



ReggieNet: Getting Started with Lessons

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Lessons

In this workshop, we will introduce the Lessons tool. This tool can be used to create and organize content, similar to the Modules tool, but has a different appearance and several extra features.

Some key features of the Lessons tool include,

1. Easy content management – when adding content to a page, instructors can link to existing resource items or create new items, which are automatically added to a folder in Resources labeled with the name of that page.
2. The ability to add links to existing assignments, discussion topics, and assessments, which students access from within Lessons; instructors can also create and edit new items for these other tools from within Lessons
3. The ability to add multiple instances of the tool to a course and edit the tool name for each instance.
4. Multiple instances of Lessons that can include multiple linked subpages, with several navigation options for users.
5. A video player is provided for video files; YouTube videos can be embedded in pages by supplying links instead of embed codes.

UNIT 2

Print view Index of pages Link Help Expand All

Add Content More Tools Reorder

Drop-down Action Buttons

Features

Text

ReggieNet's Spring 2017 upgrade features several changes to improve both user experience and student learning:

- A new, responsive user interface (new icons, easier navigation, favorite courses)
- A better experience on mobile devices
- A new Gradebook for Fall 2017
- Enhancements to the Lessons tool (a more flexible display, multiple columns, section breaks)
- Individual student activity reports in the Tests & Quizzes tool
- A new checklist feature in the Lessons tool
- A new trash feature in the Resources tool now prevents accidental deletion

Content Link

Introduction to ReggieNet.docx

Activities

Items to complete

You must read the pdf before you can begin the assignment.

Stars indicate prerequisites

Link to Assignment

Shading indicates that a previous item is

Project progress

- Project idea
- Project Plan
- Report first draft
- Report final draft

Assessments

Link to Forums

Link to assessment in Tests and Quizzes

Item menu

week 2

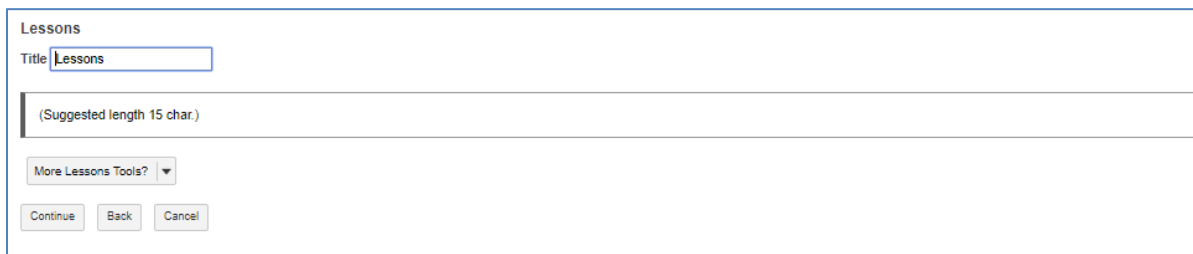
Quiz 4

Adding Lessons

You can add top level Lessons pages in **Edit Tools** in **Site Info**. Each top level page will have a link for it added to the left-hand navigation.

1. Go to **Site Info**
2. Click **Manage Tools**
3. Click the check box for Lessons; click **Continue**

4. The dialog box shown here will appear



The dialog box is titled "Lessons". It contains a "Title" field with the text "Lessons". Below the title field is a text area with the text "(Suggested length 15 char.)". Below the text area is a dropdown menu labeled "More Lessons Tools?". At the bottom of the dialog box are three buttons: "Continue", "Back", and "Cancel".

Give the Lesson page a title; you also have the option to add multiple top level pages (with their associated Navigation links) at the same time.


5. Click **Continue**; click **Finish**

Adding more top level pages.

Once the first lesson page has been added, you can add either by using the Edit Tools option in Site Info (as you did with the initial page), or you can use the **More Tools | Add More Pages** option on any existing Lessons page.

- **Page Title** – Enter a title for the new page. 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.
- **Number of Pages** – enter a number
- **Make new pages copies of the current one** – copies content from the current page to the new page(s). This is useful if you set up a basic template for your pages to start with
- **Put existing page in the left margin** – allows you to choose an already existent page from a list.

Editing Page Settings

To edit page settings, click on the tool icon  at the far right of the action button bar at the top. You can edit the following basic options (among others):

- **Page title** – edit the page title
- **Hide this page from users.** - Use this when you're not ready for students to see the page yet. It will not appear in the left margin.
- **Hide this page until the following date** - Use this when you want a page to become available at a certain date or time. Note that the page will show in the left margin before then, but won't be usable. (There is no way to specify release dates for items in the left margin.)

Tool Order Function

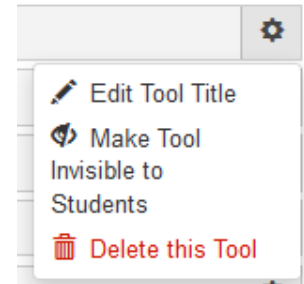
Reordering Top Level Pages

1. Click **Site Info** in the left-hand navigation of your site.

2. Click the **Tool Order** tab.
3. Drag and Drop items to rearrange the page order.
4. Click Save at the bottom of the screen to save your reorder.

