How do I create a new Lessons page?

Some institutions display a Lessons tool by default in the tool list on the left. If the Lessons tool is not listed in the tool panel on the left, you will need to first add the Lessons tool to the tool list.

Instructors can create a new Lessons page or multiple Lessons pages.

Go to Site Info.

If the Lessons tool is not already active in your site, select the **Site Info** tool from the Tool Menu in your site to add it.

Click Edit Tools.

Edit Site Informatio	on	Edit Tools	Page O	rder	Add Participants	Edit Class Roster(s)
Import from Site	Imp	port from Arc	hive File	Use	r Audit Log	
ENG-7 Shakespe	eare'	s Birds				
Term		Spri	ng 2013			

Place a check in the box next to Lessons.

	Lessons For creating content modules and sequences; can be organized by week or unit	
Click C	Continue.	
	Continue Cancel	

Scroll down to the bottom of the screen and click the **Continue** button.

Enter a Lessons title and click Continue.

Customize tool instances	5
Please enter the information f	or external tools
Add multiple tool instances or	r configure tool options. You can also make configuration adjustments la
Lessons Title	Unit #1 More Lessons Tools? +
Continue Back Canc	el

Your new page will display in the Tool Menu.

Statistics
Unit #1 單
Help 😡

Notice the new folder in Resources.

Location: ENG-7 Shakespeare's Birds Resources	5
Remove Move Copy Show Hide	
◆ □ Title ≟	
ENG-7 Shakespeare's Birds Resources	Add T Actions T
Unit_1	Add 💌 Actions 💌

When you add a new Lessons page, a folder is automatically created in the site Resources tool with the Lesson page name.

Click on the Lessons page title in the Tool Menu.

Gradebook 📃
Lessons 💷
Messages Ϙ

If the Lessons tool is already active in your site, click on **Lessons** in the Tool Menu to go to the tool.

Retitle page. (Optional)

) 🕑	Index of pages		
*	Permissions	Help	Reorder
R,			

To retitle the Lessons Page, click on the Settings icon (i.e. gear icon) located in the top right corner of the page.

Enter a new title.

Edit Title	×
* Page title Unit #1	
Don't Release Page Until All Prerequisite Pages are Completed	
Require This Page	
Hide this page from users (page will not appear in left margin)	
Hide page until following date (page will appear but user will get an error)	
1/26/14 12:36 PM	
Create gradebook entry when page is completed. points	
Custom CSS File: Use Default +	
or upload your own: Browse No file selected.	
(If this file is named default.css, it will become the site-wide default.)	
Save Cancel	

Add a new page title. (This title will appear in the Tool Menu). Then click **Save**.

Add More Pages. (Optional)

Lessons
Add Content 🖃 More Tools 💌
Add More Pages Add new top-level page(s).
Remove Page Remove the current page from the left margin. This does not delete the page. To delete it, use the "Index of pages" button.
Import CC Load file in IMS CC format.
Export CC Export contents of site in IMS CC format.

On an existing Lessons page, you may also add more top-level pages (i.e. pages which display in the site Tool Menu) by selecting the **Add More Pages** option from the **More Tools** drop-down menu.