

# Lessons Tool

At the end of this tutorial, you will be able to answer the following questions:

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**Note:**

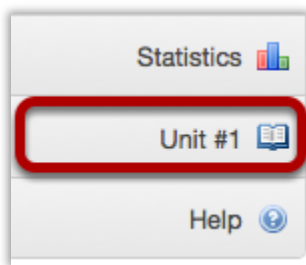
- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

## What is the Lessons 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. 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, and more.

With Lessons, instructors can organize the course by unit, module, week, topic, or any other grouping that makes sense for the site.

To access this tool, click on the Lessons page title 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.*

## Example of a Lessons page.

The screenshot shows a 'Unit #1' page with the following items and callouts:

- 1**: Lesson page title (Unit #1)
- 2**: Text item (Paragraph about Shakespeare's allusions to birds)
- 3**: Content links to Resources (e.g. pdf files) (Folk-lore of Shakespeare.pdf, Shakespeare's North American Tragedy.pdf)
- 4**: Link to Quiz 1 (Quiz 1 - Bird Images - ID [Has prerequisites])
- 5**: Question Item (What is the Massachusetts state bird?)
- 6**: Required item (Star icon next to 'What is the Massachusetts state bird?')
- 7**: Link to Forum Topic (Week #1 Discussion - Avian Aliens [Has prerequisites])
- 8**: Student Comments (Comment by John Doe)
- 9**: Link to Student created Lessons pages (John Doe's page, Add Your Own Page)
- 10**: Link to Lesson subpage (Unit 1A [Has prerequisites])
- 11**: Item cannot be accessed until preceding required items are completed (Yellow box pointing to the 'Unit 1A' link)

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. Student Comments on the page
9. Links to Student Pages where students may create their own content

- 10. Links to subpages
- 11. Items may have prerequisites (i.e. conditional release)

## Example of a Lessons subpage.

The screenshot shows a web page titled "Unit 1A - Bird Habitats" within a "Unit #1 > Unit 1A" context. The page content includes:

- A paragraph of text about Shakespeare's knowledge of falconry.
- A "Download file" link.
- An embedded video player with a play button, captioned "Cornell Lab video on North American Bird Habitats".
- A link to a website: <http://www.birds.cornell.edu/Page.aspx?pid=1478>, captioned "Cornell Lab of Ornithology web site".
- A link to a paper: [Paper #1](#), captioned "Short Research Paper - Alien Birds in North America".
- An embedded YouTube video player with a play button, captioned "YouTube video - Backyard Bird Habitats".

Annotations on the left side of the screenshot identify five key features:

- Embedded Video**: Points to the Cornell Lab video player.
- Link to website**: Points to the Cornell Lab of Ornithology link.
- Link to Assignment**: Points to the "Paper #1" link.
- Embedded YouTube Video**: Points to the YouTube video player.
- Back Button to top-level Lessons page**: Points to the "Back" button at the bottom left of the page.

Subpages in Lessons may contain all of the same types of items as the top level page. Some additional examples of items you may see in Lessons are:

- Embedded video
- URL links to external websites
- Links to course assignments
- Embedded YouTube clips
- Back and Next navigation buttons at the bottom of the page

