Course Builder VS Content tool



# How do I access the Course Builder tool?

1. On the right side of the course navbar, click **Edit Course**.
2. In the Design section, click **Course Builder**.



1

**Course Administration**  
demo02 - Film Appreciation ARTS - 4999 - 901

**Design**

 [Course Builder](#)

Use Course Builder to create and manage your course structure, upload files, create and edit learning objects, and manage your assessments from one central location.



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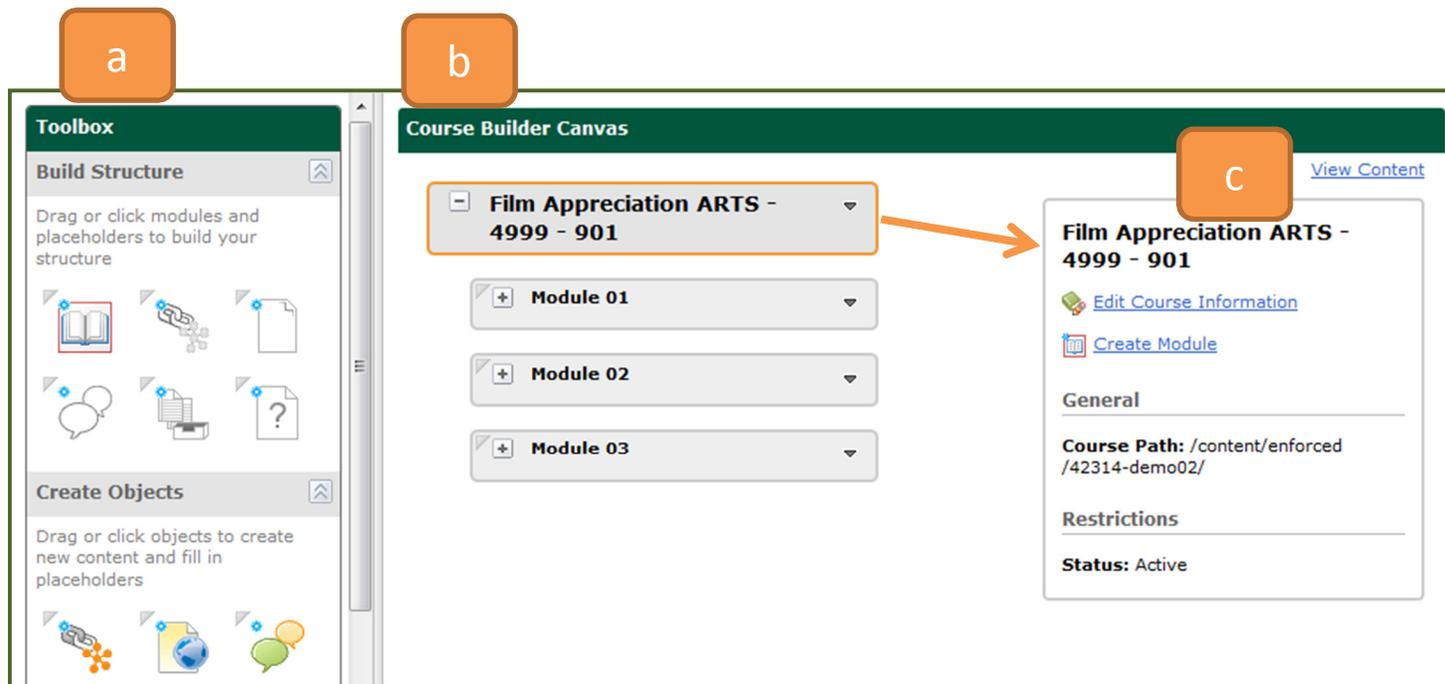


# How is Course Builder organized?

## How is Course Builder organized?

The Course Builder is divided into three areas:

