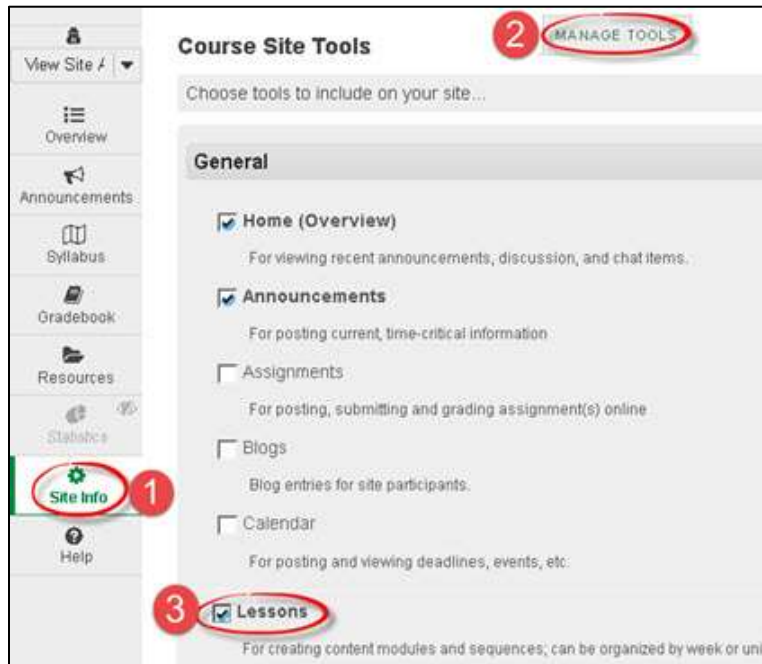# Sakai 11 Lessons Basics

This handout provides step-by-step instructions for enabling the Lessons tool in your site and adding basic content to Lessons, including subpages, text, web links, and links to files.

Step 1: Add the Lessons tool to your course menu

1. On the left on your course menu, click on the **Site Info** link.
2. Click on **Manage Tools** (one of the links at the top of the **Site Info** tool).
3. Click on the checkbox beside **Lessons.** At the bottom, click **Continue.**
   TIP: You can rename the Lessons tool, but please don't, or you can confuse your students.
4. Click **Continue** again. You'll get a confirmation of the tools in your site. The newly added **Lessons** tool is shown in red.
5. Click **Finish**. The Lessons tool is added near the bottom of your course menu.

Step 2: Go to Lessons

1. On the course menu, near the bottom, click on **Lessons**.
2. You'll see the Lessons *Help* information, titled *How to add content to this page.* In Lessons, whenever you have a blank page (like now) a screen of Help information is displayed. 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 right.)

Step 3: Add Text to Lessons
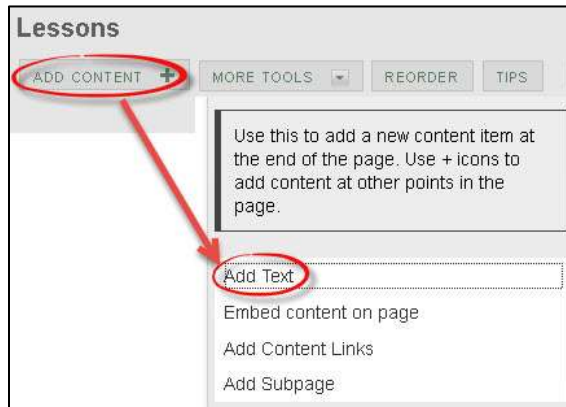
1. At the top of *Lessons*, click on **Add Content**, then **Add Text**.
2. In the **Text Editor** box, add text to introduce your students to your course content. For example: *"Each week, click on the links below to see required readings and activities."*
3. Click **Save**. Now you'll see your text displayed on the main page of Lessons.

Note: Each time you add an item to Lessons, you'll see an **Edit** button to the right of it:

- If you need to make changes to an item, click on the **Edit** button.
- To delete the item, click on the **trash can**.
- To add content *above the item* you just added, click on the **plus symbol**.

Step 4: Add a subpage

To organize your course content, you'll add *subpages*, such as the two weekly subpages shown below. Most online and hybrid instructors create a *subpage* for each week of the class.

