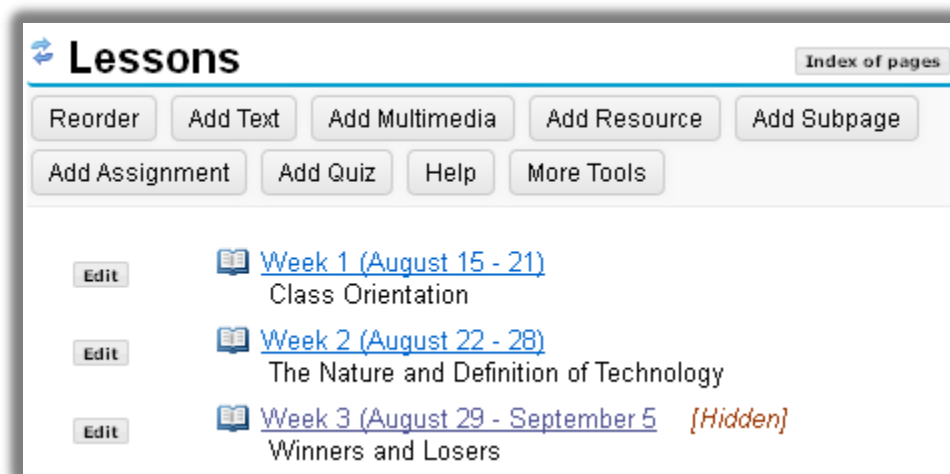# Lessons (Lesson Builder)

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.

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

1. **Add Subpage**
2. **Add Text :**
   a. Add headings and instructions
   b. Add links to Web sites
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 in a Subpage
   b. In **More Tools: Settings:** Manage Subpage availability
6. **Add Multimedia:** Display YouTube videos and 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:
   a. At the top, in the web address box, type **http://sakai.durhamtech.edu/** to access the *Sakai Gateway Page*.
   b. 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).
   c. 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)
   a. At the left on your main course menu, click on the **Site Info** link.
   b. At the top of *Site Info*, click on **Edit Tools**.
   c. Click on the check box beside the **Lessons** tool; click **Continue**, click **Continue** again.
   d. Finally, click **Finish** to add the tool to your main course menu.

Step 3: Go to Lessons
On the main course menu, you can now 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
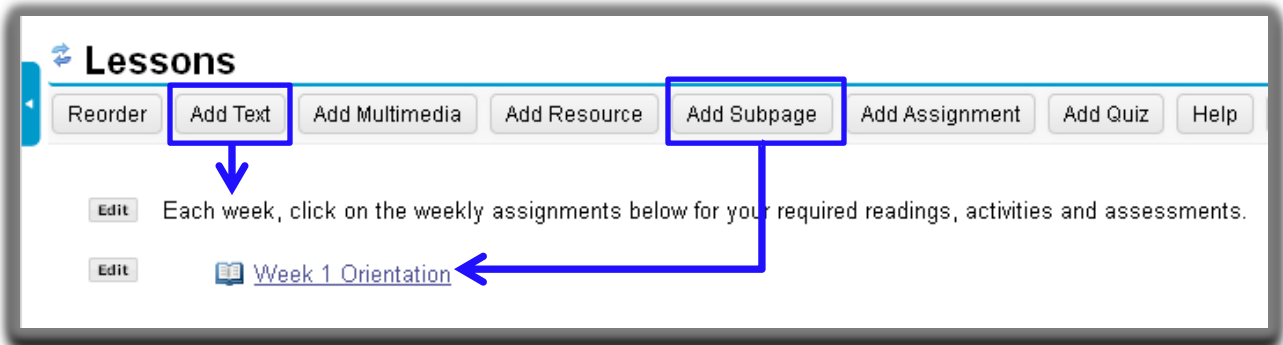
Step 1: Add an introduction to your Lessons area (Lessons-Add Text)
  a. At the top, click on the **Add Text** button.
  b. In the *Text Editor*, type an introduction to your weekly subpages, such as the following: *Each week, click on the weekly assignments below.* Then click **Save.**

Step 2: Edit Text
  a. Beside the text you just added, click on the **Edit** button.
  b. If you made a mistake, correct your text, click **Save.** *No mistakes?* Click **Cancel**.

Step 3: Add a weekly Subpage (Lessons-Add Subpage)
  a. At the top, click on the **Add Subpage** button.
  b. In the *Add Subpage* dialog box, type the **Page title** of your Subpage:
     Week 1 Orientation Press the **Create** button.
  c. You'll now see the Lessons Help area displayed for your *Week 1 Orientation* Subpage.

