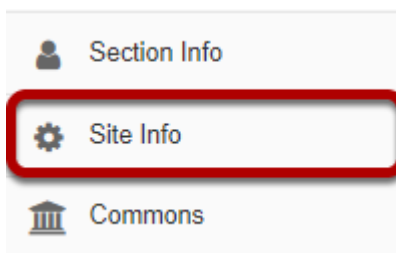


How do I create a new Lessons page?

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.

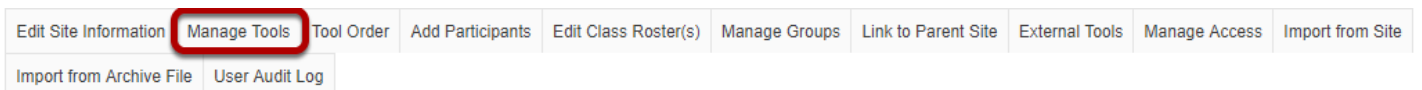
Instructors can create a new Lessons page or multiple Lessons pages.

Go to Site Info.

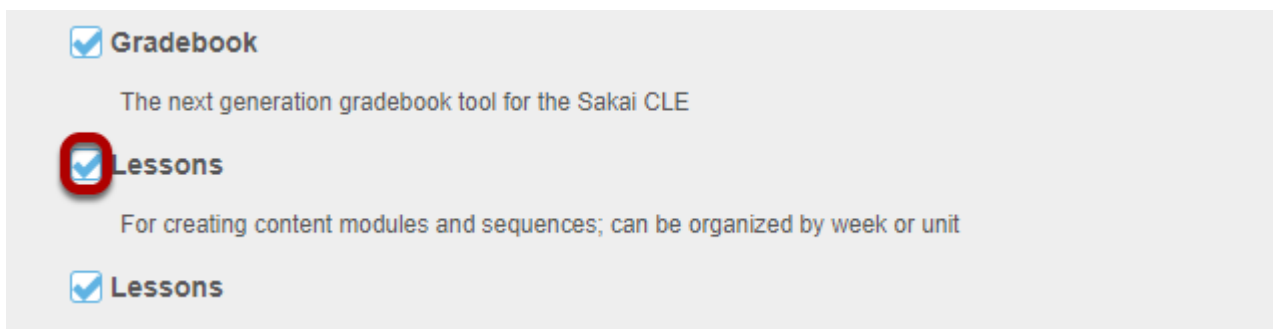


If the Lessons tool is not already active in your site, select the **Site Info** tool from the Tool Menu in your site to add it.

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

(Suggested length 15 char.)

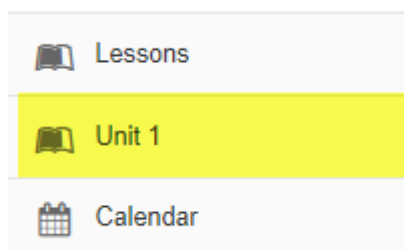
More Lessons Tools? ▼



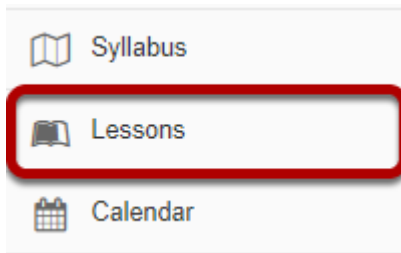
Confirm and click Finish.



Your new page will display in the Tool Menu.

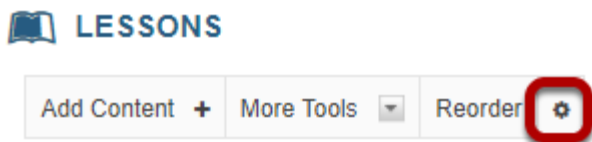


Click on the Lessons page title in the Tool Menu.



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.

The 'Settings' dialog box is shown with a title bar and a close button. The 'Page title' field is highlighted with a red box and contains the text 'Unit 1'. Below this are several checkboxes: '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)', and 'Hide page until the following date (the page will be listed with the release date)'. A date field shows '02/07/2018 07:55 pm'. There is a checkbox for 'Create Gradebook item when page is completed.' followed by a text input field and the word 'points'. Below these is a section for 'Custom CSS File' with a dropdown set to 'Use Default' and a 'Choose File' button. A text area below contains the instruction: '(If this file is named default.css, it will become the site-wide default.)'. Another text area contains: '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)'. At the bottom, there is a 'Set Owner to:' dropdown set to 'None' and two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

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

Add More Pages. (Optional)

The screenshot shows the 'LESSONS' tool interface. At the top, there are buttons for 'Print view', 'Index of pages', 'Link', and 'Help'. Below these is a toolbar with 'Add Content +', 'More Tools' (highlighted with a red box), and 'Reorder'. The 'More Tools' dropdown menu is open, showing options: 'Add More Pages' (highlighted with a red box), 'Remove Page', 'Permissions', 'Import CC/CP', and 'Export CC'. Below the menu, there are three instructional icons: a blue circle with a '+' sign, a green circle with a '+' sign, and an orange circle with a '+' and an upward arrow. Text instructions accompany each icon: 'Click the "+" at the bottom of a section to add new content at the bottom of that section.' and 'Click the "+^" button to the right of items to add new content above that item.'

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.