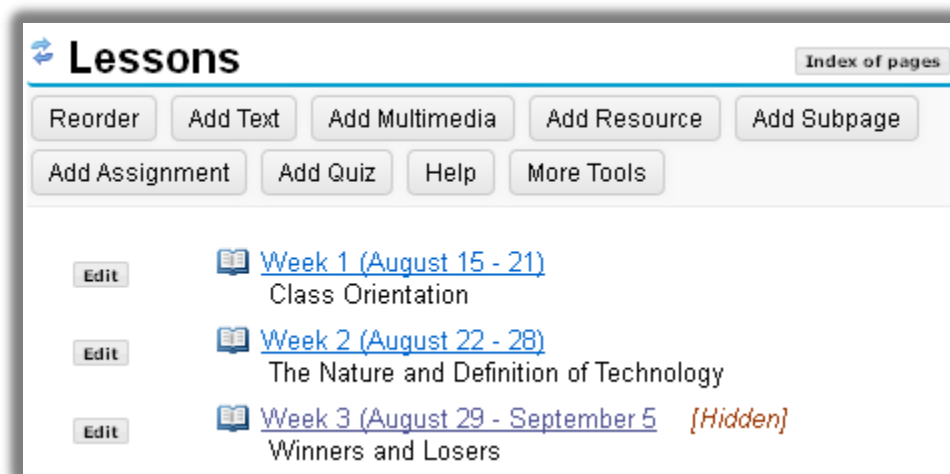


## Lessons (Lesson Builder)

Lesson Builder was created to enable students a “one-stop-shopping” experience. Instead of clicking on links in many different locations in the course, students can find in **Lessons**, links to **weekly subpages**. You decide when to make weekly subpages available to your students.

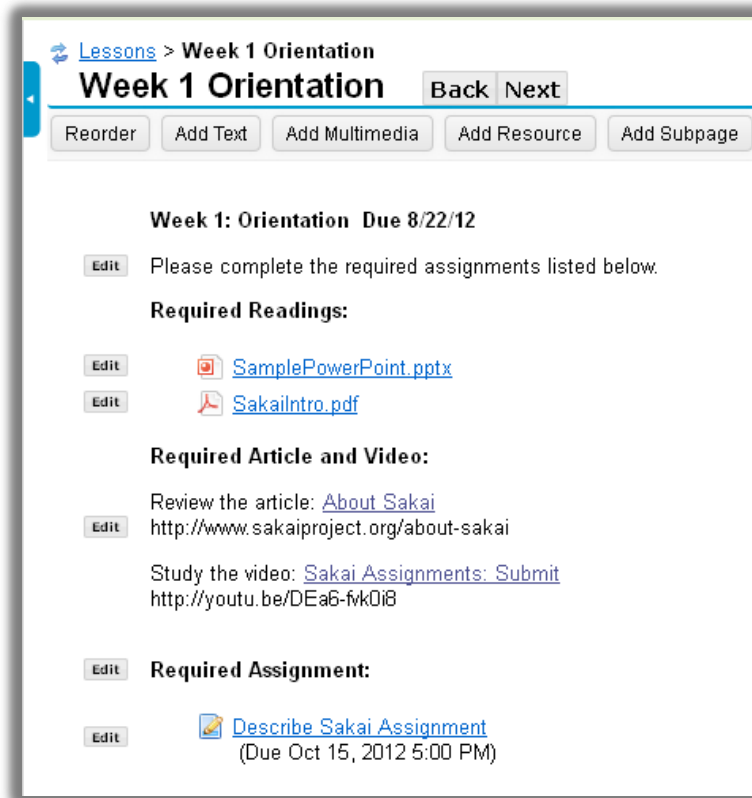


**How do you start?** If you are creating a **new course**, Lessons is only a tool. You'll need to perform the following steps before using Lessons:

1. Study the **course learning objectives**.
2. Based on the objectives, create a course outline, which documents the most **important skills and knowledge** your students must master.
3. Decide how you'll **evaluate** your student's mastery of important course skills/knowledge. It is good practice to evaluate students in multiple ways.
4. Create a **draft** of the course lessons, activities, and assessments.
5. Now you're ready to use **Lessons** to link to your PowerPoint's, Word documents, PDF's, Web Sites, Videos, and Assessments

**What if you have already created a class?** **Lessons** is a tool that gives you the opportunity to: Reassess, redesign, reorganize, implement, and evaluate your course, based on the five steps listed above.

## Subpage sample



The screenshot shows a Sakai subpage titled "Week 1 Orientation". At the top, there is a breadcrumb trail "Lessons > Week 1 Orientation" and a "Back Next" button. Below the title, there are five buttons: "Reorder", "Add Text", "Add Multimedia", "Add Resource", and "Add Subpage". The main content area is titled "Week 1: Orientation Due 8/22/12" and includes an "Edit" button. The text says "Please complete the required assignments listed below." Under "Required Readings:", there are two items: "SamplePowerPoint.pptx" and "SakaiIntro.pdf", each with an "Edit" button. Under "Required Article and Video:", there are two items: "About Sakai" (http://www.sakaiproject.org/about-sakai) and "Sakai Assignments: Submit" (http://youtu.be/DEa6-fvk0i8), each with an "Edit" button. Under "Required Assignment:", there is one item: "Describe Sakai Assignment" (Due Oct 15, 2012 5:00 PM) with an "Edit" button.