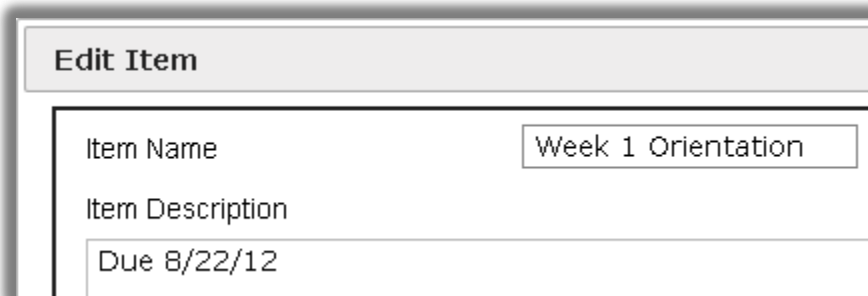## Part III: Add Text to a Subpage and Edit a Subpage
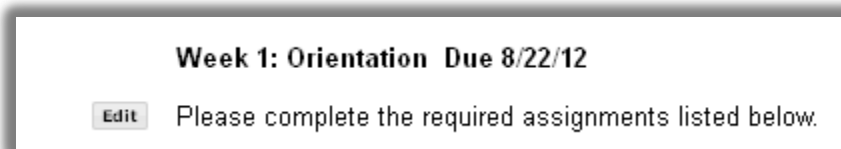
Step 1: Add an introduction to your weekly Subpage
  a. At the top, click on the **Add Text** button
  b. In the Text Editor, type: *Week 1: Orientation and a Due date* **Press Enter**
  c. Next type: *Please complete the required assignments listed below.* **Press Enter**
  d. Next type: *Required Readings:* **Press Enter**
  e. 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
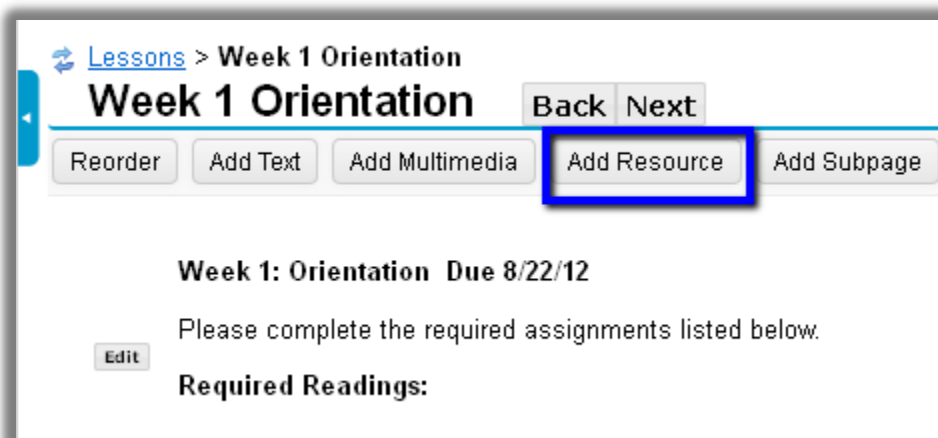   b. In the *Lessons* area, you should now see the new link to the *Week 1 Orientation* Subpage

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 an Existing File from your Subpage

Note: If you don't have a PowerPoint folder in your Resources area, with a PowerPoint file already in it, add a file, using the link to instructions on the last page.

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

a. In the *Please Choose a File* dialog box, you'll see your **Resources** area

b. 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.

c. To the right of the PowerPoint file you want to add, click on **Select**

d. At the bottom of the dialog box, **click on Continue**

e. You'll see the new link to your file added to the Subpage

f. You can add as many file links as you like to a Subpage

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* **Press the Shift key and enter key**

Step 4: In the *Text Editor*, type or paste 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 and link to an Assignment from a Subpage
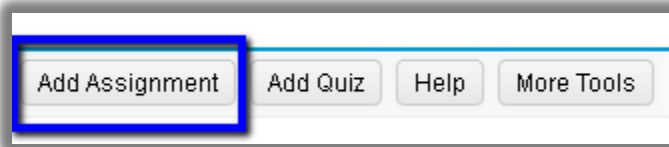
Step 1: Add the Assignments Tool to your course (Site Info-Edit Tools)
   a. At the left on your main course menu, click on the **Site Info** link.
   b. At the top of *Site Info*, click on **Edit Tools**.
   c. Click on the check box beside the **Assignments** tool; click **Continue**, click **Continue** again. Click **Finish** to add the tool to your main course menu.

