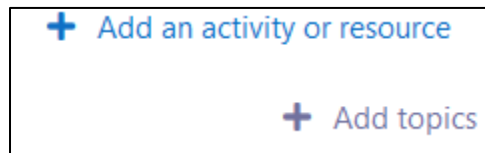


Add a PBLA Module to a Course

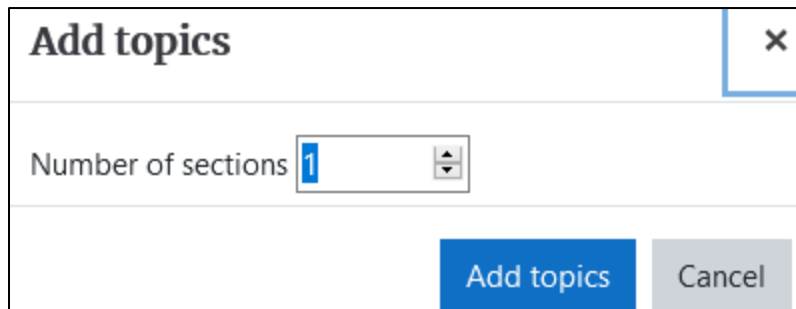
Instructors can add PBLA modules to their courses using resource files in the **File picker**. There are three steps to this process. The first is positioning a new, empty, topic at the top of your course. The second is to restore the PBLA module's content into the new topic. Finally, the new PBLA module should be moved to its appropriate position on the course.

New Topic

1. Click on the **Turn editing on** button.
2. Scroll to the bottom of the **Topics** in the course.
3. Click on the **Add topics** link.



4. In the pop-up, set the **Number of sections** to 1 and then click on the **Add topics** button.




5. The **new topic** appears at the bottom of the course. Click on the **Move** icon.



Note: A pop-up appears with list of all of the course topics.

6. Click on the **top list item**.

Move Topic 18 ×

- To item " Using the LINC 4 Courseware " 
- To item " At Home in Our Community and the World (LINC 4) "
- To item " Banking, Customer Service & Telephones (LINC 4) "
- To item " Canada (LINC 4) "
- To item " Canadian Culture (LINC 4) "
- To item " Canadian Law (LINC 4) "
- To item " Commercial Services and Business (LINC 4) "
- To item " Community and Government Services (LINC 4) "
- To item " Education (LINC 4) "
- To item " Employment (LINC 4) "
- To item " Family and Relationships (LINC 4) "
- To item " Health and Safety (LINC 4) "
- To item " Travel and Transportation (LINC 4) "
- To item " PBLA Resources CLB 4 "
- To item " Orientation to PBLA for Stage I Students (CLB 2-4) "
- To item " Dealing with Household Problems (CLB 3/4) "

7. The **new topic** moves under the **Zero (top) topic**.

Note: This is where the new module will appear after it is restored to the course.

Attendance Register Edit

Hidden from students


+ Add an activity or resource

Topic 1 Edit



+ Add an activity or resource

Using the LINC 4 Courseware Edit

Hidden from students

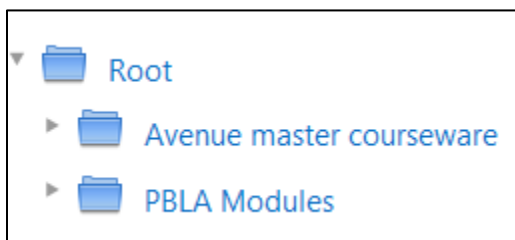
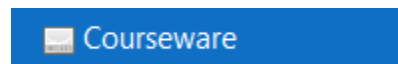


Restoring the Module to the Course

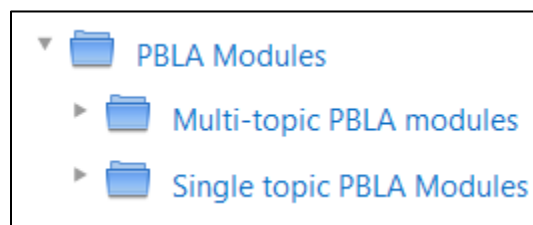
- 1.
2. Click on the course **Actions menu** icon. 
3. In the drop-down menu, choose the **Restore** option. 
4. In the **Import a backup file** screen, click on the **Choose a file...** button.



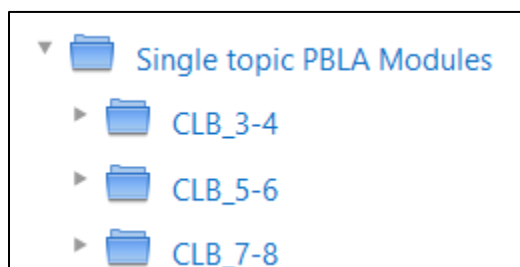
5. In the **File picker**, choose **Courseware** from the list.
6. Choose the **PBLA Modules** folder.



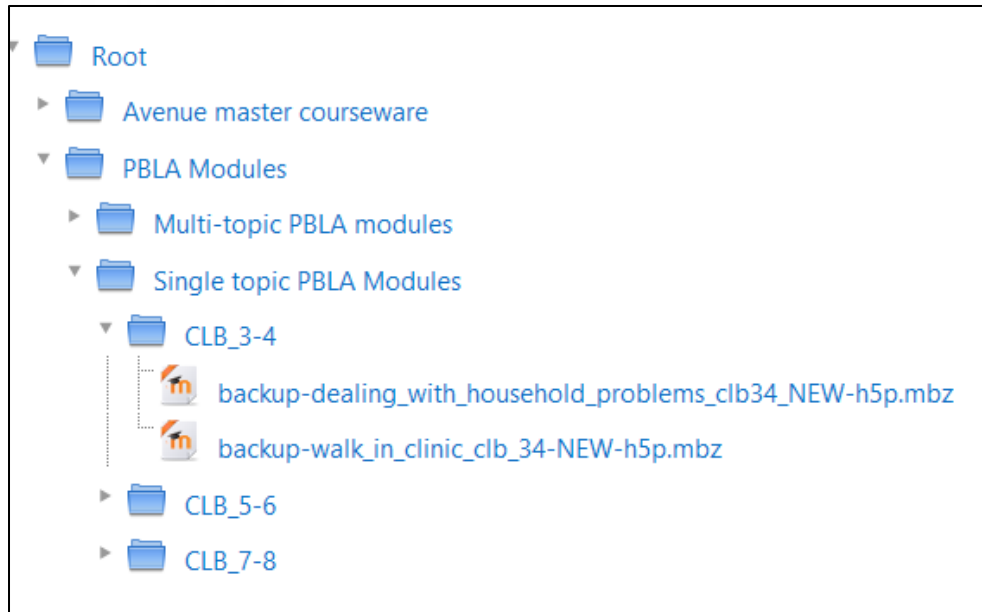
7. Choose the **Single topic PBLA Modules** subfolder.
Note: If you wish to add more than one module, choose the Multi-topic PBLA subfolder to see the available modules.



8. Choose a **CLB level** folder from the Single topic PBLA Modules subfolder.

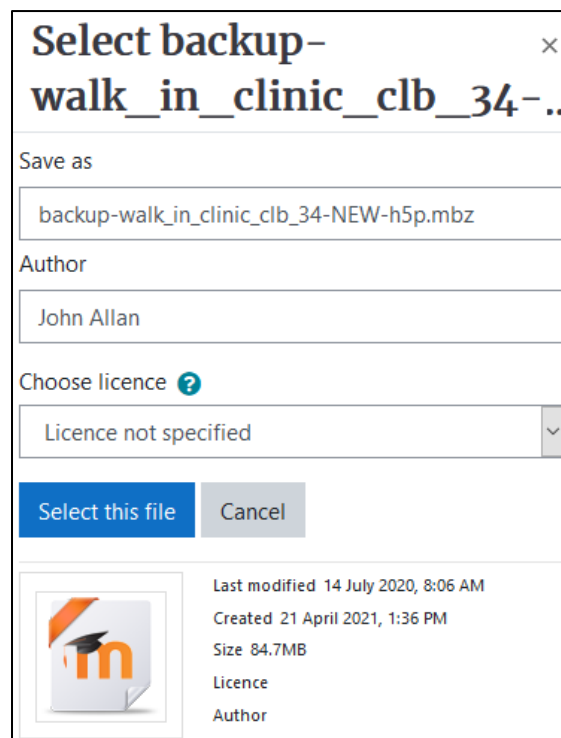


9. In the final subfolder, choose a **backup mbz** file.

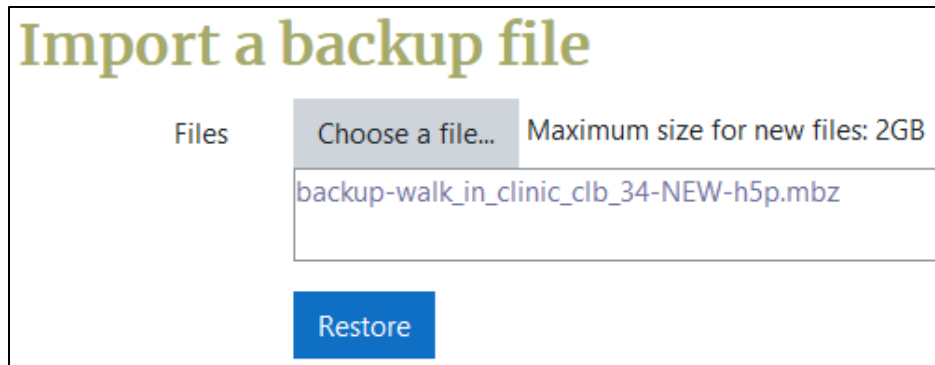


10. In the pop-up, click on the **Select this file** button.

Note: Since this is a compressed file, the Author and Copyright settings are not important as each element in the module already has these completed.



11. On the **Import a backup file** screen, the backup file should be displayed in the **Files** box. Click on the **Restore** button.



Import a backup file

Files Maximum size for new files: 2GB

backup-walk_in_clinic_clb_34-NEW-h5p.mbz

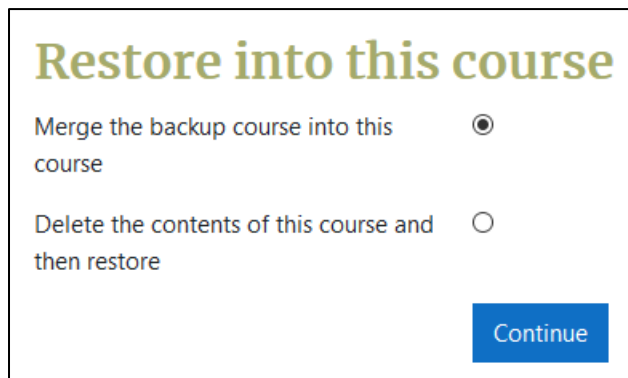
Note: At the top of the screen, a path of steps to restore content to a course appears.

1. **Confirm** ▶ 2. **Destination** ▶ 3. **Settings** ▶ 4. **Schema** ▶ 5. **Review** ▶ 6. **Process** ▶ 7. **Complete**

12. On the **Confirm** (Restore) screen, scroll to the bottom.

13. Click on the **Continue** button.

14. On the **Destination** screen, scroll down to the **Restore into this course** section, select the **Merge the backup course into this course** option and then click on the **Continue** button.



Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

15. On the **Restore settings** screen, click on the **Next** button.

16. On the **Course settings** screen, click on the **Next** button.

17. On the **Review** screen, click on the **Perform restore** button.

18. Once the restore is complete, click on the **Continue** button.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

The course was restored successfully, clicking the continue button below will take you to view the course you restored.

[Continue](#)

Note: The PBLA module appears in the second topic (the one we made).

Hidden from students

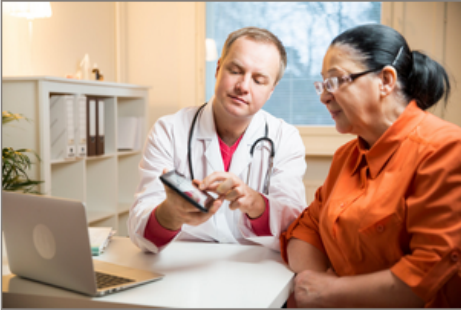
Attendance Register Edit ▾

Hidden from students

Zero topic ←

[+ Add an activity or resource](#)

At the Walk-In Clinic (CLB 3/4) Edit ▾




You will practise English to:

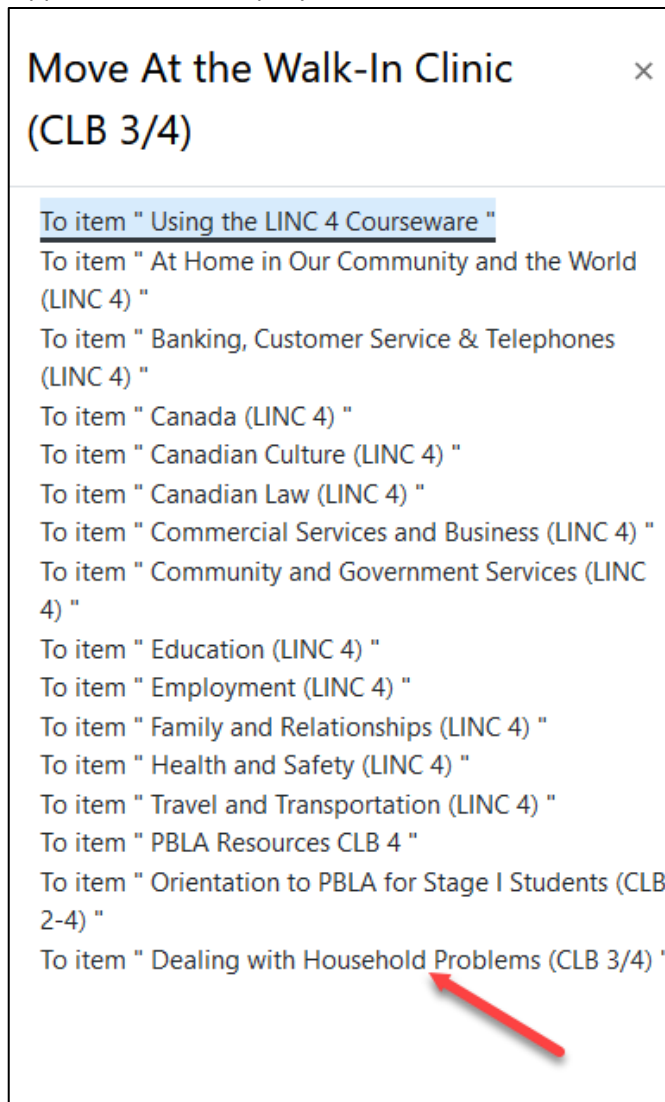
- understand questions from staff at a walk-in clinic
- describe medical problems
- read online information about a walk-in clinic

For Teachers Edit ▾

New topic ←

Positioning the Module in the Course

1. Click on the new PBLA Module's **Move** icon. 
2. In the list that appears, choose a **position** that is appropriate for your course. When moving topics down, they will appear below the topic you choose from the list.



3. The new **PBLA module** is now ready for your instructional considerations.