With **Lessons subpages**, you can add content, add assessments, and organize your subpages. These are the primary buttons available in Lessons:

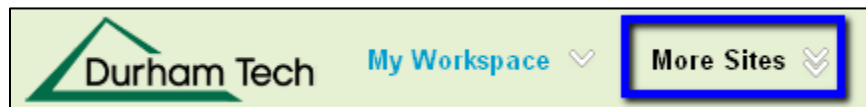
1. **Add Subpage**
2. **Add Text :**
  - a. Add headings and instructions
  - b. Add links to Web sites and YouTube videos
3. **Add Resource:** Add links to PowerPoint's, PDF's, and Word documents
4. Assessments (Shown as links):
  - a. **Add Assignment** and/or **Add Quiz**
  - b. In **More Tools: Add Forum Topic**
5. Subpage Management:
  - a. **Reorder:** Move content up or down on a Subpage
  - b. In **More Tools: Settings:** Manage Subpage availability
6. **Add Multimedia:** Display images

## Part I: Add the Lessons Tool to your site

### Step 1: Log in to Sakai and go to My Practice Course

Use the **Mozilla Firefox** web browser to logon and access your practice site:

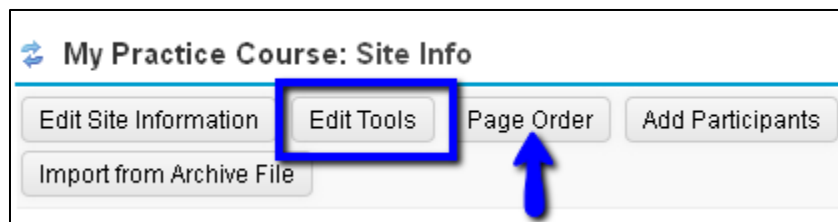
- At the top, in the web address box, type <http://sakai.durhamtech.edu/> to access the *Sakai Gateway Page*.
- Enter your **Sakai user id** and **password** and press enter (Note: Your Sakai user id/password is the same as your Web Advisor user id/password).
- At the top, click on **More Sites**; under the **Training** category, click on **My Practice Course**.



### Step 2: Add the Lessons Tool to your course (Site Info-Edit Tools)

- At the left on your main course menu, click on the **Site Info** link.
- At the top of *Site Info*, click on **Edit Tools**.
- Click on the check box beside the **Lessons** tool; click **Continue**, click **Continue** again.
- Finally, click **Finish** to add the tool to your main course menu.

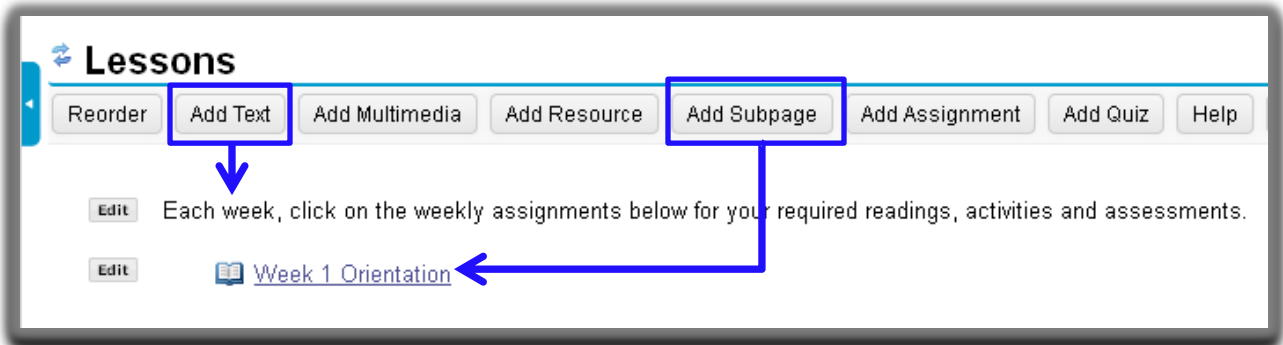
Note: You can use **Site Info-Page Order** to move Lessons to a different location on your main course menu.



### Step 3: Go to Lessons

- On the left, on the main course menu, click on **Lessons**. You'll see the *Lessons Help* area, titled *Getting Started with Lesson Builder*.

## Part II: Add Text to Lessons and Add a Subpage to Lessons

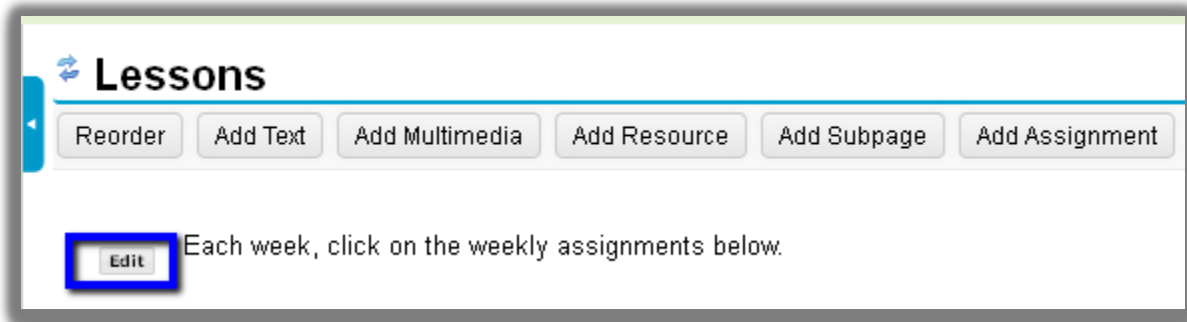


### Step 1: Add an introduction to your Lessons area (Lessons-Add Text)

- At the top, click on the **Add Text** button.
- In the *Text Editor*, type an introduction to your weekly subpages, such as the following: *Each week, click on the weekly assignments below*. Then click **Save**.

### Step 2: Edit Text

- Beside the text you just added, click on the **Edit** button.
- If you made a mistake, correct your text, click **Save**. *No mistakes?* Click **Cancel**.