To add subpages:
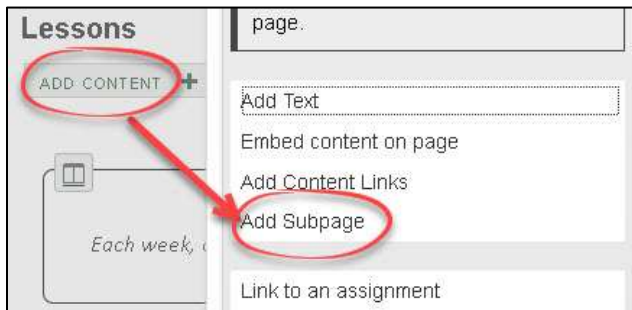
1. At the top of *Lessons*, click on **Add Content**, then **Add Subpage**.
2. In the *Add Subpage* dialog box, type the page title of your subpage, such as: *Week 1*.
3. Click **Create**. You are now on the *Week 1* subpage you just created. The subpage is currently blank. (Help information is displayed; it will disappear once you add some content.)

Step 5: Add Text to your Week 1 subpage

1. At the top, click on **Add Content**, then **Add Text**.
2. In the **Text Editor** box, type the heading for the weekly subpage, such as *Week 1 Orientation*. Press **Enter.** Also, provide the due date for the weekly activities, such as:
   This week's assignments are due Thursday, September 8, by 11:00 pm. Press **Enter.**
3. You can quickly format your heading by using the Text Editor tools. Use your mouse to *highlight your heading text*, click on the Format Paragraph drop-down menu (by default it states *Normal)*; click on a heading, such as **Heading 1**. Your text will display larger and bolded.

Optionally, to format your due dates*, highlight the text* and click on the Text Editor icons to bold, italicize or colorize text.
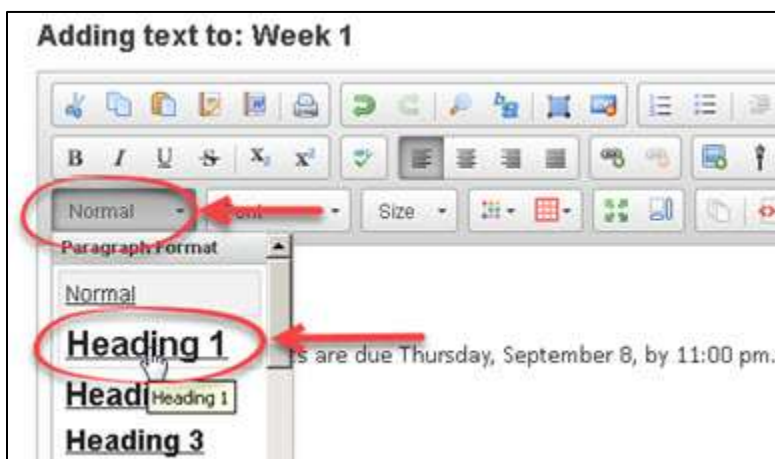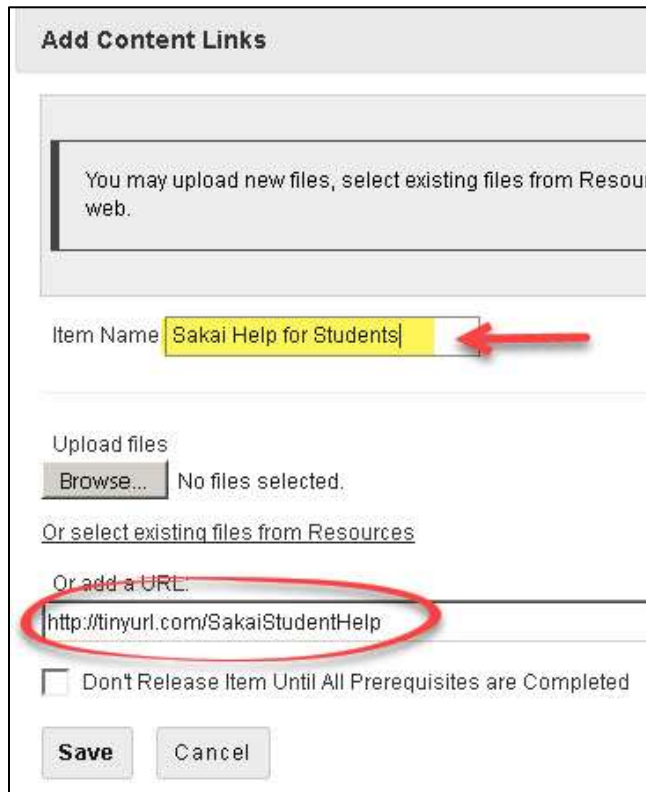

4. Click **Save**. Now you'll see your heading and due dates displayed on the Week 1 subpage.

TIP: If colorizing text, limit yourself to three different colors on a web page. Choose dark colors that stand out on the page and provide high contrast.

