

How to add an e-module to your Brightspace course

Version: 20250408 EN (Lars van der Plank)

Introduction

With the introduction of Brightspace, the way an e-module is added to a course or community is also changing. In Blackboard, this action could only be performed by the TEL (Technology Enhanced Learning) department; however, in Brightspace, the instructor does this themselves.

The following instruction explains how an instructor, coordinator, or educational support staff member can add an e-module to the course environment in Brightspace themselves.

The main advantages:

- You can add an e-module from the faculty's offerings yourself, without needing assistance from TEL.
- You can add e-modules from the entire TEL catalog.
- You can preview all e-modules without first having to add them to your course.
- E-modules can be easily copied from one course environment to another — for example, when setting up your course for the new academic year. In many cases, you'll only need to follow the steps below once per course, allowing you to reuse them for years without extra effort.
- You always have access to the most up-to-date version of the e-module, as TEL maintains these at a central level.
- You can choose exactly the settings you need (e.g., appearance in Grades and placement in your course) and adjust them later if needed.

Too long, won't read

Here are the key steps. For a full description, see the next section.

1. In Content, navigate to the location in your course where you want to add the e-module.
2. Select **Add Existing**.
3. Select **SCORM/xAPI Object**.
4. Select an e-module (radio button) and click **Next**.
5. Adjust the settings if needed, and click **Add**.

Full explanation: Adding an e-module

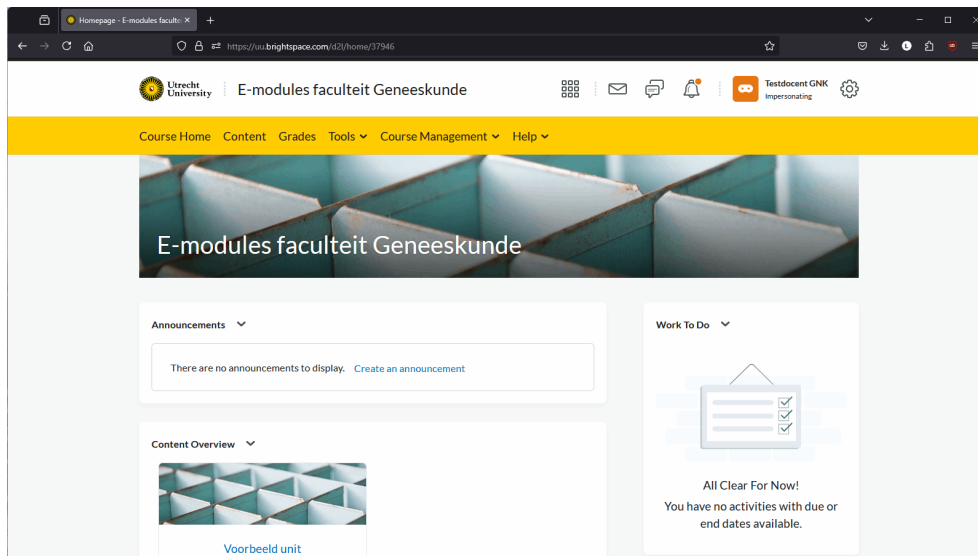
E-modules are packaged as so-called SCORM packages for use in Brightspace. Therefore, you'll use the **SCORM/xAPI Object** button to add them to your course. Below is a short video demonstrating the full process. Underneath the video, the steps are explained in detail, along with the available options.

TEL has assigned a reference number to each e-module. This can help you find the correct module. For example, you can look up your e-module in our catalog ([Excel/PDF](#)), and then simply search by the reference number in Brightspace. The list includes all e-modules developed by TEL (for example also for UMC Utrecht employees).

Do you see an e-module on the list that isn't yet available in Brightspace but that you'd like to use? Please contact tel@umcutrecht.nl to have it added.

Demo video

Watch the video embedded below or on the [Videoplatform UU](#).

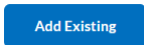


Step 1: target location

1. Go to your course on Brightspace.
Note: The TEL catalog is only available in courses and communities within the Faculty of Medical Sciences. Personal Sandboxes are not included.
2. Navigate to the location in **Content** where you want to add the e-module.