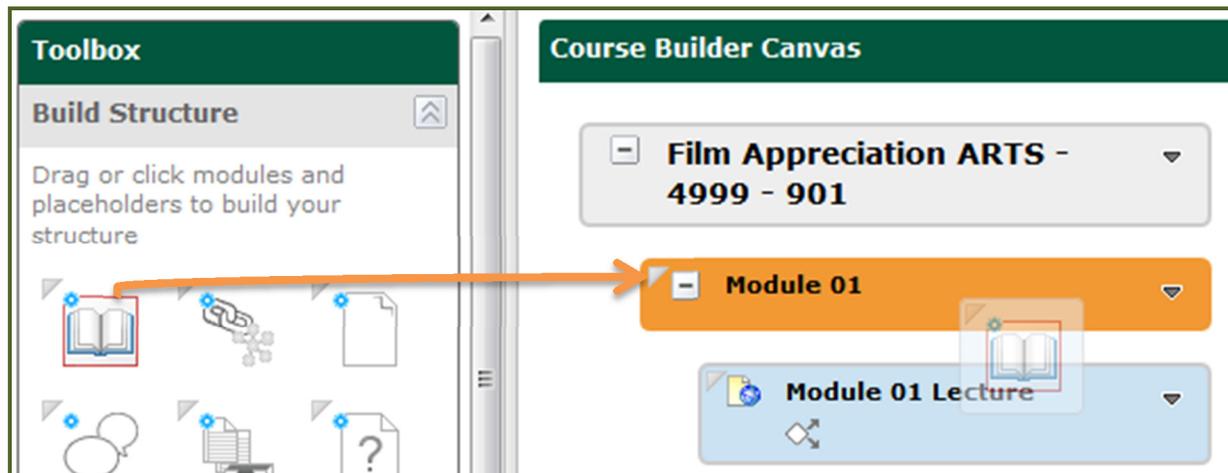
- (a) Toolbox
- (b) Canvas
- (c) Selected Node Panel



# How do I use Build Structure?

Click and drag the modules from the **Build Structure** menu to where you want them in the course in the **Course Builder Canvas**. They will create placeholders you can fill in using the **Create Objects** or **Browse Objects** menus. Placeholders are indicated by a dotted line in the canvas.

**NOTE:** Placeholders will not show up when you use **View Content** to preview the course.



# How do I use Create Objects?

Instead of creating objects inside their tools, you can directly create new content by clicking and dragging the objects to where you want them in the canvas. You are able to make the following objects:

- Links
- HTML files
- Discussion topics
- Dropboxes
- Quizzes
- Grade items
- Learning objectives

Once you've dragged and placed a **Create Objects** icon, a prompt appears for you to compose your content.

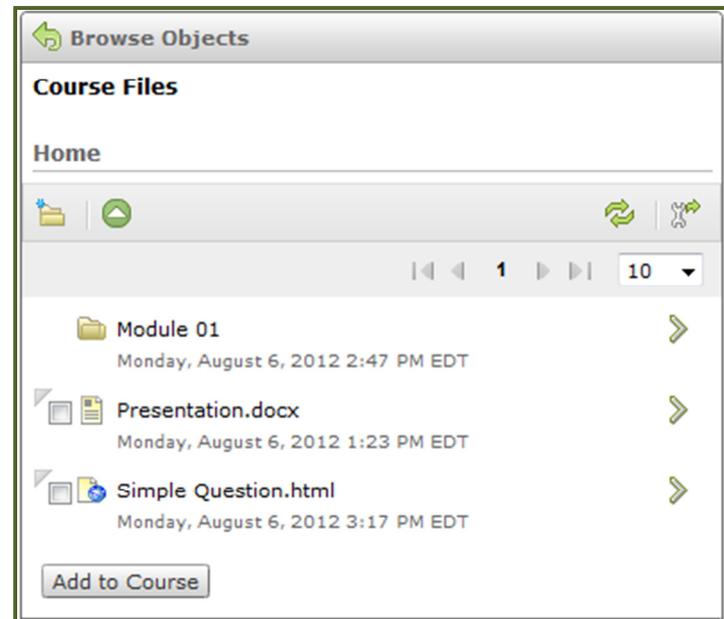
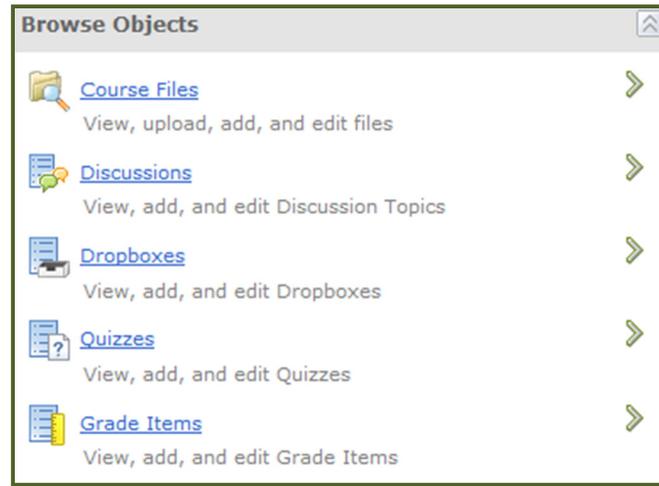
The screenshot shows a 'Toolbox' interface with three main sections:

