Best Practices for Using the Lessons (NEW) Tool

Overview

- The Lessons (NEW) tool is used to deliver primary course content (e.g. lectures, active learning modules, etc.). It allows faculty to customize the interface and structure of the content for students and provides a streamlined learning path for the course content.
- Faculty can add text, assignments, tests, resources, links, images, discussion forums and other media to a central location by using the action buttons at the top of the page.

NOTE: The Lessons (NEW) tool is a sophisticated tool that allows the instructor more flexibility and customization. This document covers basic functions of this tool. Please contact Academic Technology if you would like a consultation on advanced features and sample user cases.

Adding Content in a Lessons (NEW) Tool Page

- Click the "Add Content" drop-down menu on the top of the page
- Click on any of the "Add..." buttons to add files, links, and media to the page.

The following is a list of typical types of content that can be added to a Lessons tool page:

- 1. Text (using Rich Text Editor)
- 2. Files from the Resources tool
- 3. Other tools in the same course site (Assignments, Forums, Tests & Quizzes)
- External resources (external websites, YouTube videos and PDFs can be linked or embedded on the page)
- 5. Other functionalities (Comments tool, Questions, and Student pages)
- 6. Subpages



Adding Text

Select the **"Add Text"** option from the **"Add Content"** drop-down menu. The page will reload with the Rich Text Editor allowing you to enter and format text. Please see the Best Practices for using the Rich Text Editor for more information. When you finish, click the **"Save"** button.



Adding Files from the Resources

Select the **"Add Content Link"** option from the **"Add Content"** drop-down menu. You will see a popup window titled **"Add Content Link."**

- Click on **"Browse"** to upload and add a file from your computer to the page directly. The file will then be added to a folder in the Resources automatically.
- Or, click on **"Or Select an existing resource"** to add an existing file from the Resources in your course site to the page.
- When you finish, click the **"Save"** button.

l	Add Content Link
	You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.
\square	Upload file Browse No file selected.
	Or select an existing resource
	Or add a URL:
Γ	

Adding Links to External Resources

Select the **"Add Content Link"** option from the **"Add Content"** drop-down menu. You will see a popup window **"Add Content Link."** Copy and paste the url of the external resources (websites, documents, videos, etc.) to the provided space and then click "Save."

Embedding Content (PDFs, websites, and YouTube Videos) on a Page

Select the **"Embed content on page"** option from the **"Add Content"** drop-down menu. You will see a pop-up window **"Embed content on page."** You can embed an existing file from the Resources tool or an external resource on the page.

The recommended content types for embedding are PDFs, websites, and YouTube videos. WORD and Excel documents and Google Docs may not show up correctly.

NOTE: To embed a YouTube video, please use the YouTube **"Share"** link. Copy the URL from YouTube and paste into the **"Or add a URL or "embed code"** space provided.



Adding Other Tools (Assignments, Forum Topics, and Tests & Quizzes)

The Lessons (NEW) tool can incorporate assignments, forum topics, and quizzes in a page to streamline the user's learning experiences. Simply select **"Add Assignment," "Add Quiz"** or **"Add Forum Topics"** from the **"Add Content"** drop-down menu to incorporate these elements onto a page.

Here you will see an example of adding a forum topic:

NOTE: You will be able to add only one item (one assignment or one topic) to a page at one time.

Create new topic usir	ng Forums
Existing topics	10. I
Test	
Test Topic 2	
Test topic	
Use selected item	Cancel

Adding Subpages

Select the **"Add Subpage"** option from the **"Add Content"** drop-down menu. You will see a pop-up window titled **"Add Subpage".** On the pop-up window, provide a title, choose the options, and then click **"Create"** to add that subpage.

Options:

- "Next Page" option allows you to make the subpage lead directly to the next page when clicked (as opposed to returning back to the home page of the Lessons tool)
- "Show as button" option allows the subpage link to show up like a button instead of a text link

Add Sub	page						×			
* Page title [Choose Ex	Page 2 isting Pag	<u>e (Does n</u> replaces t	ot create	a new cop	y of the page) he current one				
Show a	s button rati	er than link						Edit	ũ	Page 2
Create	Cancel									

Editing Elements on a Page

When multiple elements are added to a Lessons (NEW) tool page, you can edit the settings of individual elements and reorder them on the page.