Hiding and renaming

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. To hide the tool, click on “Make Tool Invisible to Students.”
5. To unhide the tool, click on “Make Tool Visible to students”.
6. To rename the tool, click “Edit Tool Title.”
7. To remove the tool, click “Delete this Tool.”



Disabling a tool

Some tools can be disabled for students. If you disable the Announcements tool, students will not be able to access it by any means. The tool is automatically hidden in the Tool Menu if it is disabled

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. Click “Lock Access to this Tool.”


Removing a tool

Tools can also be removed on the Tool Order Title page. It has the same effect as removing a tool using the ManageTools option in Site Info.

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. Click “Delete this Tool.”

Adding Content

You can initiate adding content to your Lessons page by accessing the **Add Content** menu in the following ways:

- clicking on the **Add Content** drop down menu at the top – this will add the new item at the end of the page
- clicking on the Plus symbol in the bottom right corner of a section – this will add the new item to the end of that section
- clicking on the Plus symbol in any item menu bar  - this will add the new item just above the chosen one.

The following types of basic content can be added:


- **Add Text** - Enter text into an editor.
- **Embed content on page**- Add an item that will show on the page, such as a Flash presentation or video.
- **Add Content Links** - Upload document and/or add links to existing documents and web sites.
- **Add Subpage** - Create another page to contain content, and link it to this one.
- **Add Resources Folder** – Add a list of all files in a particular folder in Resources. The list will update automatically to reflect any changes in the folder.


- **Link to an assignment** - Choose an assignment from ReggieNet's Assignment tool, and add it to this page.
- **Link to a test or quiz** - Choose an assignment from ReggieNet's Tests and Quizzes tool, and add it to this page.
- **Link to a forum or topic** - Choose a forum or topic from ReggieNet's Forums tool, and add it to this page.

Add Text

Select **Add Text** from the Add Content menu to add text to the page. A rich text editor will appear if you are using a web browser that supports it. Enter your text and click **Save** at the bottom of the page. If you prefer to work with HTML, use the **Source** button at the top left corner of the editor. If you have groups, you will also be able to select which group(s) can view the text.

You can add as many text items as you want.

Editing Text Items – Click the **Edit**  button in the item menu bar for the text item you want to change; make your changes in the editor; click **Save**.

Deleting Text Items – Click the **trashcan** icon  in the item menu bar next to the text item you want to delete; click **Delete** in the confirmation pop-up. (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)

Embed content on page

To add multimedia items to your page, select **Embed content on page** from the **Add Content** drop-down menu.

If you have the multimedia file stored on your computer:

1. Click the Browse button
2. Navigate to the correct file, and click Open
3. Click Save


Note: When you add a file in this way, Lessons will create a folder named for the lesson in the Resources and Materials tool and place the file there.


If you have previously added the file to *Resources and Materials*

1. Click **Or select existing files from resources**
2. Locate the file you wish to use and click the **Select** link to the right of the file name
3. Click Continue

If the multimedia is located on another server or website:


1. Copy and paste the URL for the item into the box under **Or add a URL or “embed code”**
2. Click Save

Editing Embedded Items – Click the **Edit**  button in the item menu bar for the multimedia item you want to change; make your changes in the editor; click **Update Item**.

Deleting Embedded Items – Click the **trashcan** icon  in the item menu bar next to the multimedia item you want to delete; click **Delete** in the confirmation pop-up. (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)


Add Content Link

Adding Content Link is the same process as embedding content. You can choose to add files from your computer, from Resources and Materials, or you can add a link to a URL.

Editing Content Link – Click the **Edit**  button in the item menu bar for the resource you want to change; you can:

- change the file;
- provide a description
- select which group(s) can see the item
- choose whether to release the resource based on completion of prerequisites
- choose to require an item

When all changes are made, click **Update Item**.


Deleting Content Link– Click the **trashcan** icon  in the item menu bar next to the resource you want to delete; click **Delete** in the confirmation pop-up. (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)

Add Subpage

Each Lesson can have multiple pages associated with it. These are called subpages. You can add the same kinds of content to subpages as you can to top level pages.


To add a subpage:

1. Click **Add Subpage** in the **Add Content** menu
2. Provide a name (or you can choose an already existing page)
3. Choose the **Next page** option if you want the **Next** button at the top of the page to go to this Subpage instead of to the next Lessons page.
4. Choose whether to show as a button rather than link
5. Click **Create**

Editing Subpages – Click the **Edit**  button in the item menu bar for the subpage you want to change; you can:


- change the title
- choose the **Next page** option if you want the **Next** button at the top of the page to go to this Subpage instead of to the next Lessons page
- choose whether to show as a button rather than link
- select which group(s) can see the item
- choose whether to release the resource based on completion of prerequisites
- choose to require an item

Click **Update Item** when you are finished making changes.