### Step 3: Add a weekly Subpage (Lessons-Add Subpage)

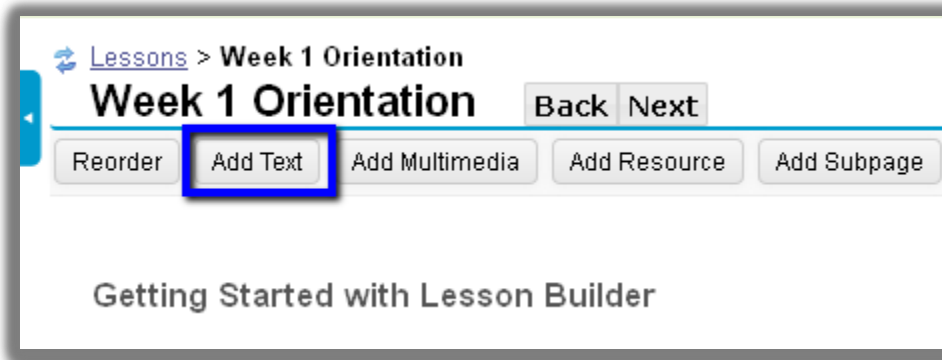
- At the top, click on the **Add Subpage** button.
- In the *Add Subpage* dialog box, type the **Page title** of your Subpage: *Week 1 Orientation* Press the **Create** button.
- You'll now see the Lessons Help area displayed for your *Week 1 Orientation* Subpage.

**Note:** After you add Text or other content to your Subpage, you can click on the *Help* button at the top of the page to return to the Lessons Help area.

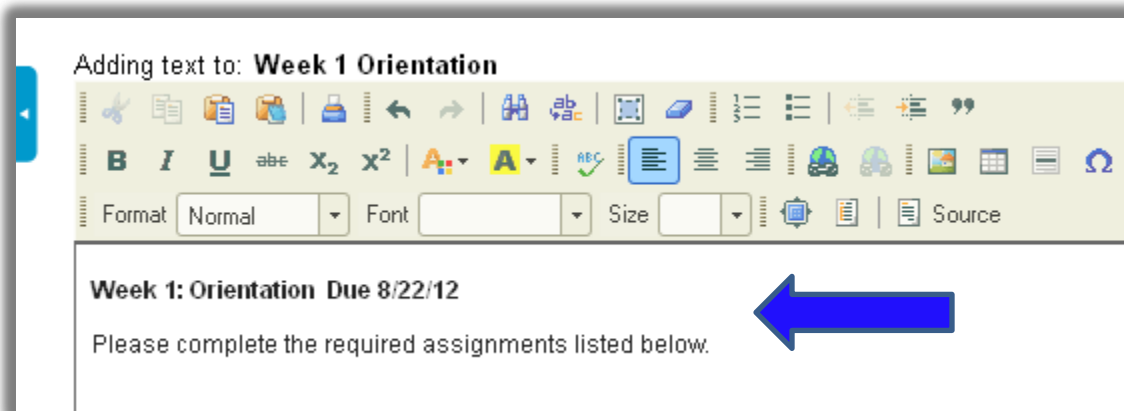
## Part III: Add Text to a Subpage and Edit a Subpage

### Step 1: Add an introduction to your weekly Subpage

- a. At the top, click on the **Add Text** button



- b. In the *Text Editor*, type: *Week 1: Orientation and a Due date* **Press Enter**
- c. Next type: *Please complete the required assignments listed below.* **Press Enter**
- d. Click **Save**.

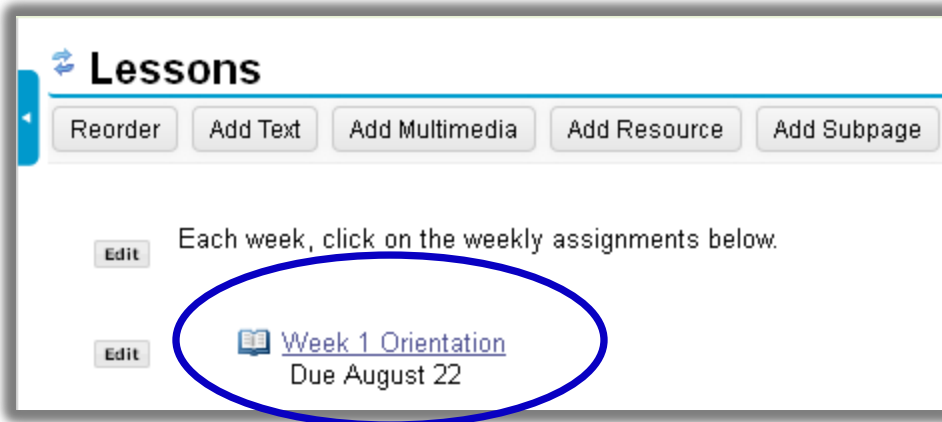


### Step 2: Return to the Lessons main page

- a. At the top, click on the **Back** button, to return to the *Lessons* area
- b. In the *Lessons* area, you should now see the new link to the *Week 1 Orientation* Subpage

### Step 3: Update the Subpage Name and/or Description

- a. Click on the **Edit** button to the left of the link.
- b. You can update the **Item Name**, the name of the Subpage link.
- c. You can add an **Item Description**, such as the due date, which will appear below the Subpage link.
- d. To save changes, click **Update Item**. You'll return to the *Lessons* main page.

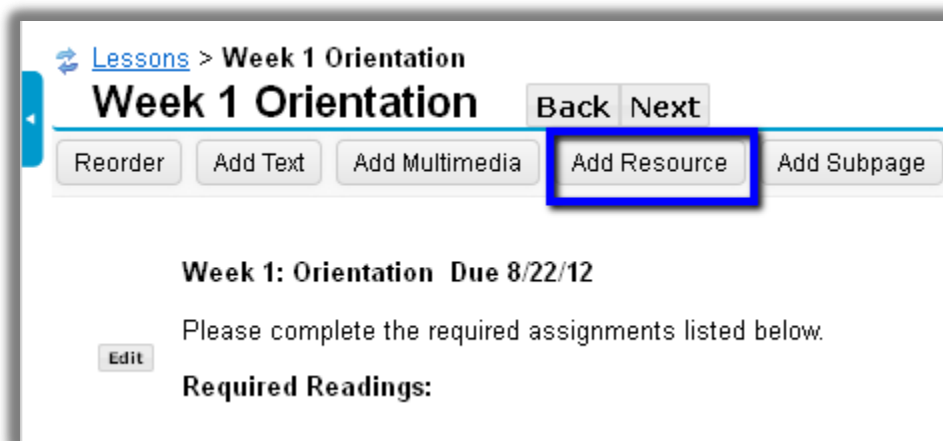


## Part IV: Link to Existing Files from your Subpage

**Note:** If you don't have a PowerPoint folder in your Resources area, with a PowerPoint file already in it, add the folder and file, using instructions from the [Instructor Sakai Resources](#) area: Scroll to the **Sakai Tools** area, click on **Resources**.