Step 2: add an e-module

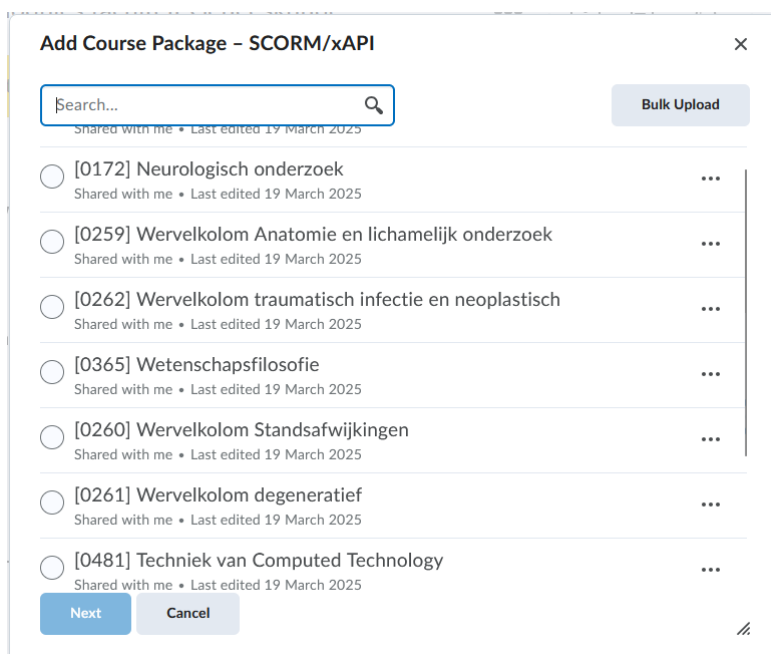
1. Since it's existing material you want to add, click on the **Add Existing** button:



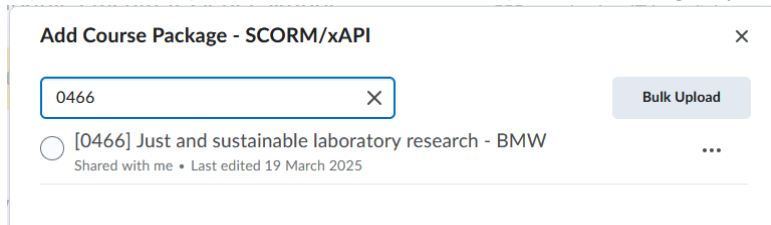
2. Select **SCORM/xAPI Object**:



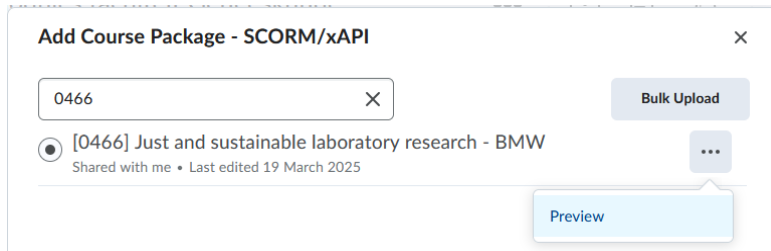
3. A window will appear with a dropdown list and a search field. Since the list is quite long, it's recommended to use the search field. You can search by (part of) the title or by reference number. You may also use our catalog ([Excel/PDF](#)) to find the correct e-module.



If you search by reference number, always use four digits (including leading zeros if necessary):