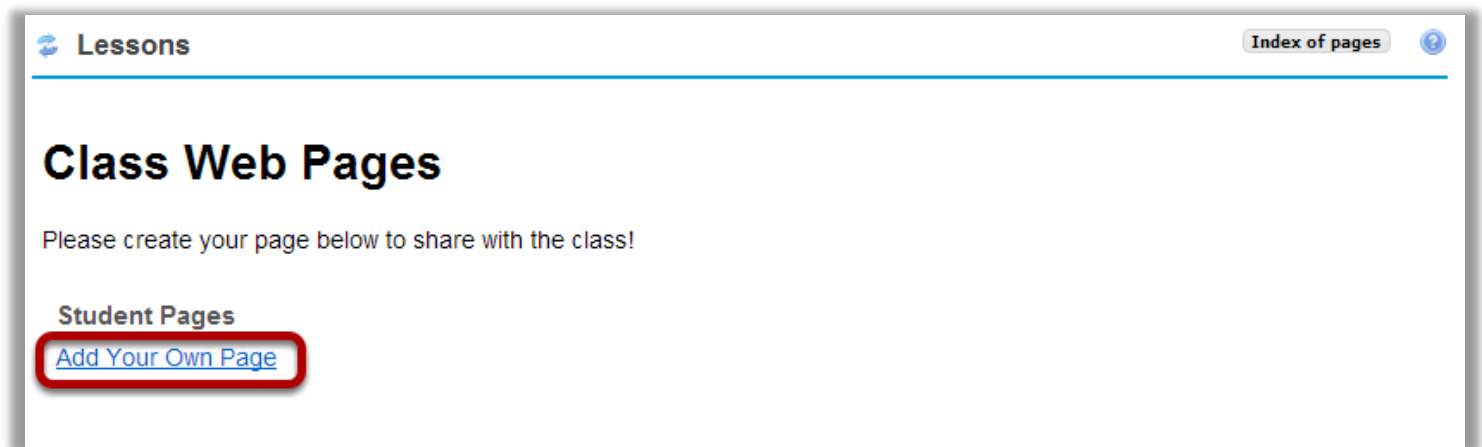
## How do I add Student Content in Lessons?

### Go to Lessons.

Select the **Lessons** tool from the Tool Menu of your site.

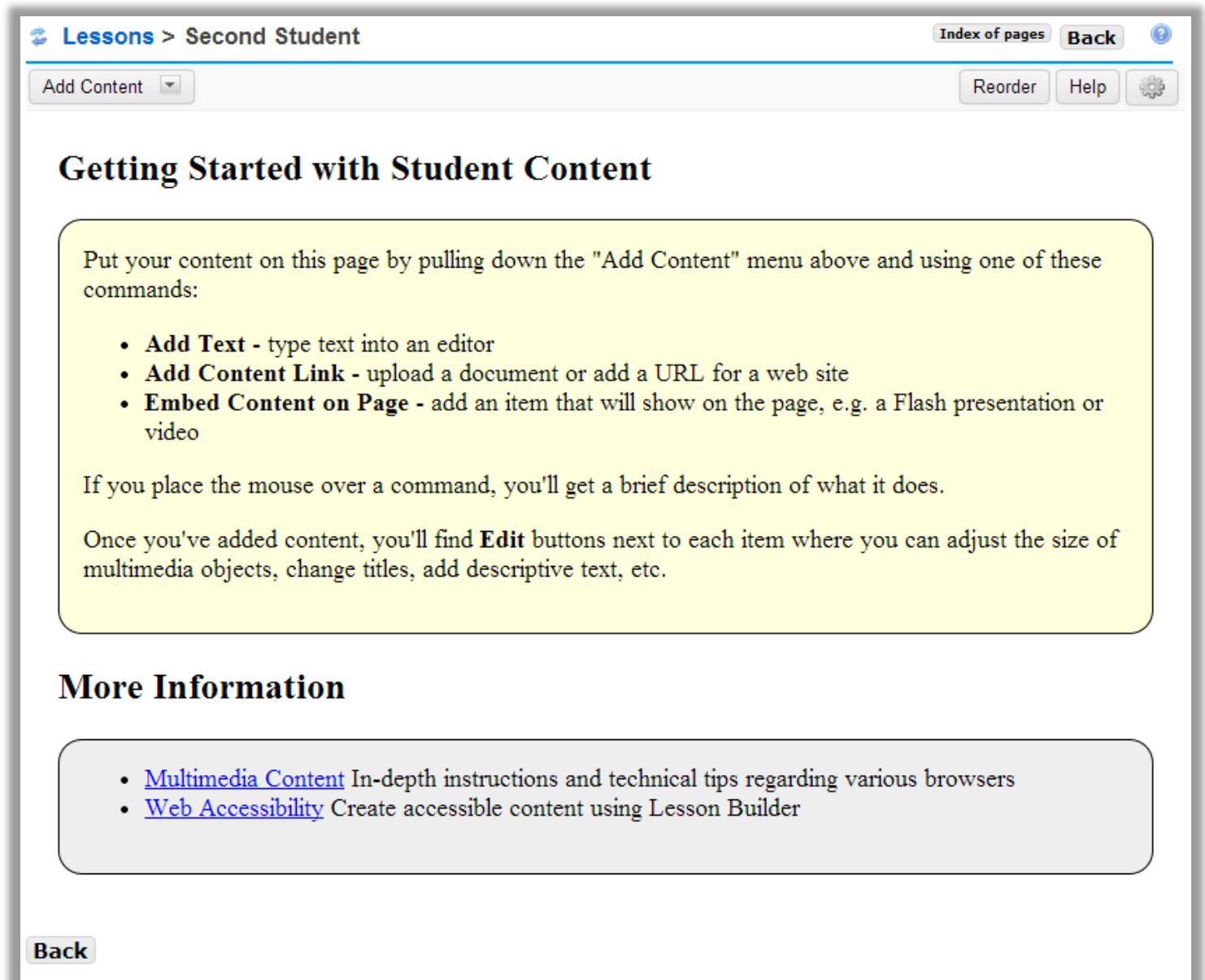
*Note: Be aware that your instructor may have named Lessons something else in your course, or there may be more than one Lessons item in the menu. Check with your instructor if you are not sure where to go to access the course lessons and/or content pages.*