### Step 1: In a Subpage: Add Resource

- a. Click on the **Week 1 Orientation** Subpage link
- b. At the top, click on the **Add Resource** button

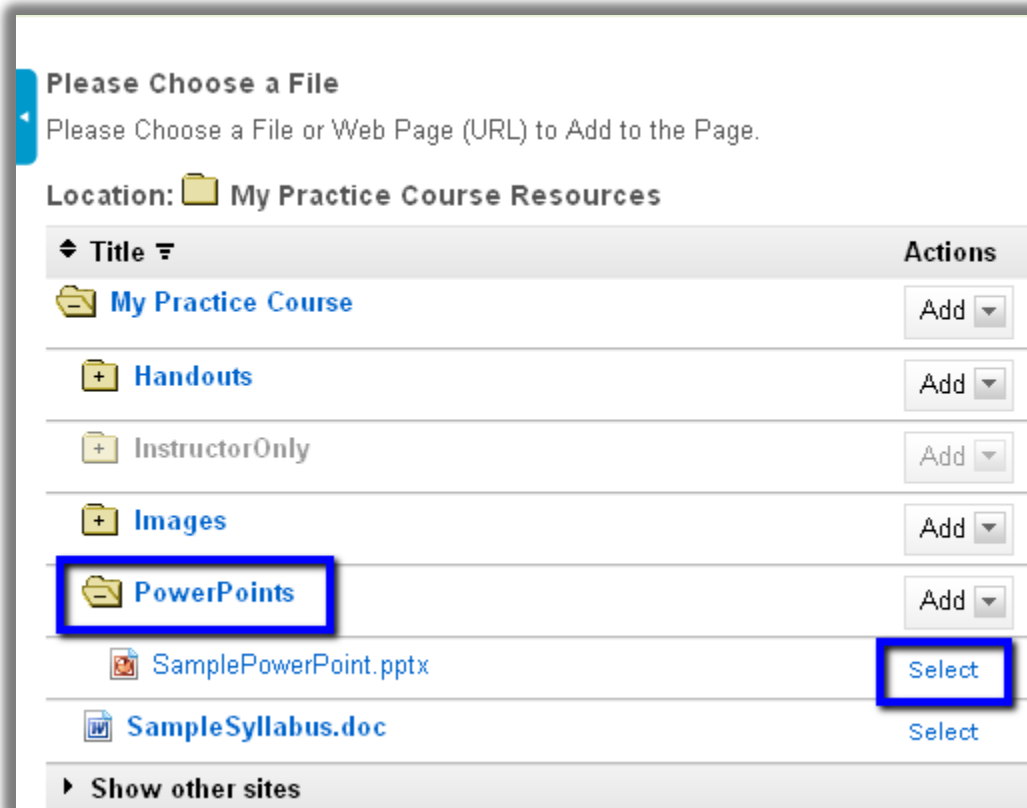


### Step 2: Choose the Existing File link


- a. If you've already uploaded files to your **Resources** area, as we did in the Intro to Sakai workshop, you can choose one of those files to add to your subpage
- b. In the *Add Resource* dialog box, click on the link **Choose Existing File**








### Step 3: Choose the File to add to the Subpage

- In the *Please Choose a File* dialog box, you'll see your **Resources** area displayed
- Click on the **PowerPoints** folder, or another folder where you've uploaded your files. The folder will then display a file or files below its name.
- To the right of the PowerPoint file you want to add, click on **Select**



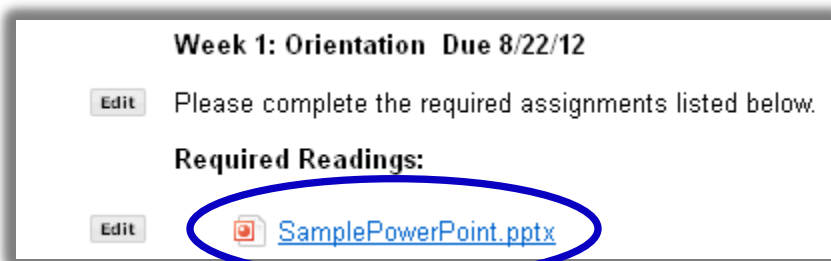
**Please Choose a File**  
Please Choose a File or Web Page (URL) to Add to the Page.

Location:  My Practice Course Resources

Title	Actions
 My Practice Course	Add
 Handouts	Add
 InstructorOnly	Add
 Images	Add
 <b>PowerPoints</b>	Add
 SamplePowerPoint.pptx	<b>Select</b>
 SampleSyllabus.doc	Select

▶ Show other sites


- At the bottom of the dialog box, **click on Continue**
- You'll see the new link to your file added to the Subpage
- You can add as many file links as you like to a Subpage



**Week 1: Orientation Due 8/22/12**

[Edit](#) Please complete the required assignments listed below.