- Build Structure:** Contains icons for building a structure, including a book, a hand pointing to a document, a document, a speech bubble, a document with a checkmark, and a document with a question mark.
- Create Objects:** Contains icons for creating new content, including a link, a document with a globe, a speech bubble, a document with a checkmark, a document with a question mark, and a ruler.
- Browse Objects:** Contains a list of object types with their respective icons and descriptions:
  - [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



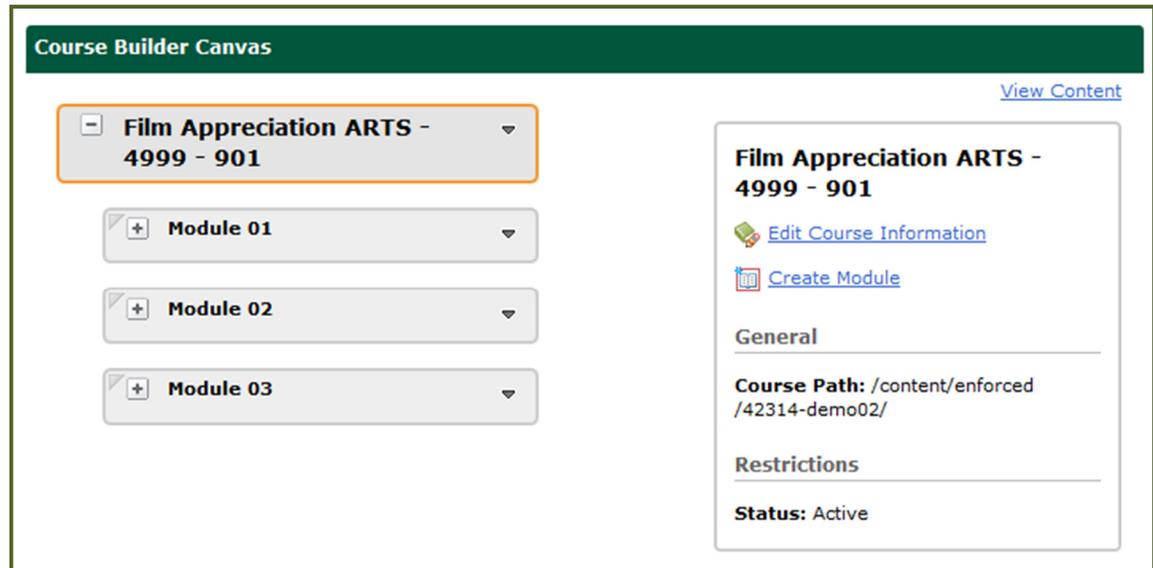
# How do I use Browse Objects?

Use **Browse Objects** to find and add objects that you already created to the canvas. Click the **right arrows** to navigate the directory. Click on **objects** to view more properties, including associated grade items or learning objectives. You can click and drag **objects** or **check the box** next to them and click the **Add to Course** button.



