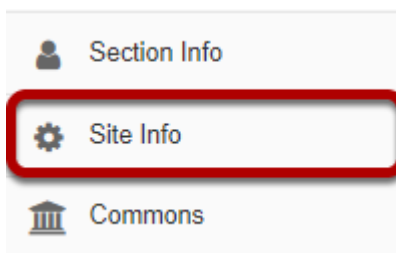# How do I create a new Lessons page?

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.
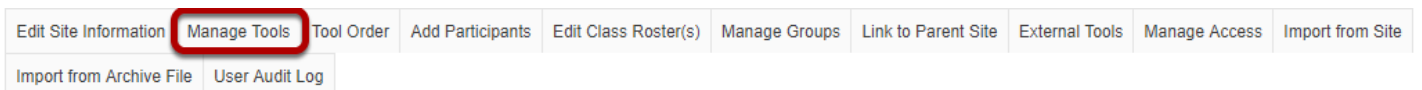
Instructors can create a new Lessons page or multiple Lessons pages.
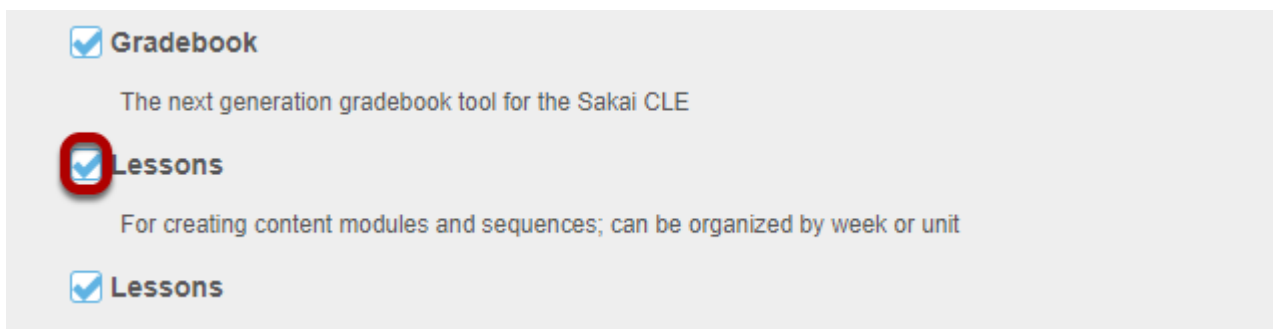
Go to Site Info.

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 Manage 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

> You can make configuration adjustments later using the configuration capabilities for each tool.

Lessons

Title Unit 1
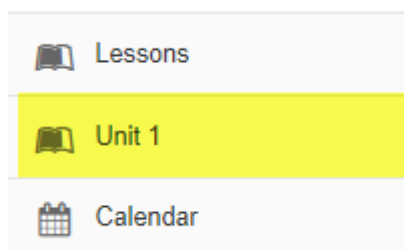
(Suggested length 15 char.)

More Lessons Tools? ▼
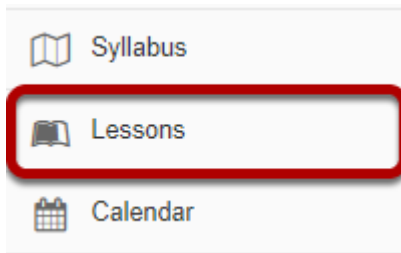
Continue   Back   Cancel

Confirm and click Finish.

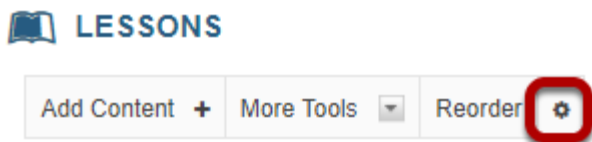# Your new page will display in the Tool Menu.

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).

Enter a new title and click Save.

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.

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.