Lessons Basics: Adding Subpages and Text

The Lessons tool in Sakai allows instructors to present content to students in an organized way, with links to specific assignments, quizzes, or forum discussions. If you're teaching an online or hybrid course, it's important to use the Lessons tool to organize the content for each week of the course. (And if you're teaching face-to-face courses, we think you'll find the Lessons tool to be useful as well.)

The instructions below will walk you through the steps to enable the Lessons tool in your Sakai site and to add a few weekly subpages and some text.

Step 1: Add Lessons to your Sakai site

1. To add the Lessons tool to your course menu:

   - Go to **Site Info** > **Edit Tools**, select the **Lessons** tool, click **Continue**, click **Continue** AGAIN, then click **Finish**

2. On the main course menu, click the **Lessons** button to go into the Lessons area.
   - **TIP:** In Lessons, whenever you have a blank page (like now), a screen of Help information displays. As soon as you add some content, the Help information will disappear. (You can view the Help information at any time by clicking the *Help* button at the top.)

Step 2: Add Text to Lessons

1. At the top of *Lessons*, click on the **Add Text** button.
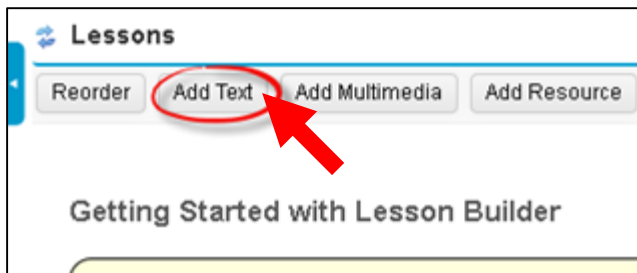
2. In the *Text Editor box*, add an introduction to your Lessons area. For example, type something like: *"Each week, click on the links below for your required readings and activities."*
3. Click **Save**. Now you'll see your text displayed on the main page of Lessons.

Note: Each time you add an item to Lessons, you'll see an **Edit** button to the left of it. If you need to make changes, click on the **Edit** button. After you're finished with your updates, click Save.
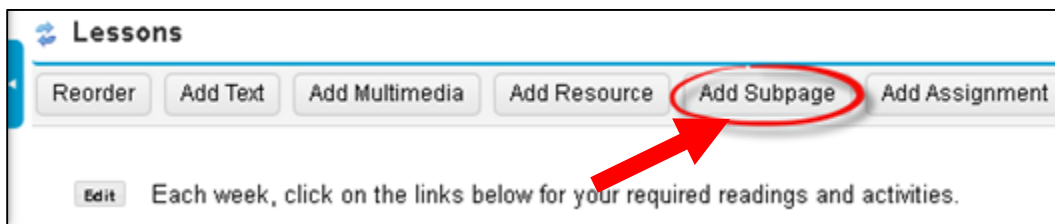
Step 3: Add a subpage

To organize your course content, you'll add *subpages*, as shown on the right.

If you are teaching an online or hybrid class, be sure to create a subpage for each week of the class.

To add weekly subpages:

1. Click on the **Add Subpage** button along the top of the page.

2. In the **Add Subpage** dialog box, type a title for your subpage, such as: *Week 1.*
3. Click **Create**. <mark>You are now on the *Week 1* subpage you just created.</mark> The subpage is currently blank. (Help information is displayed; it will disappear once you add some content.)

Step 4: Add Text to your new subpage

1. To add some content to your new Week 1 subpage, click the **Add Text** button at the top.

2. In the *Text Editor box*, type a heading for your weekly subpage, such as *Week 1 Orientation*.
3. Press Enter to add another line of text. A good practice is to list the due date for your weekly activities at the top of each weekly page. For example: *All assignments are due Friday, August 23, by 11:30pm.*
   - **IMPORTANT:** Do not make assignments due at midnight – it confuses students!
     Here's why: Midnight (12 AM) on June 1, for example, is the start of that day, not the end of it. Thus, assignments due at 12 AM on June 1 are actually due at the end of the prior day (May 31). If an assignment is due by the end of June 1, make the assignment due at 11:55 PM on June 1.

4. Format your heading by using the Text Editor tools. Highlight your heading text, click on the **Format** drop-down arrow, and select **Heading 1**. Your text will be bolded and larger. If you'd like to format your due dates, highlight the text and click on the "I" button, and your text will be italicized.
5. Click **Save**. You'll see your heading and due dates displayed on the Week 1 subpage as shown below.
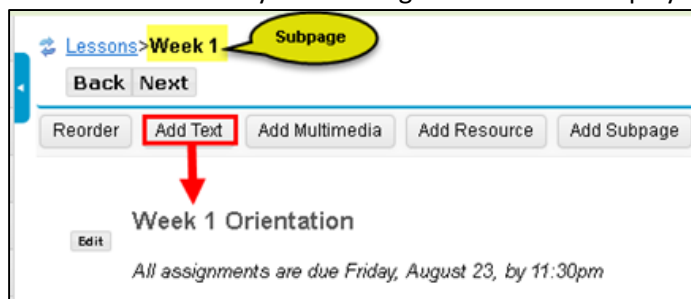
You could continue adding text and other items to the Week 1 subpage. But for now we will navigate to the main Lessons page to add another weekly subpage.

Step 5: Use the breadcrumb trail to navigate

At the top of the Lessons area, you'll see a breadcrumb trail leading back to where you started. The breadcrumb trail shows you where you are and can be very useful for navigating around in Lessons.

IMPORTANT: Click on the *Lessons* link in the breadcrumb trail now to return to the main page of Lessons.
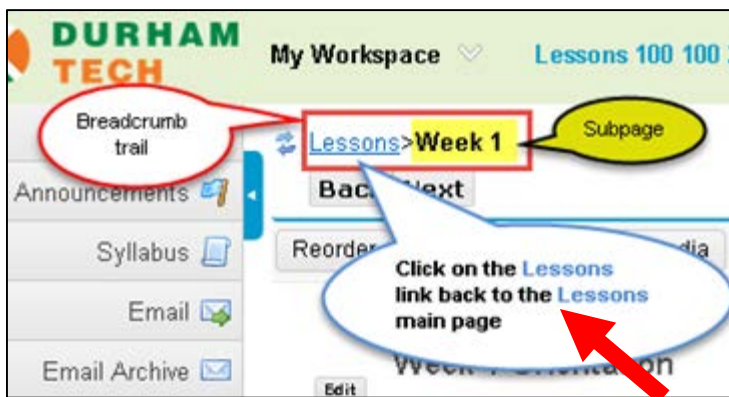
Step 6: Add another weekly subpage

Let's add another subpage (for Week 2), so you can see what your course structure will look like.

- **IMPORTANT:** When adding a weekly subpage, you must be on the **main Lessons page** (not on a subpage). Make sure you are on the main Lessons page, which should look like the picture below. (If you are not on the main page, use the breadcrumb trail to get there.)


1. At the top of Lessons, click on the **Add Subpage** button.
2. In the *Add Subpage* dialog box, type a title for your subpage, such as: *Week 2*. Click **Create**. (You'll see the Lessons Help information displayed again, on your new *subpage*.)

Step 7: Add text to your second weekly subpage

1. At the top, click on the **Add Text** button.
2. In the *Text Editor box*, type a heading for your weekly subpage, such as *Week 2*.
3. Press Enter to add another line of text. Type in the due date for this week's activities, such as: *Due Date*: *Friday, August 30, by 11:30pm.*
4. For consistency, format your heading as you did for Week 2: Highlight your heading text, click on the **Format** drop-down arrow, and select **Heading 1**. To format your due dates, highlight the text and click on the "I" button to italicize the text. Click **Save**.

5. Return to the main Lessons page, by clicking the *Lessons link* on the breadcrumb trail.
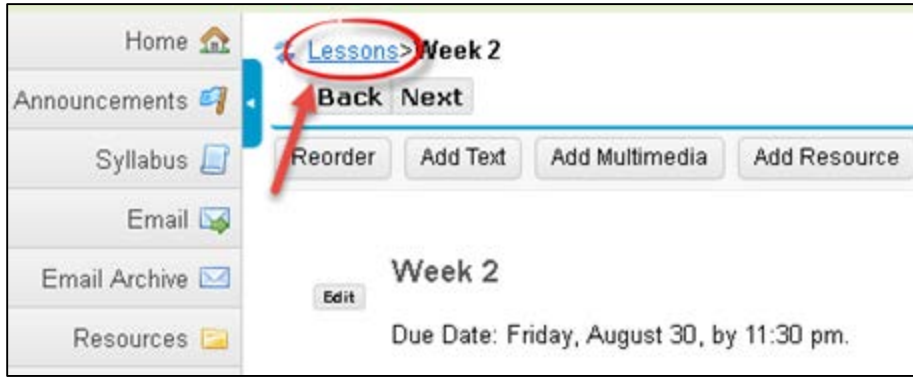
You'll see your second weekly subpage has been added to Lessons as shown below.

For more info on using Sakai's Lessons tool, visit Sakai Help for Instructors [http://courses.durhamtech.edu/wiki/]