# How do I use the canvas?

Parts of your course are represented by a structural element called a **Node**. Nodes can be modules, objects, or placeholders. They appear as rounded rectangles with a title, a drop down menu, and a small icon representing what kind of Node it is. You can easily rearrange **Nodes** by clicking and dragging them.



The screenshot displays the 'Course Builder Canvas' interface. On the left, a course structure is shown with a main node 'Film Appreciation ARTS - 4999 - 901' and three sub-nodes: 'Module 01', 'Module 02', and 'Module 03'. Each node has a plus icon and a dropdown arrow. On the right, a details panel for the selected course shows the title 'Film Appreciation ARTS - 4999 - 901', a 'View Content' link, and buttons for 'Edit Course Information' and 'Create Module'. Below these are sections for 'General' (showing the course path) and 'Restrictions' (showing the status as 'Active').



# How do I use the canvas? (cont.)

## Modules

Modules represent chapters, units, or sections of your course. You must create a module in Course Builder before you can begin adding objects and placeholders.

## Placeholders

Placeholders are inactive containers that can represent links, files, discussions, dropboxes, and quizzes. You can use them to see how you will set up your course before creating anything.

Later, you can use the Toolbox to create new content or browse for existing content to add to your Placeholder.

## Objects

Objects are the existing learning materials in the course including: links, HTML files, discussions, dropboxes, quizzes, grade items, and learning objectives. Course Builder automatically updates tools within Learning Environment with the changes you make.

**TIP:** Click **View Content** to see how your course content will appear to students.



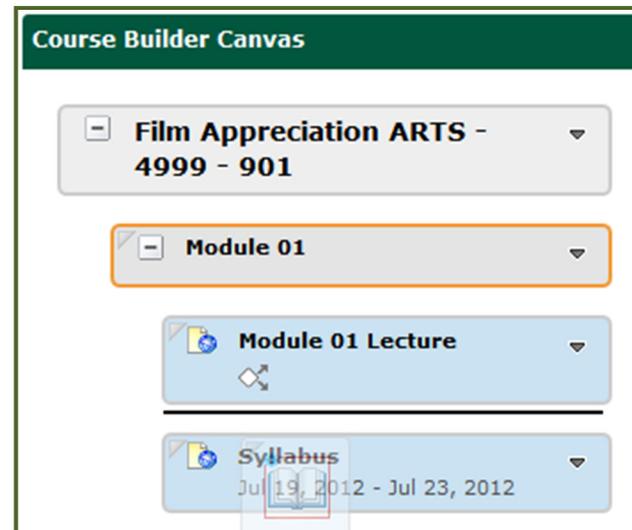
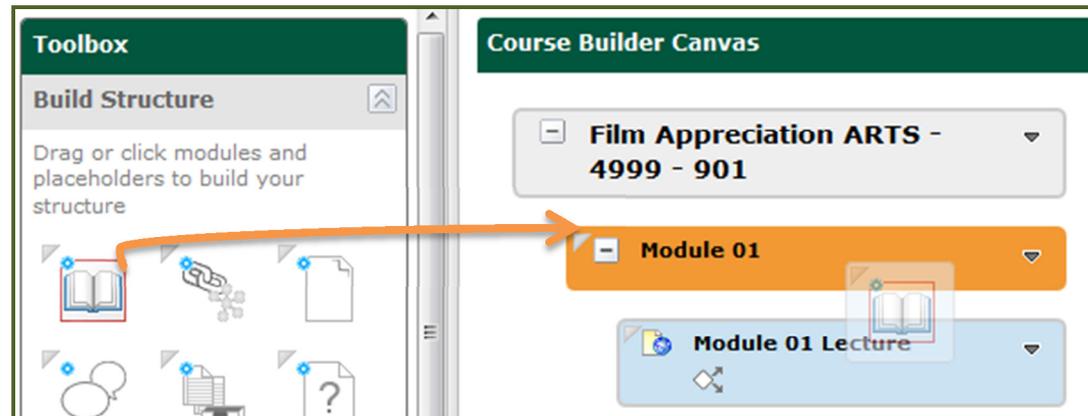
# How do I use drop targets?