Step 2: Go to Lessons
   a. On the left, on the main course menu, click on **Lessons**.
   b. 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

   a. Click on the provided link: **Create a new assignment using Assignments**
   b. Click on the **Add** button

Step 4: Complete the Add Assignment dialog box

   a. Add a **Title** (Required): *Describe Sakai Assignment*

Add the following **Dates** (Required):

b. **Open Date/Time:** Choose when students will **first** see the assignment
c. **Due Date/Time**: Choose the date displayed for the assignment in the *Gradebook* and/or displayed in the *Schedule* (Calendar)
d. **Accept Until Date/Time:** Choose a date/time that **late** assignments are due. When grading, these student submissions will be designated **Late** in **Red**

e. **Student submissions** (Required): Use the default: *Inline and Attachments*

Exception: For **TurnItIn** assignments, you must choose *Single Updated File Only*

f. **Grade Scale** (Required): Click on the drop down box, click on **points,** if you want to record Assignment grades in the *Gradebook*.
g. **Points** (Required): For our sample assignment, type: *10*

h. Type your **Assignment instructions**: *Based on your readings: Describe Sakai and provide three reasons why colleges are using Sakai*
i. Under **Grading**: Click beside **Add Assignment to Gradebook**
j. At the bottom, click on the **Post** button

The rest of the choices are **optional**:

- Add the Assignment due date to the *Schedule* and/or add an *Announcement*
- Add a requirement to acknowledge an honor pledge
- Use **Turnitin Service**: Check out these [step-by-step instructions](#) provided by Rutgers

Grading: In addition to Adding an Assignment to the Gradebook, you can also associate an Assignment with a Gradebook item previously added to the Gradebook
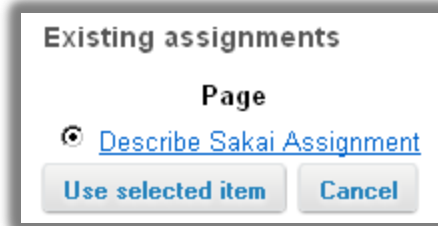
Submission Notification Email Options:

- You can receive notifications about your student submissions and/or notify students when their Assignments have been graded

Add an attachment

Additional Information: Add a model answer, private note or All Purpose item

At the bottom, click on the **Post** button, or Preview or Save

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
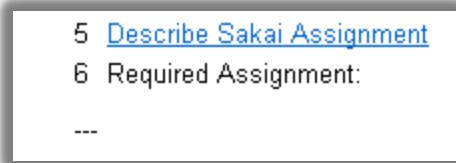
Part VII: Add a Heading and Reorder content on your Subpage

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
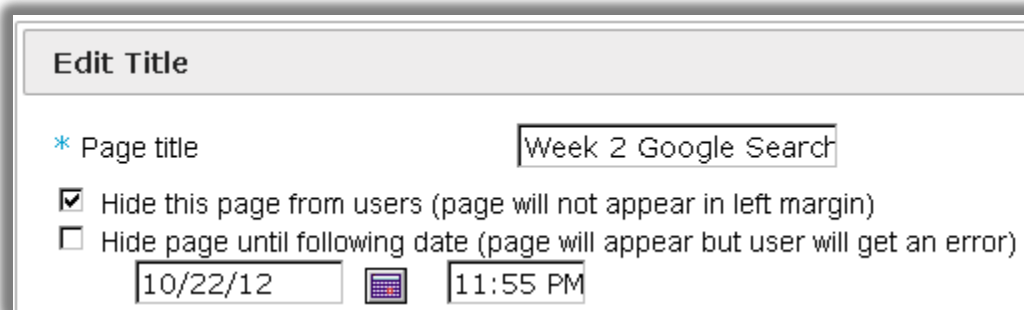 c. At bottom, click on the **Save** button

```
5  Describe Sakai Assignment
6  Required Assignment:

---
```

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); drag above the Sakai Assignment link (5 in the example). 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**.

Part VIII: Add a Subpage, Hide a Subpage, Reorder a Subpage

```
Edit Title

* Page title                        Week 2 Google Search

☑ 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)
   10/22/12        🔳    11:55 PM
```

Step 1: Return to the Lessons main page: At the top of the Subpage, click on the Lessons link
Step 2: Add a Subpage for Week 2
   a. At the top, click on the **Subpage** button
   b. Type the page title: *Week 2 Google Search*
   c. Click **Create.** You'll see the Lessons Help page.
**Step 3: Hide a Subpage**
   a. At the top, to the far right, click on the **More Tools** button
   b. On the drop down, click on **Settings**
   c. You can permanently hide a subpage, or choose a date/time to make it available
   d. After making changes, click on **Save**
Note: Students don't get an error when you hide a subpage

Step 4: Return to the Lessons main page:
  a. At the top of the Subpage, click on the **Lessons** link
  b. The new Subpage displays, with the word *[Hidden]* beside it in italics and in red

