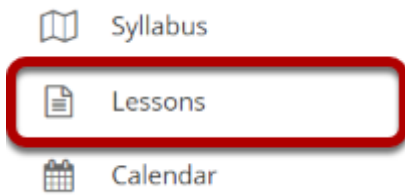


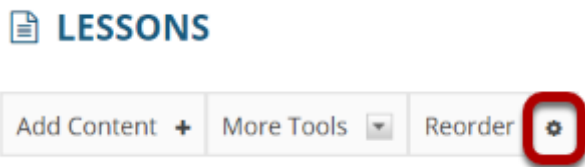
How do I create a new Lessons page?

Click on the Lessons page title in the Tool Menu.



If you named your page something other than Lessons, select the title of the page as it appears in your Tool Menu.

Retitle page. (Optional)



To retitle the Lessons Page, click on the Settings icon (i.e. gear icon).

Enter a new title and click Save.

Settings

* 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 the following date (the page will be listed with the release date)

02/02/2020 04:00 pm

☐

Create Gradebook Item when page is completed.

points

Custom CSS File:

Use Default

or upload your own:

Choose File

No file chosen

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

Ownership of this page can be assigned to any site participant who does not have the Lessons tool update permission (see Permissions link in the More Tools menu).

Set Owner to:

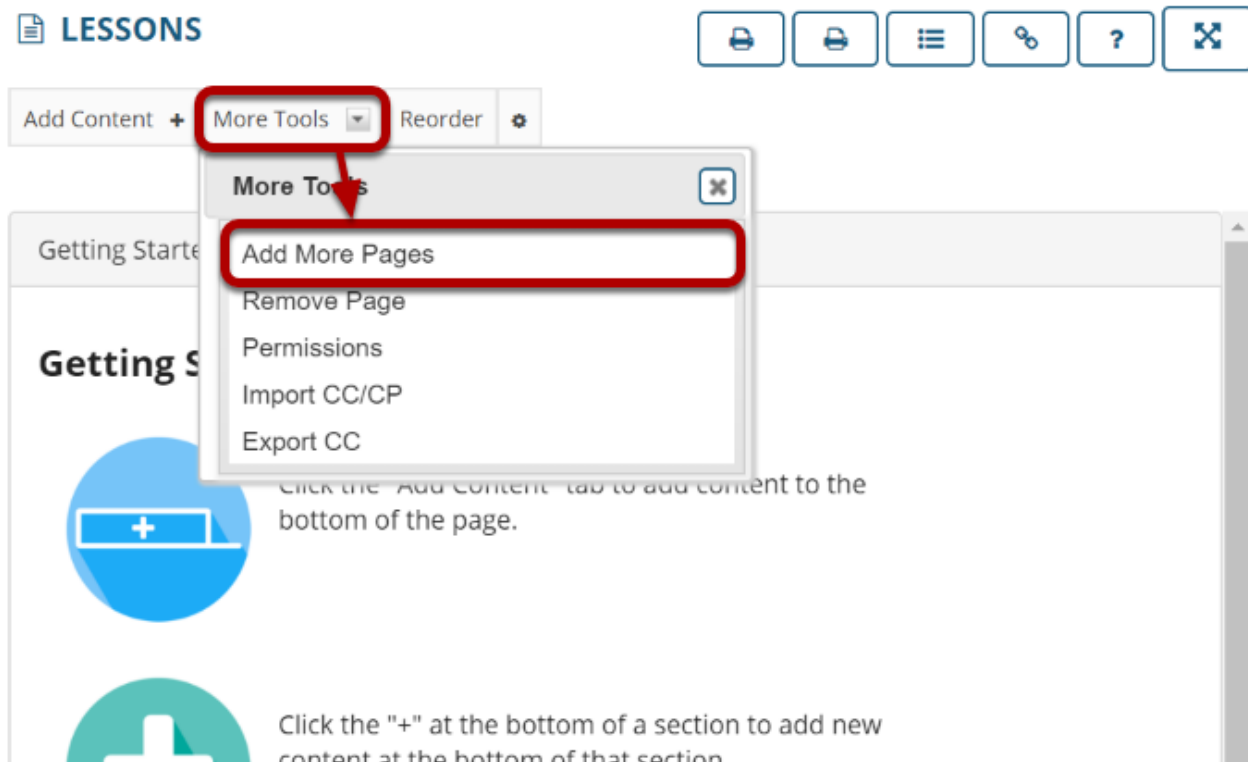
None

SAVE

CANCEL

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.

Enter a title and Save.

Add More Pages

Create more pages in the left margin. To create pages within this one, use "Add Subpage."

* Page Title

Number of pages blank gives one page

☐ Make new pages copies of the current one (except that subpages are omitted)

You can create a group of pages at once if you put a number in the title.
For example, if you specify "Unit 4" and request 3 pages, you'll get Unit 4, Unit 5 and Unit 6.

Put existing page in the left margin.
Does not create a new copy of the page. You can use this to restore a page that has been deleted to the left margin.

Notice that you also have the option to add several pages at once by indicating the **Number of pages** desired below the title. The number of each new page will replace the number in the title provided.

You also have the option to **Make new pages copies of the current page** by checking the box provided.