WHAT IS THE LESSONS (COURSE MATERIALS) TOOL?

Lessons is a tool that allows an instructor to organize resources, activities, and media on a single page. You can have as many Lessons pages in your site as needed. With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

Each Lessons page can be customized to suit the needs of the lesson, including links to other site tools, conditional release of items and content, student content pages, LTI tools, and more.

Some page layout features of the Lessons tool include:

- Block style page layout to group items on a page
- Multiple sections on one page
- Multiple columns in one section
- Flexible column design (2 columns in one section block, 1 column with double width, and a variety of column background color)

To access this tool, click on the Lesson page title (Course Materials) in the Tool Menu of your site. The Lessons tool is often renamed to something else, and may appear multiple times in a given course. Click on the Lessons Page Title (e.g. Unit 1) in the Tool Menu to display the page.

*Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.*
Lessons pages may contain any of the following items:

1. Page title
2. Text item (i.e. content on the page)
3. Content links to items in Resources such as files or URLs
4. Links to published assessments
5. In-line question items on the page
6. Items may be designated as required
7. Links to forum topics
8. Links to subpages
9. Student Comments on the page
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. At OHSU, the lessons tool is also called Course Materials.

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 then click continue.

Enter a Lessons title and click Continue. 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 then click Save.
HOW DO I ADD TEXT TO A LESSONS PAGE?

Instructors can add a text box to any point in the Lesson Page. Click on the Lessons Page Title (e.g. Unit #1) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Alternately, click the + button and then Add Text. You may also add content by clicking on the + button next to any existing item on the page.
Enter your text content. Use the Rich Text Editor tools to format the text. When finished, click Save.

After saving, you will return to the Lessons page with the new text displayed.

*Note: The Lessons tool descriptive help text disappears from the page after content has been added.* Repeat the steps above to add more content items to the page. In the example image above, an initial text box was followed by a second text box which included an image and text.

*Tip: Text boxes can be added at any point in the Lessons Page. You may want to intersperse text items with other types of Lessons content, such as images, embedded video, assignment or assessment links, etc.*
HOW DO I EMBED AN IMAGE ON A LESSONS PAGE?

Click on the Lessons Page Title (e.g. Unit 2) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

From the Add Content drop-down menu, select Embed content on page. This displays the Embed Content dialog box. Click Browse. Locate and select the file on your computer. Click on the file you would like to upload then click Open. Click Save. After saving, you will return to the Lessons page with the image embedded.
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To add a description of the image, click on Edit. This displays the Edit Multimedia dialog box.
Add a description. Enter a description in the Item Description text box and then click Save.
HOW DO I EMBED A YOUTUBE VIDEO ON A LESSONS PAGE?

A special feature of the Lessons tool allows Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

First locate and copy the YouTube video URL (not source code).
Click on Add Content, then Embed Content on a Page. From the **Add Content** drop-down menu, select **Embed content on page**. This displays theEmbed Content dialog box.

**Paste the URL.**

Paste the YouTube URL into the box marked **Or add a URL or "embed code"**. Click Save.
CLICK ADD CONTENT, THEN ADD CONTENT LINK.

From the **Add Content** drop-down menu, select **Add Content Link**. Type (or copy and paste) the web address for the website in the text box labeled **Or add a URL**. **Click Save**. Saving returns the display to the Lessons page with the link to the website.
HOW DO I ADD A FILE FROM RESOURCES TO A LESSONS PAGE?

Instructors can upload files or link to existing Resources on a Lessons page. Go to lessons. Click on the Lessons Page Title (e.g. Lesson 5) in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To upload a new file: Click Add Content, then Add Content Link. From the Add Content drop-down menu, select Add Content Link. Click Browse. Locate and select the file to upload, then click Open. Click Save.

To link to an existing file: Click Add Content, then Add Content Link. From the Add Content drop-down menu, select Add Content Link. Select your file. Click the Or select an existing resource link to choose from your Resources. Locate the file in Resources that you want to link to, then click the Select (to the right of the file) to choose that file. Click Continue. The file you have selected will appear listed at the top of the screen. If this is the correct file, click Continue.
HOW DO I ADD SUBPAGES TO A LESSONS PAGE?

Instructors can add subpages to a top-level Lessons page. A top-level Lessons page is a Lessons page that is listed by name in the Tool Menu. Subpages are connected to top-level Lessons pages by a link or a button.

Note: Subpages are added to whatever page the Add Content / Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content / Add Subpage function from the original top-level Lessons page and not from a subpage.

Click Add Content, then Add Subpage. From the Add Content drop-down menu, select Add Subpage then enter a title. The new subpage contains the default Lessons page information.

TO RELEASE A SUBPAGE BY DATE

Click on the Subpage link—Example Lecture Notes below
To edit the title and properties of a subpage:

(Optional) Click the Setting icon.

The Settings icon is a gear-shaped icon located on the top right of the subpage.

Edit the title and properties of the subpage as needed.

1. The title of the subpage can be edited in the Page Title box.
2. Check Hide this page from users to not allow students to access the subpage.
3. Check Hide page until to allow access to the subpage at a particular date and time.
4. Check Create gradebook entry to automatically create an item in the gradebook when the page (and any required items on it) is completed.
5. Click Save when finished.
HOW DO I CREATE TWO COLUMNS ON A LESSONS PAGE?

Adding two columns on a Lessons page breaks up one big block or one section into smaller pieces so that the page is more readable and flows better. It also makes better use of the white space on the page.

Adding two columns on a Lessons page involves two steps. Decide how to group items. Identify how you want to group the items in a section into two columns.

Click the + button to the right of the item where you want to add a column break. You will see the Add menu window pop up.

View two-column layout. You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.
HOW DO I MERGE COLUMNS AND SECTIONS TO ONE BLOCK ON A LESSONS PAGE?

Sections and columns can be merged in two different ways. Click the Merge button. The Merge button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column). Clicking on the Merge button will merge the selected content block with the block above it.

View merged columns/sections. The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.