There are two kinds of drop targets for placing the module, placeholder.

## Inside a module or Course

**Node:** A Node will turn orange when the new Node can go inside it. Dropped Nodes will each appear as the last added Node.

**Next to a Node:** A black line appears where a Node can be placed.

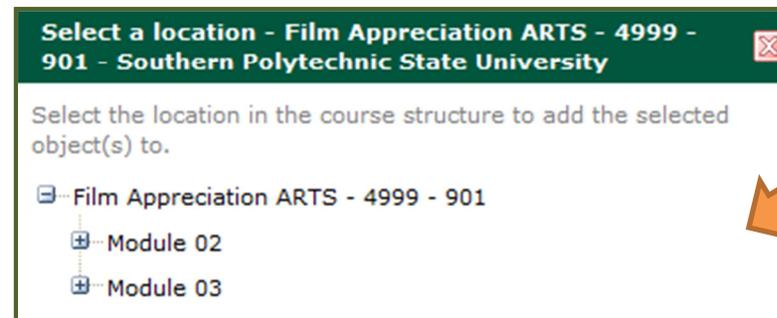
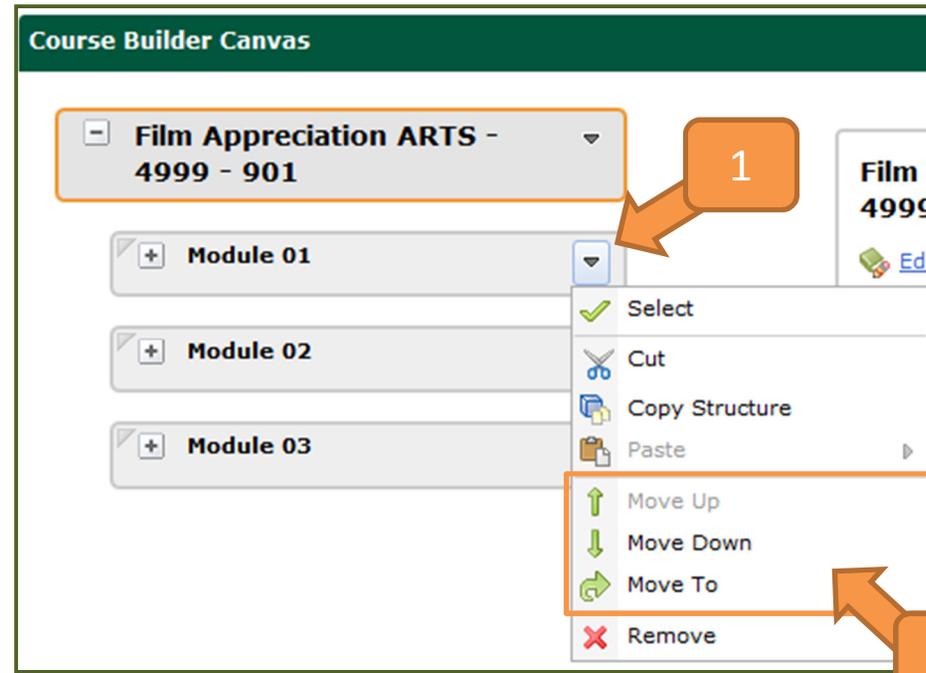


# How do I use a Node's context menu?

## How do I move a Node?

If dragging and dropping is unwieldy for a particular task, you can use the move commands in a Node's context menu.

1. Click on the **Node** to be moved.
2. Click **Move Up**, **Move Down** to move up or down one Node, or click **Move To** for a major move.
3. If you clicked **Move To**, select the Node's destination in the pop-up menu.