### Click Add Your Own Page.



Once you have located the Student Pages section in the course content, click the **Add Your Own Page** link.

## View blank page.



The screenshot shows the 'Lessons > Second Student' interface. At the top, there is a navigation bar with 'Lessons > Second Student' on the left, 'Index of pages' and 'Back' buttons on the right, and a help icon. Below the navigation bar is a toolbar with an 'Add Content' dropdown menu, 'Reorder', 'Help', and a settings icon. The main content area features a heading 'Getting Started with Student Content' followed by a yellow callout box containing instructions on how to add content and a list of options: 'Add Text', 'Add Content Link', and 'Embed Content on Page'. Below this is a 'More Information' section with a grey callout box containing links to 'Multimedia Content' and 'Web Accessibility'. A 'Back' button is located at the bottom left of the interface.

**Lessons > Second Student** Index of pages **Back** ?

Add Content Reorder Help ⚙️

### Getting Started with Student Content

Put your content on this page by pulling down the "Add Content" menu above and using one of these commands:

- **Add Text** - type text into an editor
- **Add Content Link** - upload a document or add a URL for a web site
- **Embed Content on Page** - add an item that will show on the page, e.g. a Flash presentation or video

If you place the mouse over a command, you'll get a brief description of what it does.

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

### More Information

- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
- [Web Accessibility](#) Create accessible content using Lesson Builder

**Back**

When you view a blank page, some getting started information will display by default.

Click Add Content.

The screenshot shows the 'Lessons > Second Student' interface. At the top left, there is a breadcrumb trail and a title. On the right, there are buttons for 'Index of pages', 'Back', 'Reorder', 'Help', and a settings gear. A red box highlights the 'Add Content' dropdown menu, which is open to show four options:

- Add Text**: Add an item using rich text editor
- Embed content on page**: Add an image, video, Flash file, web page, etc. Use this to embed the item on this page. Use Add Content Link instead if you want a link to an item rather than showing it on the page.
- Add Content Link**: Add link: Upload file or use existing file in Resources tool and add link to it, or enter a URL for another site
- Add Subpage**: Create a new page on which you can create content, or link to an existing one

A yellow callout box on the right side of the screenshot contains the following text:

