

How do I create a new Lessons page?

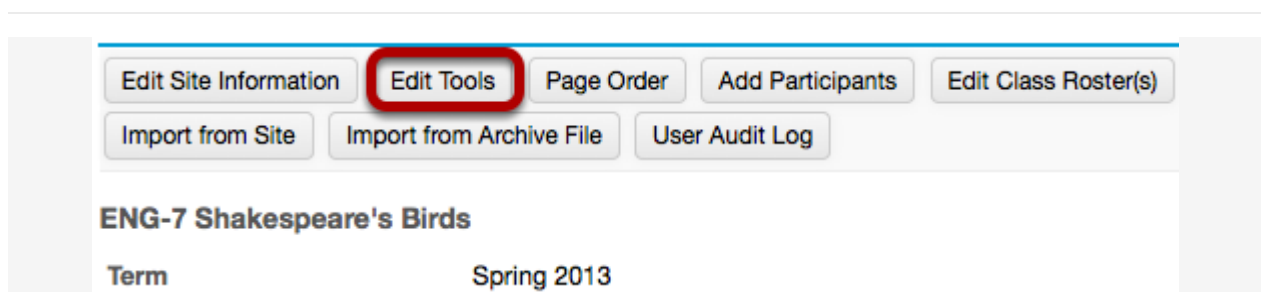
Some institutions display a Lessons tool by default in the tool list on the left. If the Lessons tool is not listed in the tool panel on the left, you will need to first add the Lessons tool to the tool list.

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

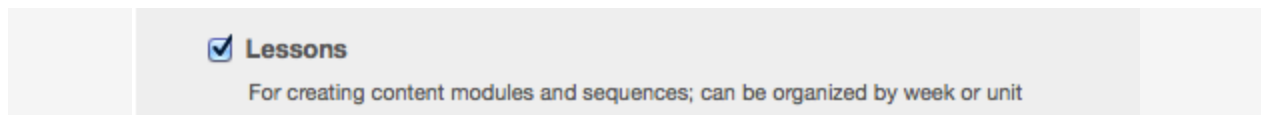
Go to Site Info.

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.

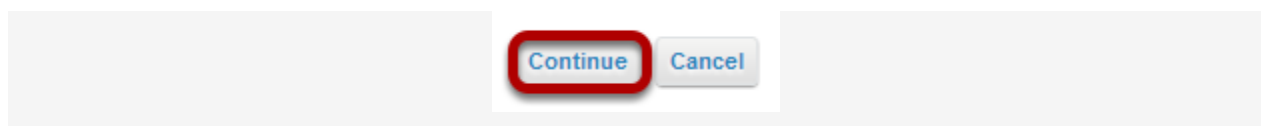
Click Edit Tools.



Place a check in the box next to Lessons.



Click Continue.



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

Enter a Lessons title and click Continue.

Customize tool instances

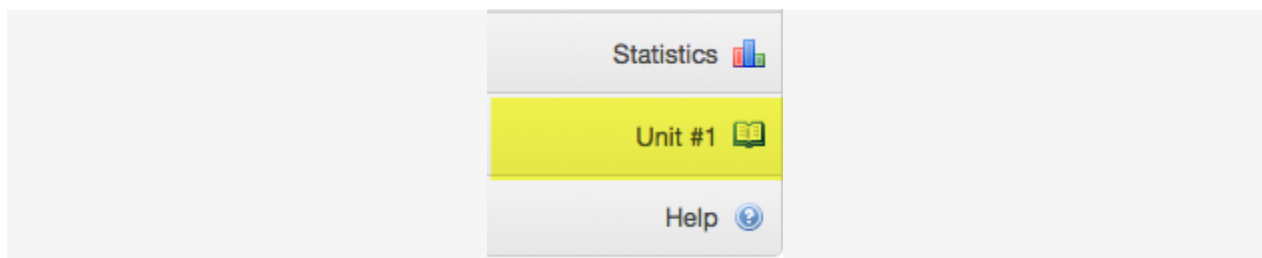
Please enter the information for external tools

Add multiple tool instances or configure tool options. You can also make configuration adjustments later.

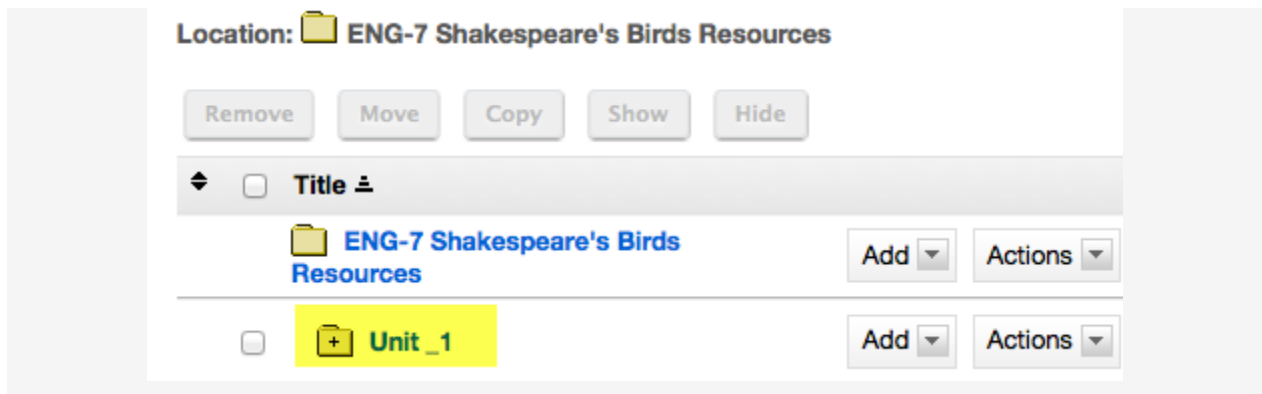
Lessons

Title (Suggested length 15 char.)