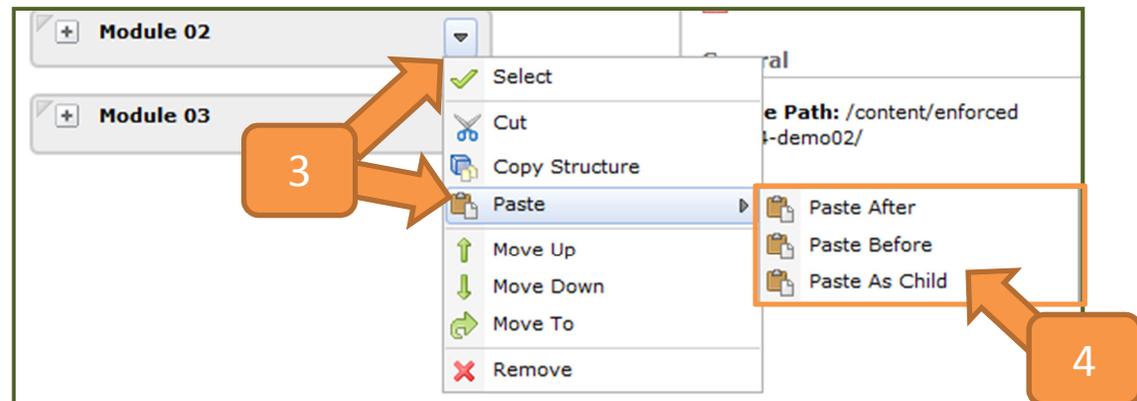
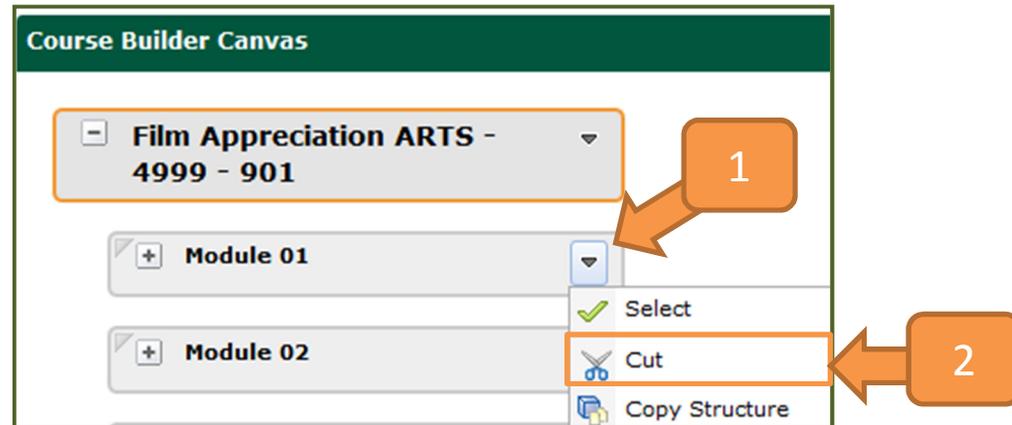


# How do I use a Node's context menu?(cont.)

## How do I cut and paste a Node?

It is also possible to cut and paste Node.

1. Click on the **Node** to be cut.
2. In the Node's context menu, click **Cut**.
3. To paste, click on the **Node** closest to the final placement.
4. Click **Paste After**, **Paste Before**, or **Paste As Child** in its context menu.

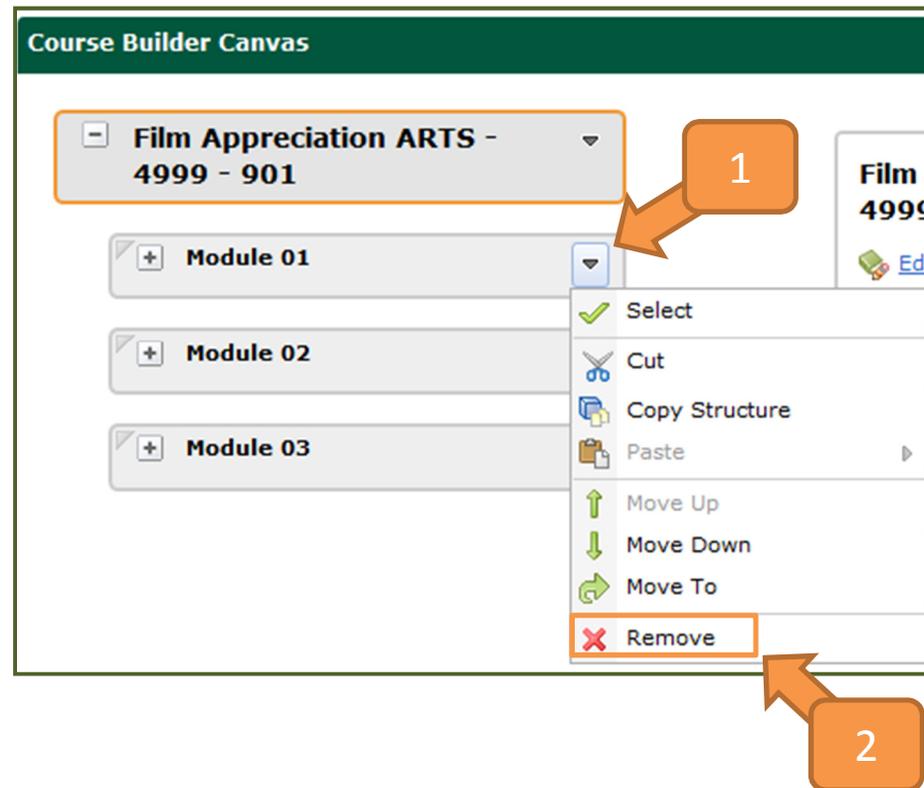


# How do I use a Node's context menu?(cont.)

## How do I remove a Node?

**WARNING:** Removing a module Node also removes its child modules and placeholders.

1. Click on the **Node** to be deleted.
2. In the Node's context menu, click **Remove**.

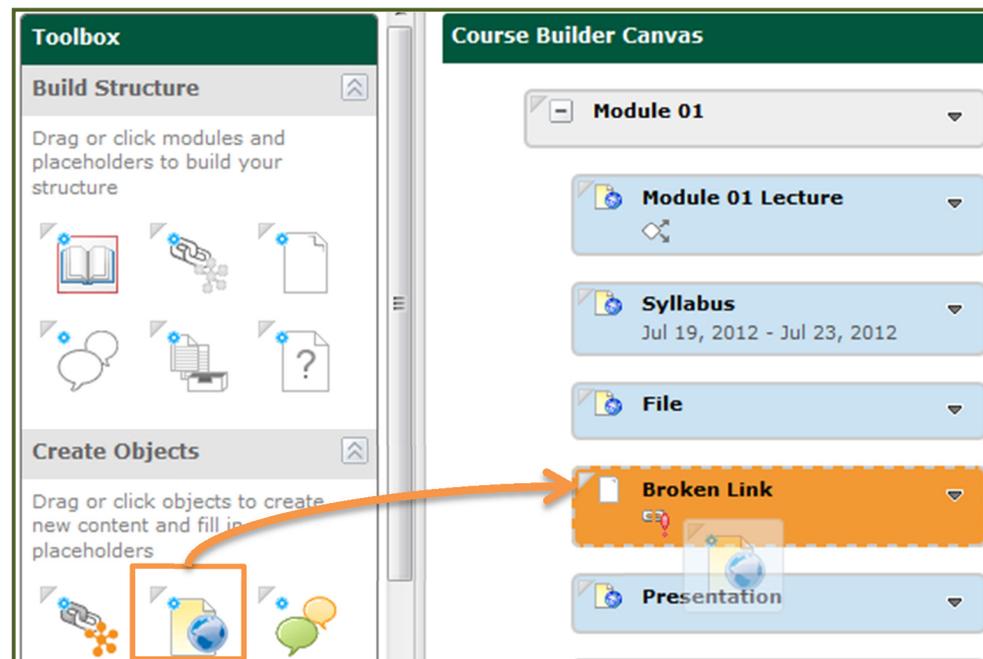


# How do I use a Node's context menu?(cont.)

## How do I repair broken objects?

When you delete or move objects within their tools, their link in the Course Builder will sometimes break. When this happens, a broken link status icon will appear below the title of the Node and the object will become a placeholder.

Drag the **object** from the toolbox onto the **placeholder** to reestablish the link.



# How do I use the Selected Node Panel?

Click once on a **Node** to see information and options in the Selected Node Panel.

You can:

- View an object's general information
- Edit placeholder properties
- Edit object properties
- Launch Tools
- Perform actions on Node

## Course Builder Canvas

The screenshot shows a vertical list of course modules. The first module is 'Film Appreciation ARTS - 4999 - 901'. Below it are 'Module 01', 'Module 02', and 'Module 03'. Under 'Module 02', there is a 'File' node with a dashed orange border and the text 'Drag a File here'. Each module has a dropdown arrow on its right side.

[View Content](#)

The Selected Node Panel for the 'File' node is shown. It includes the following elements:

- File** (node name)
- Module 02 (location)
- [Edit Placeholder](#) (action)
- [Add File](#) (action)
- Notes** (section header)
- Use file placeholders to plan activities in your course that utilize file resources such as lectures, structured overviews, readings, presentations, and multimedia demos. (text)



# Course Builder VS Content tool

## What is the relationship between Course Builder and the Content tool?

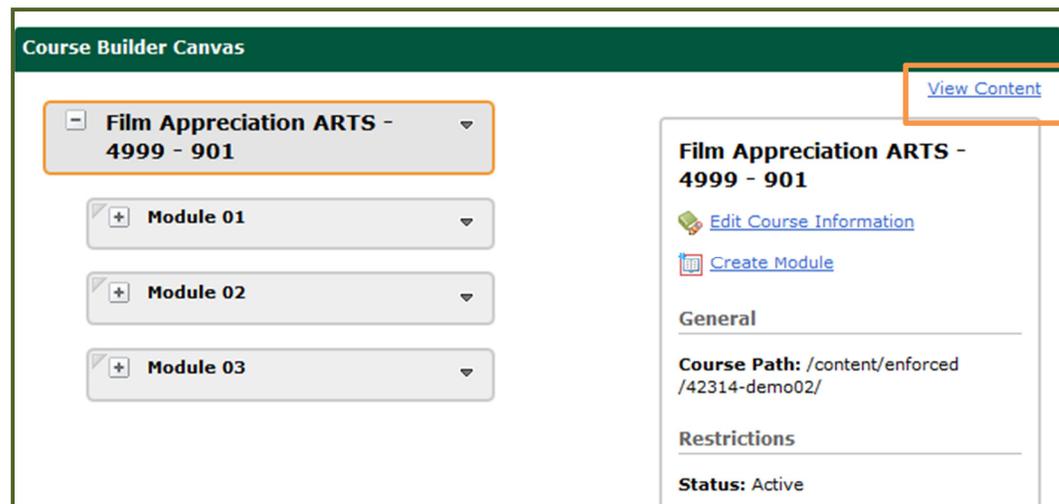
Course Builder automatically updates tools within Learning Environment with the changes you make, including the Content tool.

**Adding a module:** The content module will appear as usual inside the Content tool.

**Adding a placeholder:** An empty content topic is created that is invisible in the Content tool until you attach an object to it.

**Adding an object:** A content topic will appear as usual inside the Content tool. Any edits you make to its Name or Notes within Course Builder will affect the content topic in the Content tool.

To see how your Course Builder content displays for students, click **View Content** from the canvas.



The screenshot displays the 'Course Builder Canvas' interface. On the left, a course titled 'Film Appreciation ARTS - 4999 - 901' is expanded to show three modules: 'Module 01', 'Module 02', and 'Module 03'. On the right, a sidebar provides course details, including the course name, 'Edit Course Information' and 'Create Module' links, a 'General' section with the 'Course Path' (/content/enforced/42314-demo02/), a 'Restrictions' section, and a 'Status: Active' indicator. A blue 'View Content' button is highlighted with an orange box in the top right corner of the interface.