Step 6: Add a web link to your Week 1 subpage

In our subpage, we'll now add a link to a web site.

1. At the top, click on the **Add Content**, then **Add Content Links**.
2. In the Item Name, type in a user-friendly title, such as *Sakai Help for Students.*
3. In the URL text box, type or paste the web address, such as http://tinyurl.com/SakaiStudentHelp
4. Click **Save.**
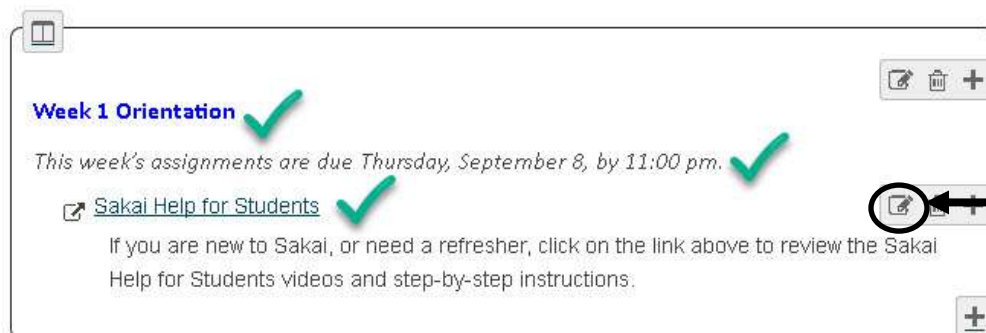
5. Optionally, if you'd like to provide more information about the link, click on the **Edit** button.
6. In the Item Description, type an introduction, such as: *If you are new to Sakai, or need a refresher, please click on the link above to review the Sakai Help for Students videos and step-by-step instructions.*
7. Click **Update Item**.

Note: When you (or your students) click on a web link in Sakai, it will open in a new browser tab (or window). To get back to Sakai, simply close the new browser tab.

Step 7: 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 in Lessons.

1. Click on the **Lessons** link in the breadcrumb trail now to return to the main page of Lessons.

Step 8: Add another weekly subpage

Add another subpage (for Week 2) so you can see what your course structure will look like and to add a link to a file.

1. 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 at the top: Click on the **Lessons** link)
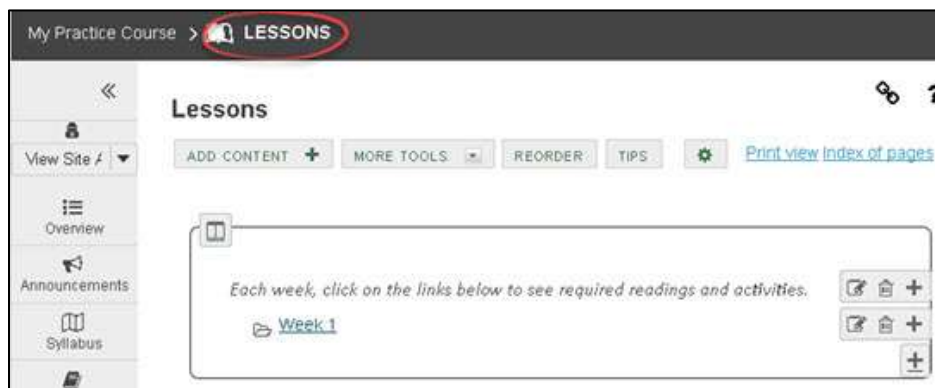
2. At the top of *Lessons*, click on **Add Content**, then **Add Subpage**.
3. In the *Add Subpage* dialog box, type the page title of your subpage: *Week 2*.
4. Click **Create**. You'll see the Lessons Help area displayed again, for your new *subpage*.
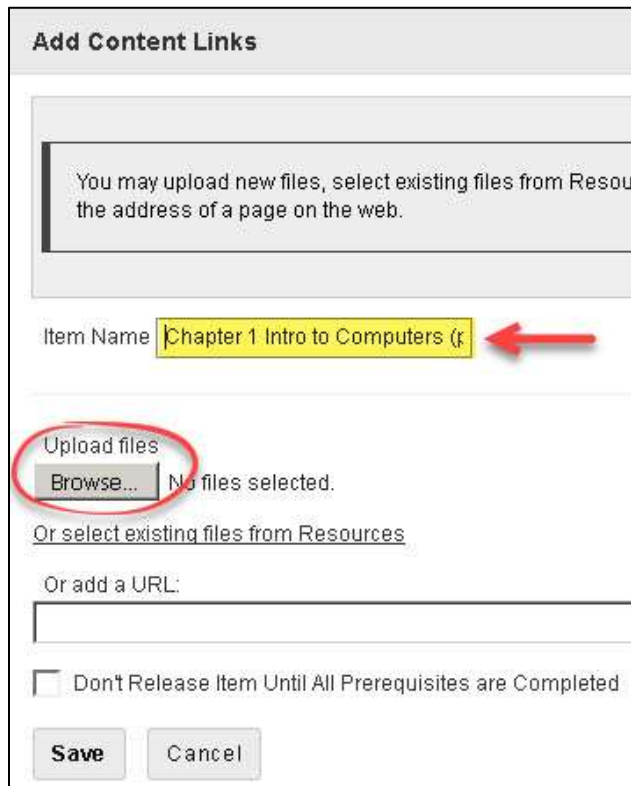
Step 9: Add Text to your Week 2 subpage

1. Like you did earlier, at the top, click on **Add Content**, then **Add Text**.
2. In the **Text Editor** box, type in the heading for the weekly subpage: *Week 2*. Press **Enter.** Also, type in the due date for the weekly activities, such as: *This week's assignments are due Thursday, September 15, by 11:00 pm.* Press **Enter.**
3. Use your mouse to *highlight your heading text*, click on the Format Paragraph drop-down menu (by default it states *Normal)*; click on a heading: **Heading 1**.
4. Click **Save**. Now you'll see your heading and due dates displayed on the Week 2 subpage.

Step 10: Add a file link to your Week 2 subpage

In our subpage, we'll upload a file and add a link to the file.

1. At the top, click on **Add Content**, then **Add Content Links**.
2. In the *Item Name*, type in a user-friendly title to be displayed to your students, such as *Chapter 1 Intro to Computers.*
3. Under Upload files, click on the **Browse or Choose Files** button


4. In the File Upload dialog box, *select a file on your computer*, click on the **Open** button.
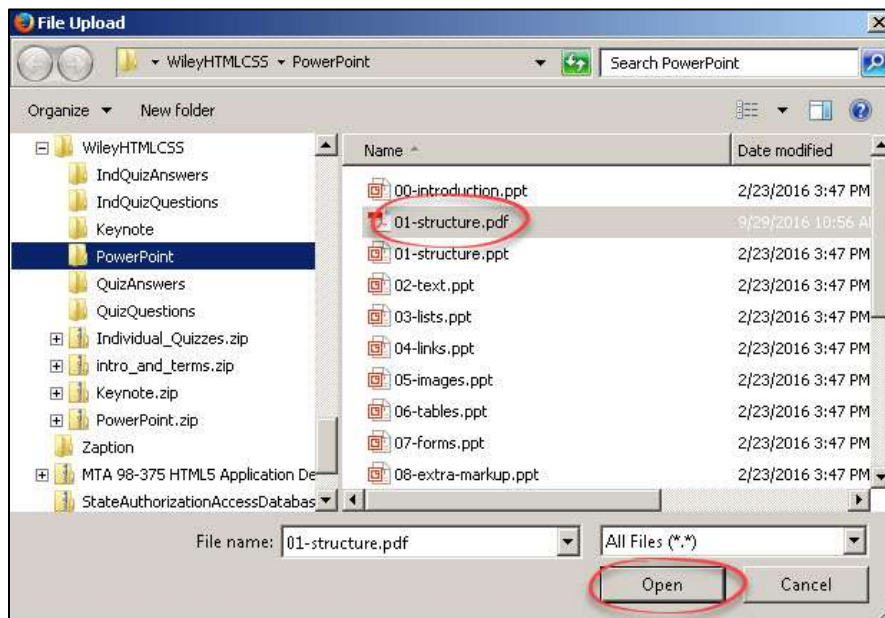
5. The file name you have selected will be listed beside the Browse or Choose files button. Click **Save**. You'll now see your link to your file displayed.
6. Optionally, you can add a file description. To the right of the file link, click on the **Edit** button. Type instructions or a description of the file. Click **Update Item**.
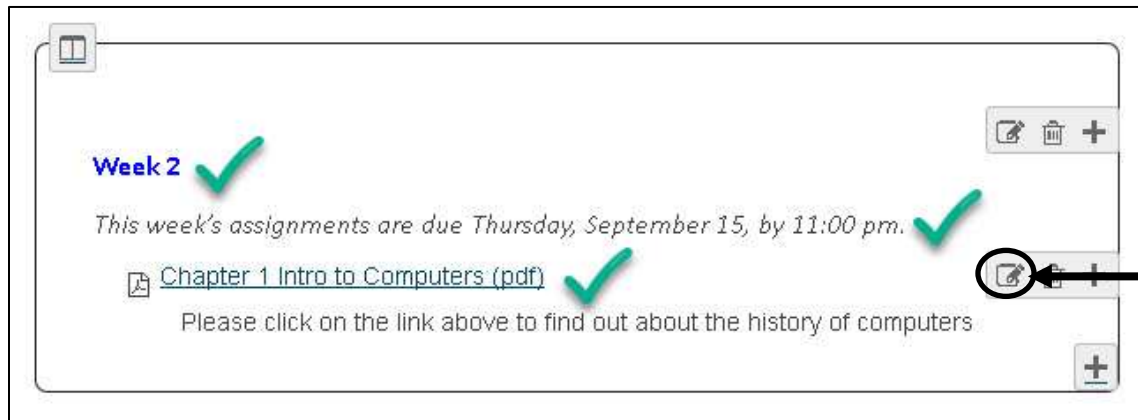
7. Return to the main Lessons page, by clicking the **Lessons** link on the breadcrumb trail. Your second weekly subpage has been added to Lessons as shown below.
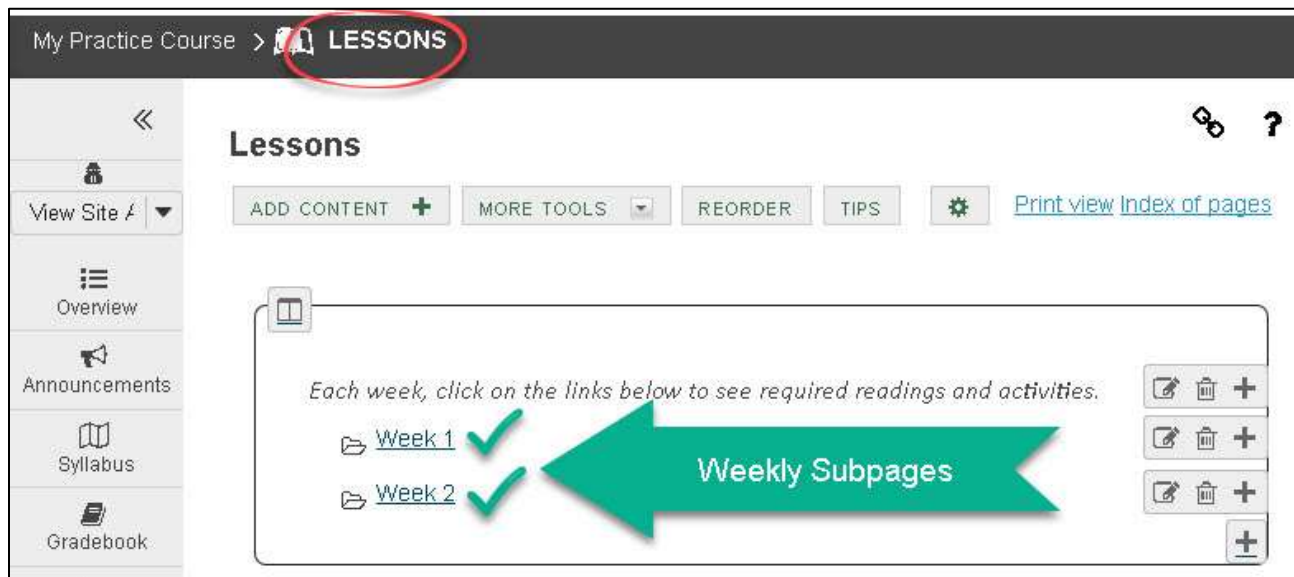
What else can you add to your subpages? You can display images and YouTube videos using *Add Content → Embed Content on page*. Intermediate users can add links to assignments, quizzes, and discussion forums they create; plus you can add links to questions, comments or student content. You can find additional info on using Sakai's Lessons tool on the Sakai Help for Instructors website: [http://courses.durhamtech.edu/wiki/]