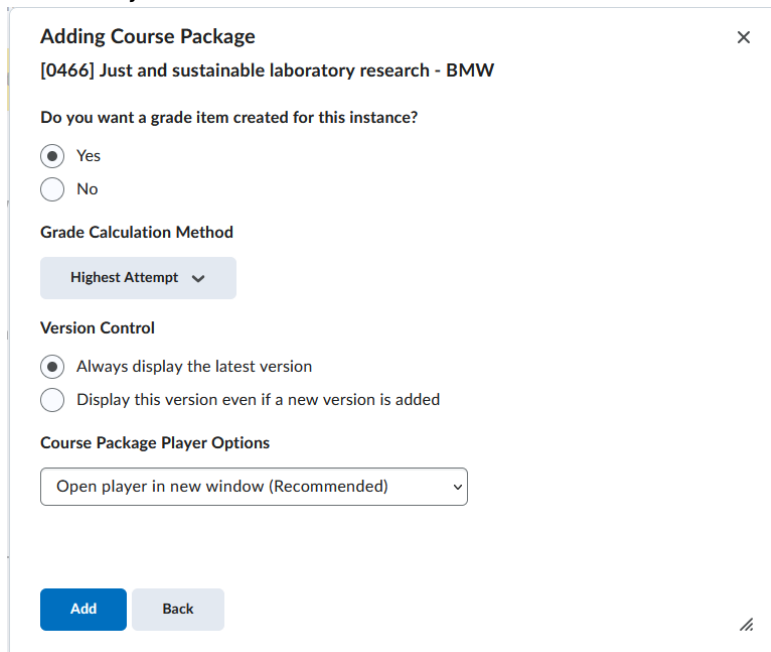


4. If you want to check if you have selected the correct e-module, click on the three dots and choose **Preview**:



The e-module will open in a new tab, and you can preview it. Close the tab to return.

5. Selecter the e-module and click **Next**.
6. A window with settings will appear. The default settings are usually correct in most cases. All settings can be adjusted later if needed.



Explanation of the settings:

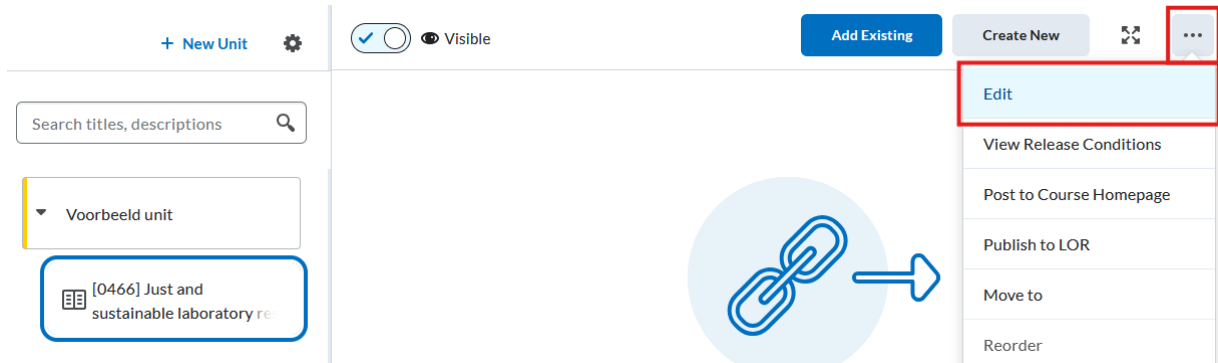
- **Do you want a grade item created for this instance?**
If you choose **No**, this module will not be registered under **Grades**. You won't be able to see which students have completed the e-module.
- **Grade Calculation Method**
This is almost never relevant for us, as most modules only track completion and do not calculate a score. However, if the e-module does generate a score, you can choose which score will be recorded under **Grades**.
- **Version Control**
TEL manages the e-modules centrally. When a new version is published, it is automatically applied to all courses where the e-module is used. If you want to prevent this, select **Display this version even if a new version is added**.
- **Course Package Player Options**
The e-module will open in a new tab by default. If you want the e-module to open within the Brightspace page, select **Use embedded player**.

7. Click **Add** to add the e-module to your course.

Step 3: adjust the title and settings

The e-module has now been added to your course with the title, including the reference number. For students, the reference number is not relevant, and it's better to remove it or replace it with "E-module."

1. Select the e-module, click on the three dots, and then click **Edit**:



2. Adjust the **Title**.
3. Other settings can also be adjusted here, such as the date when the e-module becomes available or settings related to registration in **Grades**.
4. When your done, click **Save and Close**.

Registration in Grades

When a student completes the e-module, this is registered under **Grades**. By default, 100 points are registered when the e-module is completed. These points can be used, for example, to calculate a partial grade. An e-module that actually calculates a (variable) score will, of course, display the achieved score.