**Required Readings:**

[Edit](#)  [SamplePowerPoint.pptx](#)

## Part V: Add a link to a Web site to your Subpage



**Step 1:** At the top of your Subpage, click on the **Add Text** button

**Step 2:** In the *Text Editor*, type text to introduce your required assignments:

- a. **Required article and video**
- b. Press **enter** to create double line spacing

**Step 3:** In the *Text Editor*, type text to introduce your web article:

- a. *Review the article: About Sakai*
- b. **Press the Shift key and enter key** to create single line spacing

**Step 4:** In the *Text Editor*, type your article's web address:

- a. <http://www.sakaiproject.org/about-sakai>
- b. **Press the Shift key and enter**

**Step 5:** **Highlight** the *web address* you just typed, **press the CTRL key and C key** to copy the web address

**Step 6:** **Highlight** the text you want to create a link from: *About Sakai*

**Step 7:** On the middle Toolbar, on the right, click on the **Link** button.

In the *Link* dialog box:

- a. Click in the **URL box**, press the **CTRL and V keys** to paste your web address
- b. Click the *Target tab*, click on the **Target drop down arrow**, click **New Window (\_blank)**
- c. Click on the **OK** button

**Step 8:** Click the **Save** button. You'll now see the text and link to a web site.



## Part VI: Add a link to a YouTube video to your Subpage



**Step 1:** You could use Add Text to create a separate area, or edit the text just added. To Edit text: to the left of your new web link, click on the **Edit** button.

**Step 2:** In the *Text Editor*, click at the *end of the last text added*, **press Enter**.

- Type text to introduce your video: *Study the video: Sakai Assignments: Submit*
- Press the Shift key and Enter key** to create single line spacing

**Step 3:** Find and copy the YouTube video web address:

- In a new browser tab, type: <http://www.youtube.com>
- On the left, in YouTube's search box, type: *sakai assignments submit*
- Click on the video title: *Sakai Assignment: Submit*
- Below the video, click on the *Share* button
- Highlight the web address, press **CTRL and C keys** to copy the web address
- Problems? The video web address is: <http://youtu.be/DEa6-fvk0i8>

**Step 4:** Click on the web browser tab for Sakai

- Click *after the last text added*, **press Enter and Shift keys** to create a single line
- Press **CTRL and V** to paste your web address

**Step 5:** **Highlight** the *web address* you just pasted, **press the CTRL and C keys** to copy the web address

**Step 6:** **Highlight** the text you want to create a link from: *Sakai Assignments: Submit*

**Step 7:** On the Toolbar, click on the **Link** button. In the *Link dialog box*:

- Click in the **URL box**, press the **CTRL and V keys** to paste your web address
- Click the **Target tab**, click on the **Target drop down arrow**, click **New Window (\_blank)**
- Click on the **OK** button

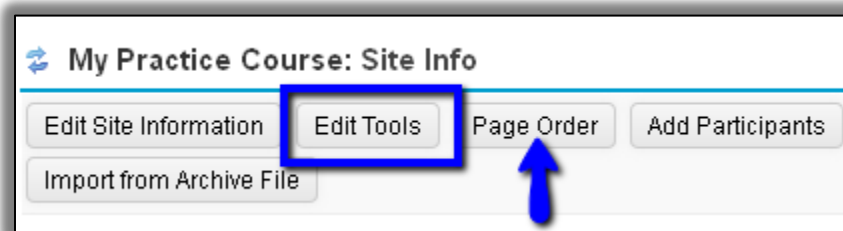
**Step 8:** Click the **Save** button

## Part VII: Add and link to an Assessment from a Subpage

### Step 1: Add the Assignments Tool to your course (Site Info-Edit Tools)

- At the left on your main course menu, click on the **Site Info** link.
- At the top of *Site Info*, click on **Edit Tools**.
- Click on the check box beside the **Assignments** tool; click **Continue**, click **Continue** again. Click **Finish** to add the tool to your main course menu.

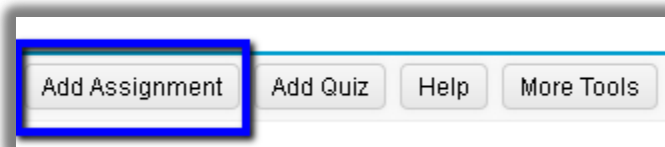
**Note:** You can use Page Order to move Assignments on your main course menu.



### Step 2: Go to Lessons

- On the left, on the main course menu, click on **Lessons**.
- You should be returned to your Subpage, the last area you were working with.

### Step 3: Add a new Assignment



You can create Assignments, Quizzes, and Discussion Forum/Topics, and link to the assessment from Lessons. Once you know how to link to one type of assessment, you'll know how to link to the others.

- Click on the **Add Assignment** button
- Click on the provided link: **Create a new assignment using Assignments**
- Click on the **Add** button

#### Step 4: Complete the Add Assignment dialog box

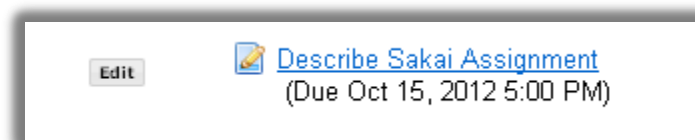
Type or choose the following information:

- a. Add a **Title**: *Describe Sakai Assignment*
- b. Skip the Open Date/Time, Due Date/time and Accept Until date
- c. Use the default Student submissions: *Inline and Attachments*
- d. Beside **Grade Scale**, click on the drop down box, click on **points**
- e. For **points**, type: *100*
- f. Type your **Assignment instructions**: *Based on your readings and web site article: Describe Sakai and provide three reasons why colleges are using Sakai*
- g. Skip adding a date to the Schedule and an announcement
- h. **Place a check mark** beside the *Add honor pledge*; Skip Use Turnitin
- i. **Under Grading**: Click beside **Add Assignment to Gradebook**
- j. Skip the rest of the questions about notifications and Additional Information
- k. At the bottom, click on the **Post** button



