

Organizing Lessons and the Course Menu

Streamlined, organized Sakai sites are easier for students to navigate – which means less confusion for students and fewer questions for the instructor to answer!

This handout provides info to help you organize the Lessons area AND the main course menu in your Sakai site. It explains how to hide weekly subpages until you are ready for students to see them and how to rearrange items within Lessons. It also covers how to hide course menu items that students don't need and how to reorder items on the course menu.

Step 1: Hide a Lessons subpage from students

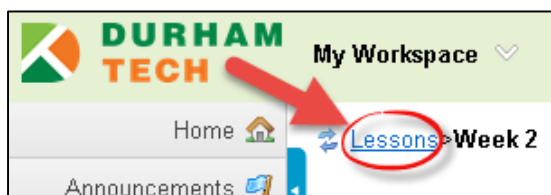
Instructors can control when weekly subpages in Lessons become visible to students. This allows you to hide a weekly subpage that you are still building or that you are not yet ready for students to access.

1. In **Lessons**, click on a subpage you want to hide (such as the *Week 2* subpage) – so that you are ON that subpage.
2. At the top, Click on **More Tools**, then **Settings**.
3. In the dialog box, you'll see the subpage title and two options for hiding that subpage:
 - **Hide this page from users** – Check this box if you are not yet sure exactly when you want students to see the subpage. (When you are ready for students to see it, you'll need to return here and un-check the box.)
 - **Hide page until the following date** – Check this box to make the subpage automatically become visible to students at a specific day and time. Then type or use the calendar to pick the *date and time* you want your subpage to be available, as shown below.

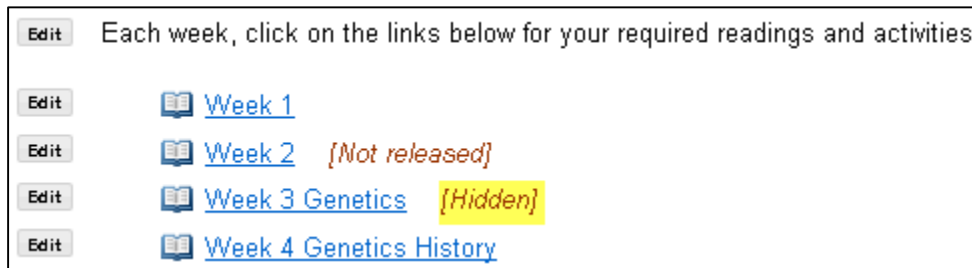
The screenshot shows the 'Edit Title' dialog box for a subpage titled 'Week 2'. It contains the following elements:

- * Page title: Week 2
- 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)
- Date field: 5/6/16
- Time field: 5:00 PM
- Create gradebook entry when page is completed. [] points
- Buttons: Save (circled in red), Cancel

4. Click **Save**. You'll now see a message at the top of your subpage letting you know your subpage is unavailable to students.
5. Click on the *Lessons* link at the top of the page to return to the main page of Lessons.



6. Beside the subpage link, you'll see red italicized text in brackets:
 - *[Hidden]* – indicates that the subpage is hidden from students, with no release date
 - *[Not released]* – indicates that the subpage is set to become visible to students at a specific day and time

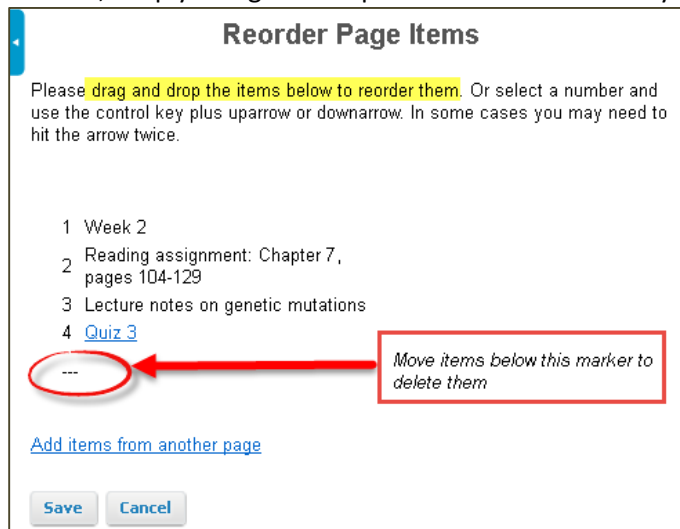


REMINDER: For any pages marked *[Hidden]* you will need to manually "un-hide" them when you are ready for students to access them. To do that, go to the subpage, click on **More Tools > Settings**, uncheck the "hide" box, and click **Save**.

Step 2: Reorder content on a Lessons page

In Lessons, whenever you add new content, it is appended to the bottom of the page. Use *Reorder* to move content where you like on your subpage.

1. In *Lessons*, click on a subpage that contains more than one content item.
2. At the top, click **Reorder**.
3. The *Reorder Page Items* screen appears, which lists all content items from the subpage. To reorder content, simply "drag and drop" a content item where you want it to go.



BE CAREFUL! On the *Reorder Page Items* screen (above) notice that there is a set of tiny hyphens below the last content item. To the right of the hyphens, it explains that if you drag items below this marker, they will be deleted. This is true! Items moved below the hyphens will be deleted, and there will be no way to recover these items.

4. Click **Save** when done. The items on your Lessons page should now appear in the correct order.

Step 3: Hide and reorder items on the course menu

Now that you've organized your content in Lessons, let's make sure your course menu is streamlined and easy for students to navigate. It's recommended that you move the most important course tools to the top of your course menu, and hide the tools your students do not need to use.

1. On the course menu, click **Site Info**, then click the **Page Order** button along the top.

2. Click-and-drag to move the **most important tools to the top**.

The first tool displayed to students should be *Home*; then *Announcements*, *Syllabus*, *Lessons*, *Gradebook*, and if using tests, the *Tests & Quizzes* tool. (The *Tests & Quizzes* tool must be visible in order for students to access feedback on tests they submit.)

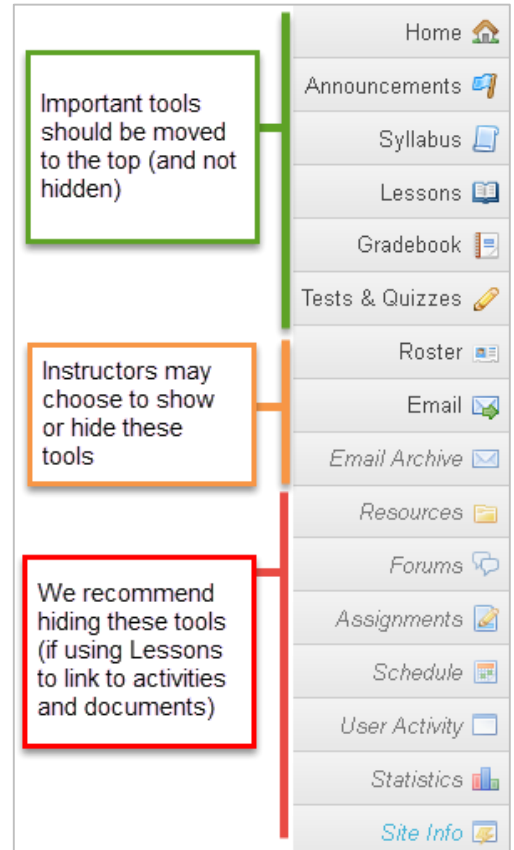
3. Next, hide the tools your students don't need to see. To hide a tool, **click the yellow lightbulb** to the right of the tool name. The light bulb will turn gray.



Click to turn "OFF" and hide tool from students

It's recommended that you hide *Statistics*, *User Activity*, and *Site Info*. Also, if you're using Lessons to link to your activities and documents, you can hide *Forums*, *Assignments*, and *Resources*. It's up to you if you want to display or hide the following three tools: *Email*, *Email Archive*, and *Roster*.

4. Click **Save**. On the course menu, the tools hidden from students will be italicized and gray.



You can find additional info on using Sakai's Lessons and Site Info tools in the [Sakai Help for Instructors](#)