Your new page will display in the Tool Menu.

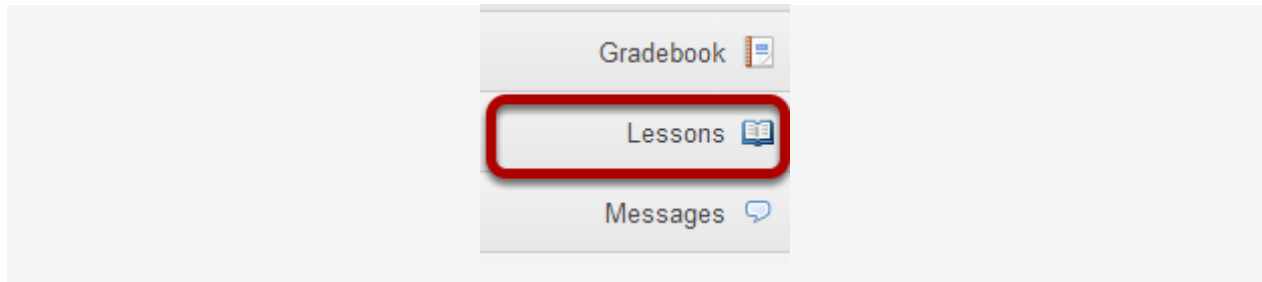


Notice the new folder in Resources.



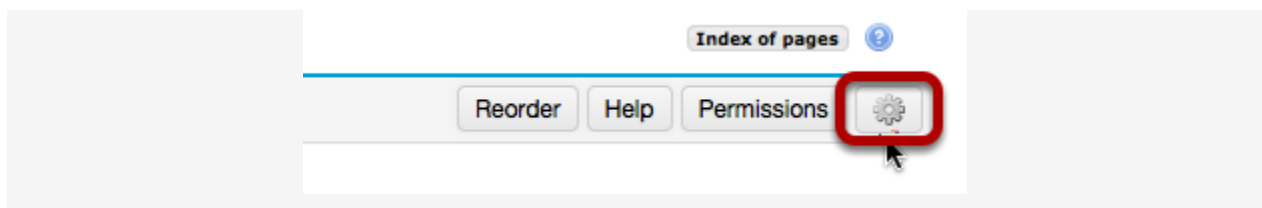
When you add a new Lessons page, a folder is automatically created in the site Resources tool with the Lesson page name.

Click on the Lessons page title in the Tool Menu.



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)



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

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)

Create gradebook entry when page is completed. points

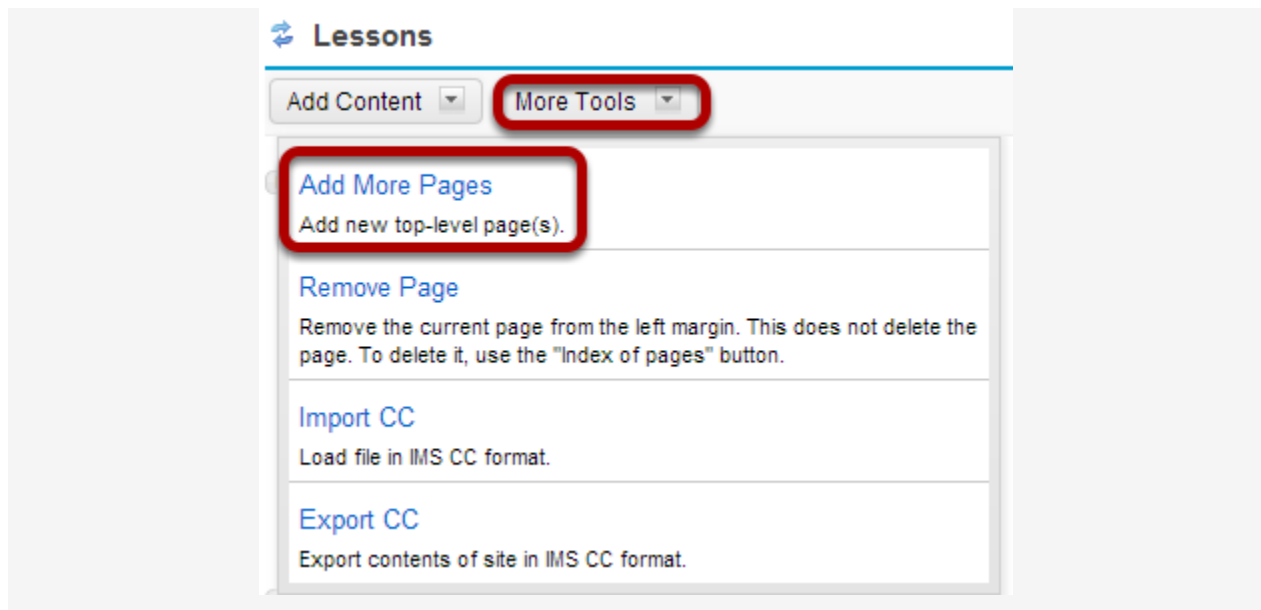
Custom CSS File:

or upload your own: No file selected.

(If this file is named default.css, it will become the site-wide default.)

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

Add More Pages. (Optional)



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.