#### Step 5: Pick the Assignment to add to the Subpage

- a. You're now in the Assignment area, viewing the Assignment list
- b. At the top of the web page, click on the link **Continue with Add Assignment**, **after you created the new assignment**
- c. You're back in the Lessons tool *Pick an Assignment* web page. It will display all Assignments created in the site. Below Existing Assignments, if not already selected, click on the radio button beside your new assignment
- d. Click on the **Use selected item link**
- e. You'll be returned to the Subpage, with a new Assignment link added
- f. We could have created the Assignment in the Assignments area first or used the method we just performed, by creating the Assignment while in the Lessons area



## Part VIII: Reorder content on your Subpage

### How can you add a heading for the new Sakai Assignment?

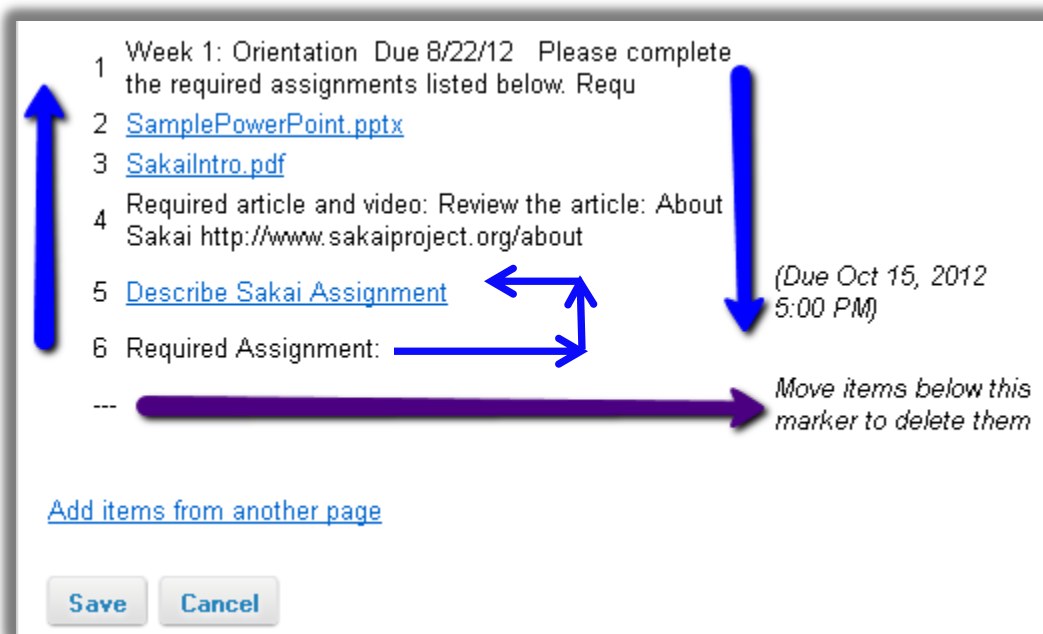
- You can add text; then use the reorder link to move an item where you like
- You can also reorder Subpages on the main Lesson web page

#### Step 1: Add a heading for the new assignment:

- a. At top, click on the Add Text link; type: *Required Assignment*.
- b. **Highlight** the text; on the far left on the tool bar, press the **B for bold** icon
- c. At bottom, click on the **Save** button

#### Step 2: Move the new text above the Sakai Assignment:

- a. At the top, click on the **Reorder** button
- b. Click on the Required Assignment text (6 in the example below); drag above the Sakai Assignment link (5 in the example below). You can drag items up or down.
- c. Do **NOT** drag any item below the three hyphens below your last item, or they will be permanently deleted!
- d. When done, click **Save**.



The screenshot shows a list of items in a Sakai subpage editor. The items are numbered 1 through 6, followed by a separator line (---). The items are:

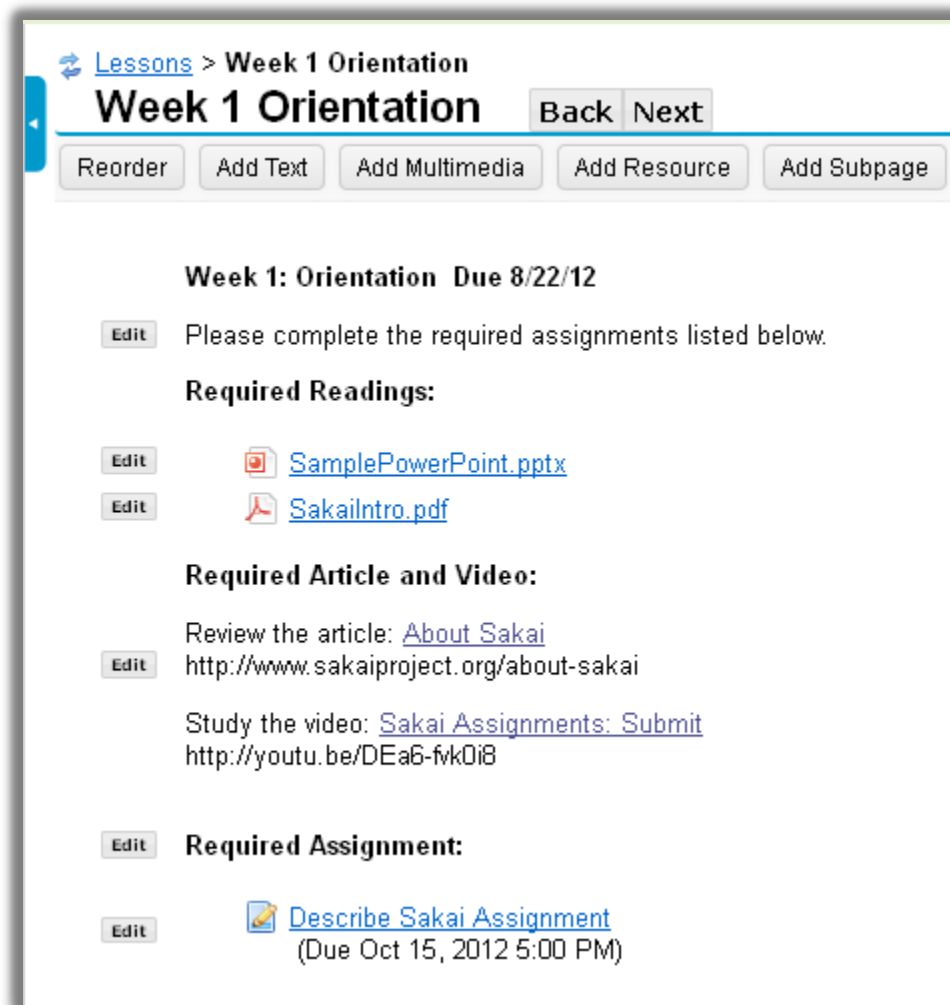
- 1 Week 1: Orientation Due 8/22/12 Please complete the required assignments listed below. Requ
- 2 [SamplePowerPoint.pptx](#)
- 3 [SakaiIntro.pdf](#)
- 4 Required article and video: Review the article: About Sakai <http://www.sakaiproject.org/about>
- 5 [Describe Sakai Assignment](#)
- 6 Required Assignment: \_\_\_\_\_