Step 5: Reorder Subpages
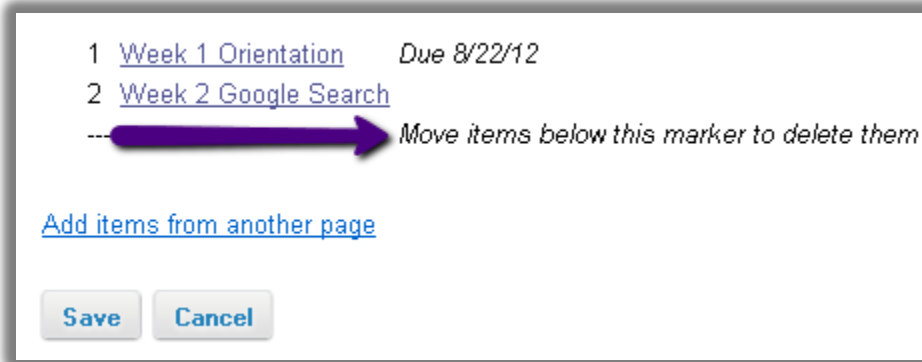
  a. At the top, click on the **Reorder** button
  b. Click on the Week 2 Subpage (2 in the example) and drag it above the Week 1 Subpage (1 in the example). When done, click **Save**
  Note: Do **NOT** drag any item below the three hyphens below your last item, or they will be permanently deleted!

Part IX: Display a YouTube video using Add Multimedia

Step 1: Click on the link for *Week 2 Google Search*
Step 2: Click on **Add Text** to introduce your YouTube video.
Step 3: In the *Text Editor:* Type: *Study the video below: Sakai Assignments: Submit*
Step 4: Find and copy the YouTube video web address:
  a. In a new browser tab, type: ***http://www.youtube.com***
  b. On the top left, in YouTube's search box, type: *sakai assignments submit* and press **Enter;** click on the video title: *Sakai Assignment: Submit*
  c. Below the video, click on the *Share* button
  d. Highlight the web address, press **CTRL and C keys** to copy the web address

Step 5: Click on the web browser tab for Sakai
  a. Click *after the last text added;* press **Shift and Enter** to create a single space
  b. Press the **CTRL and V** keys to paste the YouTube web address
Step 6: Highlight the *web address* you just pasted, **press the CTRL and C keys** to copy the web address. Click on **Save**.
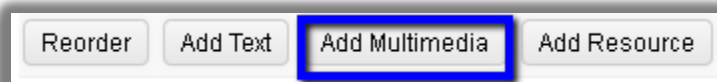**Step 7:** Click on the **Add Multimedia** button
Step 8: Click in the **URL box**, press the **CTRL and V keys** to paste your web address
Step 9: Click the **Save** button
Step 10: To change the video address, or add a description that will display below the video, click on the **Edit** button to the left of the video. Make any changes you like, and then click **Update Item**. **Note:** YouTube web address: http://youtu.be/DEa6-fvk0i8

Part X: Add an image using Add Multimedia

Step 1: If needed: Click on the link for *Week 2 Google Search*
**Step 2:** Click on the **Add Multimedia** button.
Step 3: Click on the link **Choose Existing File**
Note: If you don't have an images folder in your Resources area, or an image file, add the file, using the link to instructions on the last page of this document.
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**
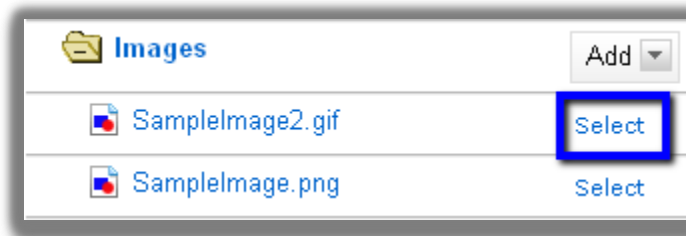
Step 6: At the bottom of the web page, click the **Continue** button
Step 7: You'll now see the image displayed on the Subpage
Step 8: To edit, click on the **Edit** button to the left of the image.
  a. Change the *Alt Text* to pinpoint why the image is being displayed
  b. If changes are made, click **Save** otherwise **Cancel.**
Step 9: At the top, click on the **Back** button to return to the main Lessons web page.

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 **pixlr.com** or **Windows 7 Paint** or **Windows XP Paint**.

Sakai Help:

Lessons:
Rutgers Sakai Help Documents for **Lessons**
http://rci.rutgers.edu/~oirt/sakai/helpdocs2/lessonbuilder.php

Durham Tech Instructions for working with Course Content Tools:
Lessons, Resources, Site Info, Text Editor, Web Content, Wiki, Soft Chalk

Importing Content Instructions: From Blackboard or Sakai

Assignments instructions: Create and Grade Assignments plus
View TurnItIn reports, Return Submissions to Students and Download Multiple Submissions for Review

DTCC Sakai Instructor Handouts: **Sakai Resources**
http://courses.durhamtech.edu/wiki/index.php/Sakai_Resources

How to add Files to Resources instructions:
http://courses.durhamtech.edu/wiki/images/9/9a/Resources.pdf

Instructor Tips: DTCC Sakai Tips (Blog), Copyright, and Course Design