Deleting Subpages – Click the **trashcan** icon  in the item menu bar next to the subpage link you want to delete; click **Delete** in the confirmation pop-up. (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)


Link to an assignment

You can create a link to an assignment in the **Assignments** tool. To create a new assignment, use the **Create new assignment using Assignments** link at the top of the page. This will open the Assignments tool and allow you to create a new assignment or modify an existing one. After creating or editing an assignment, click the **Continue with Add Assignment** link at the top of the page to return to the list of assignments. Select the assignment you wish to add to Lessons and click **Use selected item**.

Editing an Assignment - Click the **Edit**  button in the item menu bar for the assignment you want to change;


- **Item Name** - Edit the name of the link to the assignment.
- **Item Description** - Edit the description of the assignment. The description will appear beneath the link to the assignment. By default, the description includes the assignment's Due Date.
- **Change Assignment** - Change the chosen Assignment to a different one.
- **Edit Assignment** - This will open the settings page for the chosen assignment, allowing you to modify the assignment. After editing the assignment, click **Post** to save your changes and then click **Return to Lessons**, after you have finished editing the item link at the top of the page to return to Lessons.

- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to be accessible only after previously required items have been completed.
- **Require that the student submit this assignment** - Select this option to make this item a required item; this means that students must complete this item before progressing further in Lessons.
- **Require that the student receive ____ points on this assignment** - Select this option to make a minimum score a requirement in order to continue. This option can only be selected if the item is Required.
- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen groups. Students who are not in one of the chosen groups will not see this item at all.


Deleting Assignments – Click the **trashcan icon**  in the item menu bar next to the assignment link you want to delete; click **Delete** in the confirmation pop-up. *(Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.)*

Link to a test or quiz

You can create a link to an assessment in the Tests and Quizzes tool. To create a new assessment, use the **Create new quiz using Tests and Quizzes** link at the top of the page. This will open the Assignments tool and allow you to create a new assessment or modify an existing one. After creating or editing an assessment, click the **Continue with Add Quiz** link at the top of the page to return to the list of assessments. Select the assessment you wish to add to Lessons and click **Use selected item**.

Editing Quizzes - Click the **Edit**  button in the item menu bar for the quiz you want to change;


- **Item Name** - Change the name of the text on the link to your quiz on the main Lessons page.
- **Item Description** - Change/add a description to your quiz, which will appear beneath the link to the quiz.
- **Change Quiz** - Change the assessment to a different one in your Tests & Quizzes section.
- **Edit Quiz** - Opens the current assessment in the Tests & Quizzes tool and allows you to modify it.
- **Edit Quiz Settings** - Opens the settings page for the current assessment in the Tests & Quizzes tool and allows you to edit the settings.
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require that the student submit this assessment** - Select this option to make this item a 'Required' item for later on in the Lessons plan.
- **Require that the student receive ____ points on this assessment** - Select this option to make it necessary to score a certain number of points on the assessment to continue. This option can only be selected if the item is Required.
- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen group. Students who are not in one of the chosen groups will not see this item at all.

Deleting Quizzes – Click the **trashcan** icon  in the item menu bar next to the assessment link you want to delete; click **Delete** in the confirmation pop-up. (Note: you can also click *Delete* in the edit screen; no warning confirmation will be given when you use this method.)


Link to a forum or topic

You can create a link to a forum or topic in th

e **Forums** tool. To create a new topic, use the **Create new topic** link in the **More Tools** dropdown at the top of the page. This will open the Forums tool and allow you to create a new topic or modify an existing one. After creating or editing a discussion, click the **Continue with Add Forum Topic** link at the top of the page to return to the list of assessments. Select the discussion topic you wish to add to Lessons and click **Use selected item**.

Editing a Forum topic - Click the **Edit**  button in the item menu bar for the forum topic you want to change.

- **Item Name** - Change the name of the text on the link to your topic on the main Lessons page.
- **Item Description** - Change/add a description to your topic, which will appear beneath the link to the topic.
- **Change Forum Topic** - Change the topic to a different one in your forums tool.
- **Edit Forum Topic** - Call the forum tool, to allow you to modify the settings for the topic.
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require that the student submit a posting to this topic** - Select this option to make this item a 'Required' item for later on in the Lessons plan.
- **Edit the groups for which this topic should be shown** - If you have groups in the site, allows you to make this topic visible only to some groups. Students who are not in one of the checked groups will not see this item on their page at all.

Deleting Forum Topics – Click the **trashcan** icon  in the item menu bar next to the forums link you want to delete; click **Delete** in the confirmation pop-up. (Note: you can also click *Delete* in the edit screen; no warning confirmation will be given when you use this method.)

Reorder page items

To change the order of items on a page, click **Reorder** in the action bar at the top. You can then drag and drop items to put them in the desired order. Note that changing the order may affect any items that are required.