Annotations in the image include:

- A blue arrow pointing up on the left side of the list.
- A blue arrow pointing down on the right side of the list.
- A blue arrow pointing from item 6 to item 5.
- A blue arrow pointing from item 5 to item 6.
- A purple arrow pointing from the separator line (---) to the right, with the text "Move items below this marker to delete them".

At the bottom of the editor, there is a link "Add items from another page" and two buttons: "Save" and "Cancel".

## Completed Subpage




[Lessons](#) > **Week 1 Orientation**  
**Week 1 Orientation** [Back](#) [Next](#)


[Reorder](#) [Add Text](#) [Add Multimedia](#) [Add Resource](#) [Add Subpage](#)

**Week 1: Orientation Due 8/22/12**

[Edit](#) Please complete the required assignments listed below.

**Required Readings:**

[Edit](#)  [SamplePowerPoint.pptx](#)


[Edit](#)  [SakaiIntro.pdf](#)

**Required Article and Video:**

[Edit](#) Review the article: [About Sakai](#)  
<http://www.sakaiproject.org/about-sakai>

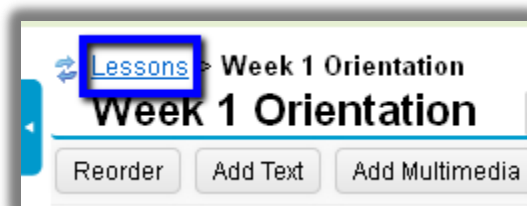
Study the video: [Sakai Assignments: Submit](#)  
<http://youtu.be/DEa6-fvk0i8>

[Edit](#) **Required Assignment:**

[Edit](#)  [Describe Sakai Assignment](#)  
 (Due Oct 15, 2012 5:00 PM)

## Part IX: Add a Subpage, Hide a Subpage, Reorder a Subpage

**Step 1: Return to the Lessons main page:** At the top of the Subpage, click on the Lessons link



[Lessons](#) > **Week 1 Orientation**  
**Week 1 Orientation**

[Reorder](#) [Add Text](#) [Add Multimedia](#)

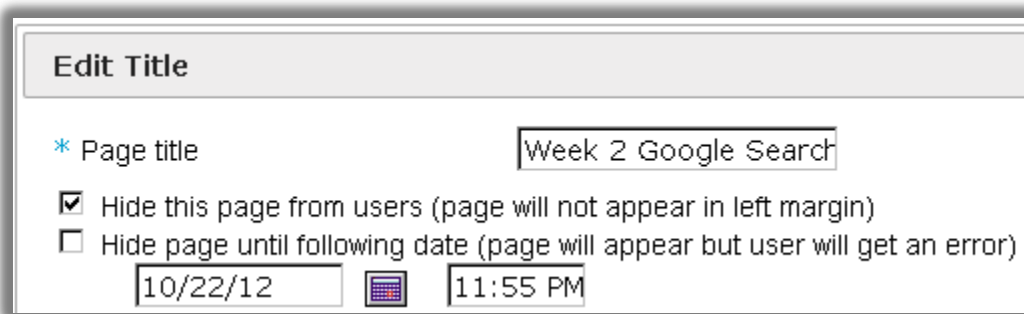
### Step 2: Add a Subpage for Week 2

- At the top, click on the **Subpage** button
- Type the page title: *Week 2 Google Search*
- Click **Create**. You'll see the Lessons Help page.

### Step 3: Hide a Subpage

- At the top, to the far right, click on the **More Tools** button
- On the drop down, click on **Settings**
- You can permanently hide a subpage, or choose a date/time to make it available
- After making changes, click on **Save**

**Note:** Students don't get an error when you hide a subpage



**Edit Title**

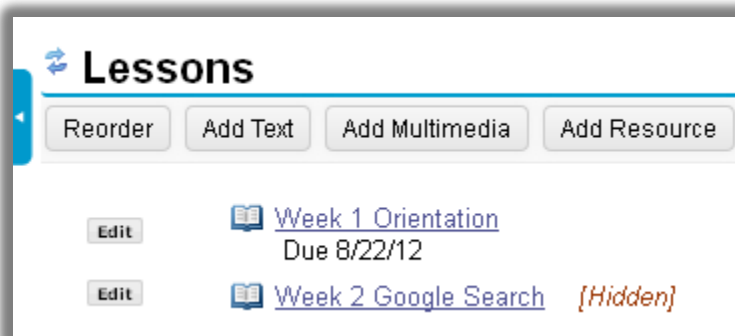
\* Page title

Hide this page from users (page will not appear in left margin)

Hide page until following date (page will appear but user will get an error)