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

**More Information**

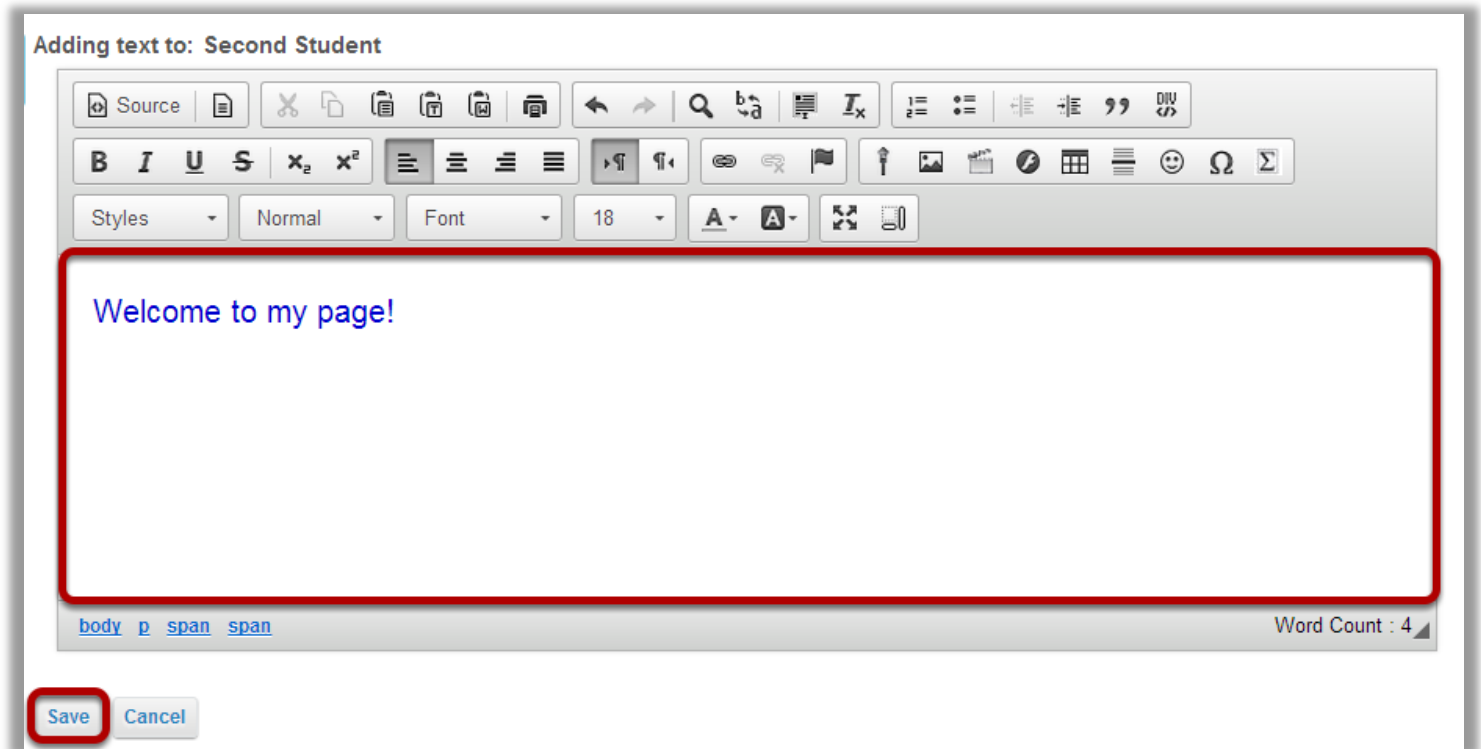
- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
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At the bottom left of the interface, there is a 'Back' button.

Click the **Add Content** drop-down menu and then choose from the following types of items you may place on the page:

- Add Text
- Embed content on page
- Add Content Link
- Add Subpage

Add Text.



Use the Rich Text Editor to add text content, images, and/or links, and then click **Save**.



### Embed content on page.

**Embed content on page** ✕

You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.

[Frequently Asked Questions about multimedia content](#)

Upload file  
 No file chosen

Or select an existing resource

Or add a URL or "embed code"

Select a file or enter a URL to embed the item on the page, and then click **Save**.

### Add Content link.

**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.

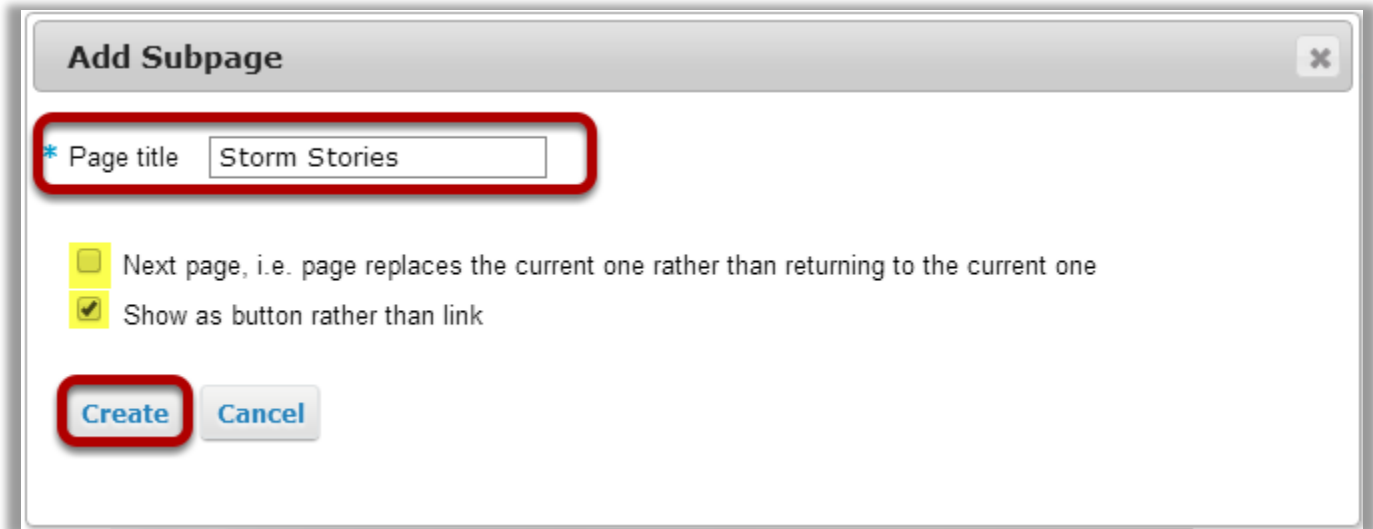
Upload file  
 No file chosen

Or select an existing resource

Or add a URL:

Select a file or enter a URL to add the item on the page as a link, and then click **Save**.

