

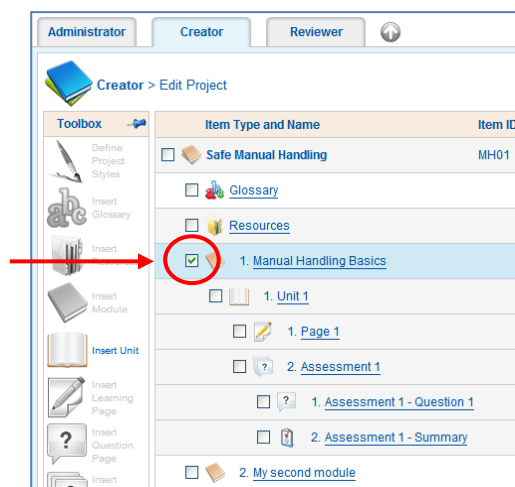
Adding Units

Projects are built using 3 levels of hierarchy, which allow the project to be built in manageable chunks that reflect the main and sub-topics of the project content. A module is the highest level of topic arrangement in your project. Units are the topics that are contained within each module. You may wish to arrange a module into a number of supporting units, to ensure that the course contents are bite-size.

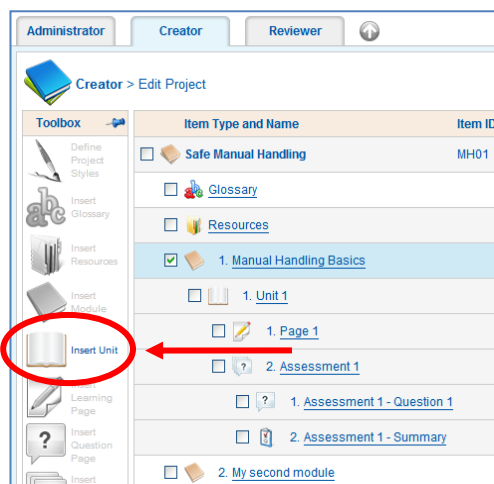
When you create a brand new project, by default this will contain one module, which will in turn contain one unit.

To add a unit to a module within your project:

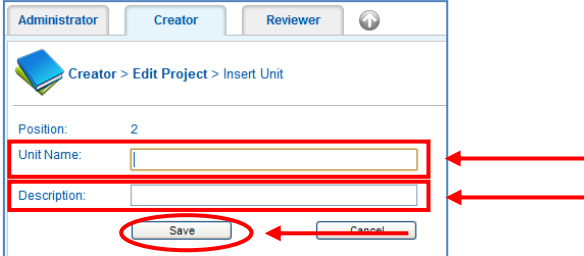
- 1) Place a tick in the Module selection box in the course structure:



- 2) Click on the **Insert Unit** button in your **Toolbox**:



- 3) Your screen will move to the **Insert Unit** page. This is where you need to enter the details of your unit.
In the **Unit name** box, type the title for the new unit.
In the **Description** box, add details about the contents of the new unit. Remember that these details will be visible to your end users.
When all the details have been added, click on the **Save** button to complete the process.



Administrator Creator Reviewer

Creator > Edit Project > Insert Unit

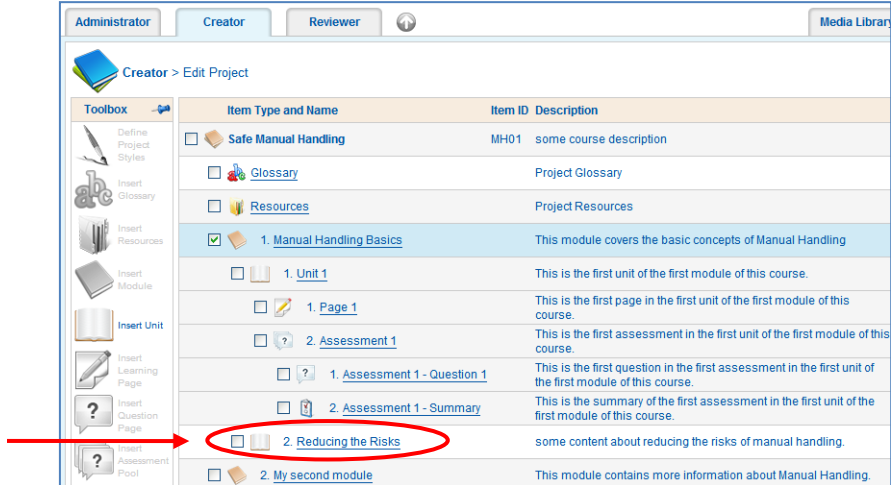
Position: 2

Unit Name:

Description:

Save Cancel

The new unit will be added at the bottom of the module you selected:



Administrator Creator Reviewer Media Library

Creator > Edit Project

Toolbox

- Define Project Styles
- Insert Glossary
- Insert Resources
- Insert Module
- Insert Unit**
- Insert Learning Page
- Insert Question Page
- Insert Assessment Pool

Item Type and Name	Item ID	Description
<input type="checkbox"/> Safe Manual Handling	MH01	some course description
<input type="checkbox"/> Glossary		Project Glossary
<input type="checkbox"/> Resources		Project Resources
<input checked="" type="checkbox"/> 1. Manual Handling Basics		This module covers the basic concepts of Manual Handling
<input type="checkbox"/> 1. Unit 1		This is the first unit of the first module of this course.
<input type="checkbox"/> 1. Page 1		This is the first page in the first unit of the first module of this course.
<input type="checkbox"/> 2. Assessment 1		This is the first assessment in the first unit of the first module of this course.
<input type="checkbox"/> 1. Assessment 1 - Question 1		This is the first question in the first assessment in the first unit of the first module of this course.
<input type="checkbox"/> 2. Assessment 1 - Summary		This is the summary of the first assessment in the first unit of the first module of this course.
<input type="checkbox"/> 2. Reducing the Risks		some content about reducing the risks of manual handling.
<input type="checkbox"/> 2. My second module		This module contains more information about Manual Handling.