 To edit the settings of an element on a page, click on the "Edit" button to the left of each element.



• To reorder the elements on a page, click on the **"Reorder"** button on the top right side of the page. On the next window, simply drag and drop elements to reorder them. You can also delete elements from this page by clicking on the red "x".

	Reorder Page Items	
Reorder	Please drag and drop the items below to reorder them. To delete, drag item to delete bin.	
	1 Marist Museum Program	×
	2 Program description goes here	×
	3 http://youtu.be/ZWGXCmjfro0	×
	Add items from another page	
	Save Cancel	

Creating Multiple Lessons (NEW) Tool Pages

The Lesson (NEW) tool allows great flexibility to structure materials on multiple pages. Here are two ways to structure your materials using multiple pages.

Option #1: One main page with multiple subpages

- On the Lesson (NEW) tool page, create text content as header, such as "Museum Study 101, Weekly Lessons."
- 2. Create subpages one after another with descriptive titles in a sequential order
- 3. Go to each individual subpage to add content or other subpages

Edit	Museum Study 101 Weekly Lessons
Edit	🚇 Week 1
Edit	💷 <u>Week 2</u>
Edit	💷 <u>Week 3</u>
Edit	💷 <u>Week 4</u>

Option #2: One starting page with multiple content pages on the same level

1. On the Lessons (NEW) Page, click on the little gear icon on the very right edge of the page to edit the title to indicate this is the starting point of the lessons pages of this site.

_	Edit Titl	e
<u></u>	* Page title	Start Here

2. Select the "Add More Pages" option from the "More Tools" drop-down menu.

- 3. Provide a title for a top level page to be added to the left menuarea.
- 4. You can create multiple top level pages by providing the number of pages you want to create.
- 5. Click "Save" to add multiple pages to the left menuarea.

Add Content 🔽 More Tools 🔽	Add More Pages
Add More Pages Add new top-level page(s).	Create more pages in the left margin. To create pages within this one, use "Add * Page Title Week 1 Number of pages 4 blank gives one page Make new pages copies of the current one (except that subpages are omitted)
Start Here 💷	Save Cancel
Week 1 🛄	
Week 2 🛄	
Week 3 🛄	
Week 4 📖	

Conditional Release and Sequencing Learning Tasks

The Lessons (NEW) tool allows the functionality to set up open dates of pages and prerequisites for learning tasks on these lesson pages. This functionality is achieved by editing the settings of top-level pages, subpages, and individual elements on a page.

On one Lessons (NEW) tool

page, click on the little gear icon on the very right edge of the page. You can:

- Set up open date
- Hide the page when you want to close it or if it is under construction

Edit Title	3
* Page title Lessons (NEW)	
Don't Release Page Until All Prerequisite Pages are Completed	d
Require This Page	
Hide this page from users (page will not appear in left marging)	1)
Hide page until following date (page will appear but user will	get an error)
7/16/15 5:00 PM	
Create gradebook entry when page is completed. 100	points

• Set it up as a required page with a grade

For individual element on a page, you can set up different requirements.

Here is an example to set up a required quiz.

- 1. Click the **"Edit"** button to the left of the quiz.
- 2. In the pop-up window, add description.
- 3. Check the box for requirements and add points if needed
- 4. Click **"Update Item"** button.
- 5. Then you will see an asterisk added to the left of the quiz. Once the quiz is completed successfully, the asterisk will disappear and be replaced by a green checkmark. The student will then be able to move on to the next learning task.

Edit Item	
Item Name Test Path (in Resources) Item Description	
You need to receive 10 points to pass this quiz. <u>Change Quiz</u> <u>Edit Quiz</u>	Edit Test You need to receive 10 points to pass this quiz. Edit Test topic
Edit Quiz Settings Don't Release Item Until All Prerequisites are Completed Require that the student submit this assessment. Require that the student receive 10 points on this assessment. Update Item Cancel Delete	Edit Page 2

NOTE: Settings of the Lessons (NEW) tool can be complicated when you try to create multiple pages and set up conditional release. Should you have any questions, please contact the Academic Technology office at 845-575-3836 or <u>academic.technology@marist.edu</u>.