### Add Subpage.



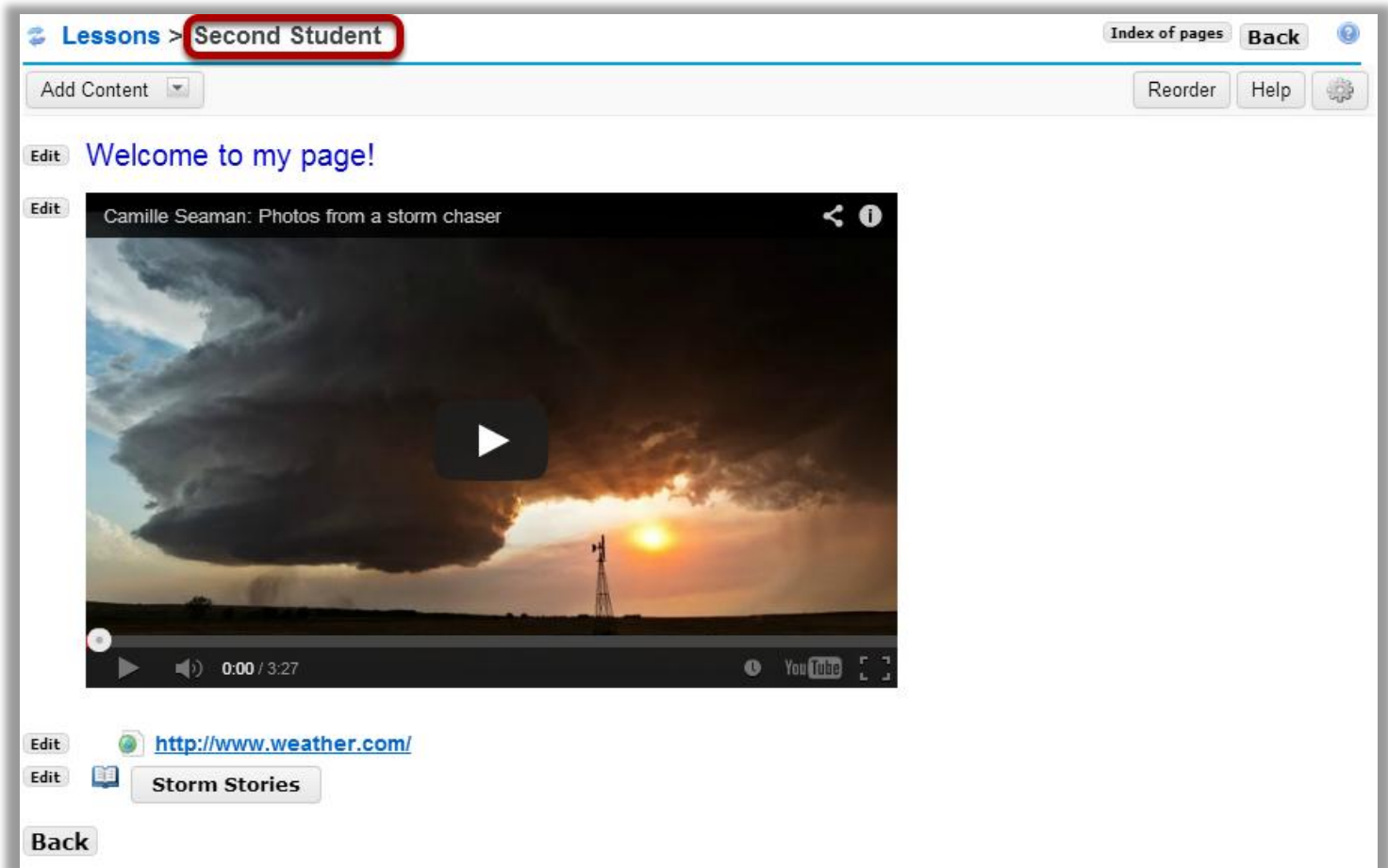
The screenshot shows a dialog box titled "Add Subpage". It contains a text input field for "Page title" with the text "Storm Stories". Below the input field are two checkboxes: "Next page, i.e. page replaces the current one rather than returning to the current one" (unchecked) and "Show as button rather than link" (checked). At the bottom are two buttons: "Create" and "Cancel".

A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

Give your subpage a title, then click **Create**.

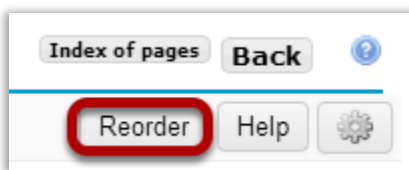
*Note: You can choose to modify the navigation (if you have more than one subpage) by selecting the check box beside **Next page**. This means that the subpage will replace the current one when users hit Next, rather than returning to the parent page. Also, if you would like your subpage to show as a button, select the check box next to **Show as button rather than link**.*

View your page.



Once you have added content items to your page, click on your page name to view the page.

Reordering page items.



If you need to rearrange items on the page, click the **Reorder** link in the top right corner of the page.

## Drag and drop items to reorder or delete.

### Reorder Page Items

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Welcome to my page!	✖
2	<a href="http://youtu.be/MgOVOCUuScE">http://youtu.be/MgOVOCUuScE</a>	✖
4	<a href="#">Storm Stories</a> ✖	
3	<a href="http://www.weather.com/">http://www.weather.com/</a>	✖

Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.

You can drag and drop items to change the order in which they appear on the page. You may also drop items on the right side of the screen where it says "Drop items here to delete" or you can use the red X next to individual items to delete them.