### Step 4: Return to the Lessons main page:


- At the top of the Subpage, click on the **Lessons** link
- You'll see the new Subpage displayed, with the word *[Hidden]* beside it in italics and in red



**Lessons**

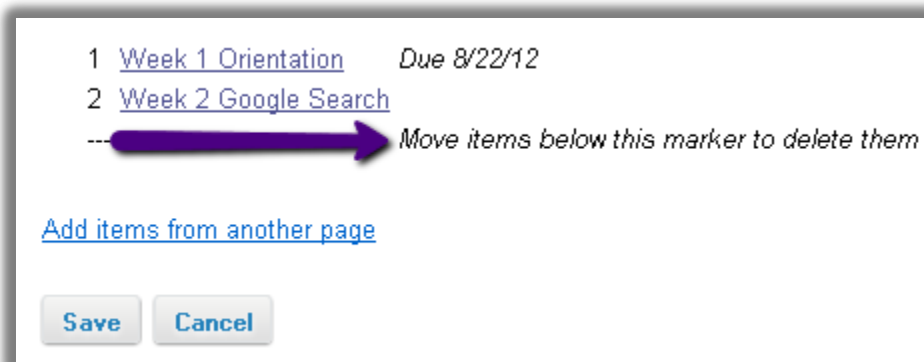
Reorder Add Text Add Multimedia Add Resource

Edit  [Week 1 Orientation](#)  
Due 8/22/12

Edit  [Week 2 Google Search](#) *[Hidden]*

## Step 5: Reorder Subpages

- At the top, click on the **Reorder** button
- Click on the Week 2 (2 in the example below) Subpage and drag it above the Week 1 Subpage (1 in the example below).
- Do **NOT** drag any item below the three hyphens below your last item, or they will be permanently deleted!
- When done, click **Save**.



## Part X: Add an image using Add Multimedia

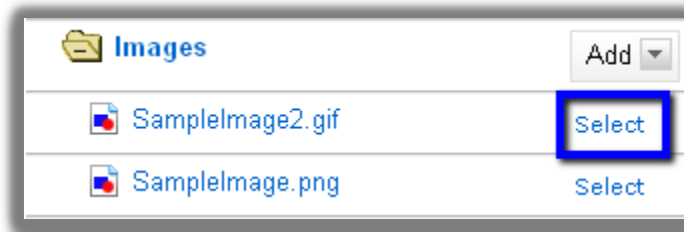
**Step 1:** Click on the link for *Week 2 Google Search* Note: If you hadn't previously added any content to the Subpage, the Lessons Builder Help area will be displayed.

**Step 2:** Click on the **Add Multimedia** button.

**Step 3:** Click on the link **Choose Existing File** (See the Note below for instructions for adding files to the Resources area.)

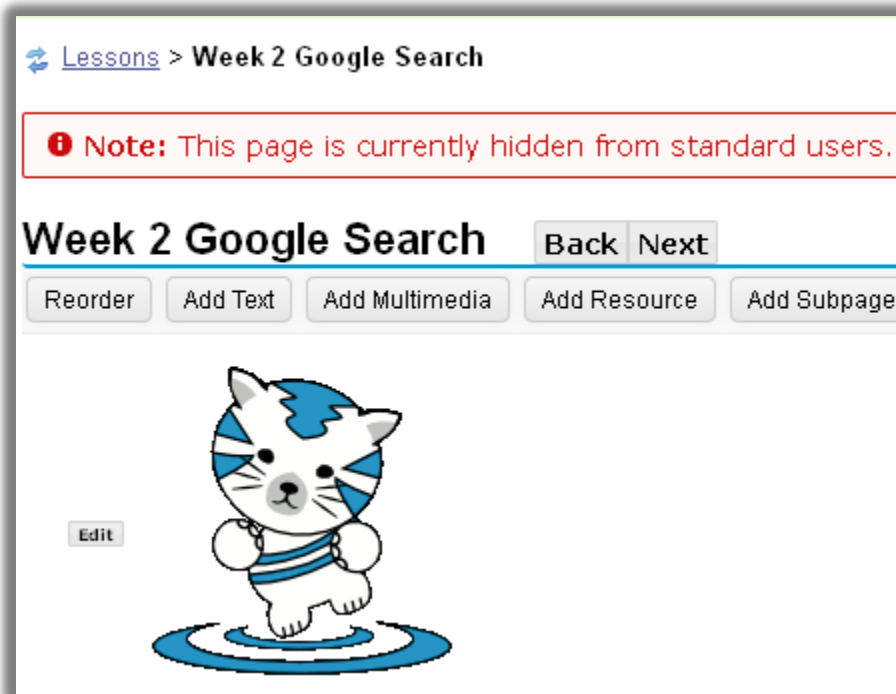
**Step 4:** If the image is located in a folder: Click on the folder where you've added your image, to display the folder contents

**Step 5:** To the *right* of the image file name, click **Select**



**Step 6:** At the bottom of the web page, click the **Continue** button

**Step 7:** You'll now see the image displayed on the Subpage



**Step 7:** To edit, click on the **Edit** button to the left of the image.

**Note:** Don't change the image width and height. If you need the image to be a different size, use a graphic tool to resize or crop it, such as [Windows 7 Paint](#) or [Windows XP Paint](#).

- a. Change the *Alt Text* to pinpoint why the image is being displayed
- b. Add an *Item Description* to explain why a graph or diagram is displayed.
- c. If changes are made, click **Save** otherwise **Cancel**.

**Step 8:** At the top, click on the **Back** button to return to the main Lessons web page.

**Add Resources Note:** If you haven't already uploaded a file to Resources, follow the instructions for adding [Resources](#) in the Durham Tech Help for Instructors wiki:

<http://courses.durhamtech.edu/wiki/images/9/9a/Resources.pdf>

**DTCC Sakai Instructor Handouts:** [Sakai Resources](#)

[http://courses.durhamtech.edu/wiki/index.php/Sakai\\_Resources](http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources)