



**Purpose:** The **Lessons** tool allows you to easily organise and present content on a single page. The content can take the form of files – either uploaded directly from your computer, or those already stored in the **Resources** tool, links to relevant material on the internet, activities (e.g. **Forums** topics, **Assignments**, **Tests**) and user-generated content (such as pages, pages created by students, and student comments). Content and activities can be organised by topic, week or study unit. **Access** users (e.g. students) can work through each **Lessons** page which integrates various tools and activities in one learning pathway, instead of having to select tools independently from the left hand menu.

**Typical use & good practice tips:** When using the **Lessons** tool, it is best to consider the overall aim of the content/activity, in order to decide which tools or activities are relevant. The separate tools need to be added first (e.g. **Forums**, **Assignments**, **Tests**), before inserting links to them in a **Lessons** page (**Site Info** > **Edit Tools**). It is advisable to hide the relevant tools from the left hand menu (by using **Site Info** > **Page Order**) to avoid confusion, as users should access the relevant content/activities via the **Lessons** page only.

This guide discusses:

- What a **Lessons** page looks like from an **access** user (e.g. student) perspective
- How to add different components to a **Lessons** page
- How to change the settings and permissions on a **Lessons** page

Other useful step-by-step guides to read in conjunction with this one:

- Using the WYSIWYG HTML editor
- Resources
- Assignments
- Tests
- Forums
- Site Management: the Site Info tool

All step-by-step guides are available from [weblearn.ox.ac.uk/info](http://weblearn.ox.ac.uk/info)

## An example of a Lessons page

Before learning how to create a **Lessons** page, it is useful to see what one may look like from an **access** user (i.e. student) perspective.

## Aim of the course

This course help you to learn Chinese *Mandarin* in 90 days!  
You are welcome to put us to the test 😊.

## It is easier than you think !

See how the Facebook boss Mark Zuckerberg speaks Chinese



### Week 1

Topics: Greeting and Numbers; Discussions: practise your pronunciation and ask questions; Student pages: create your own page to show what you learnt.

### Week 2

### Week 4

### Week 3

### Week 5

### Week 6

### Week 7

### Week 8

#### Week 1 Progress

Indicate your progress by ticking the box(es).

- Numbers and greeting
- Discussion: pronunciation practice
- Further resources
- My own page

#### Announcements

There are currently no announcements

This is a **Lessons** page which teaches basic Chinese. “Learn Chinese” at the top is the page title. This page contains three blocks with formatted text, an embedded video and sub-pages (Week 1, Week 2, Week 3, .....).

When a student clicks on each subpage, the detailed weekly activities are presented:

Number	Phonetics (Pinyin)	Chinese	Pronunciation
1	yī	一	0:02
2	èr	二	0:02
3	sān	三	0:03
4	sì	四	0:03
5	wǔ	五	0:05
6	liù	六	0:04
7	qī	七	0:08
8	bā	八	0:04
	jiǔ	九	0:03
10	shí	十	0:02

Week 1 - Practise what you learnt and ask questions

Student Pages  
(F. Geng)

Further Resources  
[http://en.wikibooks.org/wiki/Chinese\\_%28Mandarin%29/Greetings](http://en.wikibooks.org/wiki/Chinese_%28Mandarin%29/Greetings)

Forum discussion topic for Week 1

Link to additional learning materials

A page created by an individual student

Audio clips teaching pronunciation

The screenshot above shows the Week 1 activities with the following components:

- audio clips teaching pronunciation of the numbers from 1 to 10;
- a discussion topic for students to practise what they have learnt by recording their own audio clips and asking questions related to the weekly topic
- student-created sub-pages
- a link to further learning materials on the internet.

## How to create a Lessons page

As for other tools in WebLearn, if the **Lessons** tool has not yet been added to your site, you can add it via **Site Info > Manage Tools**. Note: you need to have the **maintain** role in the site in order to add any new tool. The **Lessons** tool can have multiple instances added in the same site.

### Add a Lessons tool

1. Click on **Site Info** under the tools menu on the left hand side
2. Click **Manage Tools** at the top of the page
3. Locate and select **Lessons**. Note: you can add more than one **Lessons** tool to a site, and provide each one with a unique name, e.g. Topic 1, Topic 2 etc.

**Project Site Tools**

Choose tools to include on your site...

**General** 9

- Home**  
For viewing description of the site. Will include recent announcements, discussion, and chat items if appropriate.
- Announcements**  
For posting current, time-critical information
- Assignments**  
For posting, submitting and grading assignment(s) online
- Chat Room**  
For real-time conversations in written form
- Drop Box**  
For private file sharing between instructor and student
- Email Archive**  
For viewing email sent to the site
- Email Sender**  
Send mail to participants and groups in your site. (Mailtoof replacement.)
- Forums**  
Display forums and topics of a particular site
- Lessons (Learn Chinese)**  
For creating content modules and sequences; can be organized by week or unit
- Lessons**  
For creating content modules and sequences; can be organized by week or unit

- When you add a new **Lessons** tool via **Site Info**, the default title is 'Lessons'. You can customise the title on the **Customise Tool Instances** page that appears, e.g. the title in this example has been changed to 'Chinese Level 2'.

#### Customize tool instances

You can make configuration adjustments later using the configuration capabilities for each tool.

**Lessons**

Title

(Suggested length 15 char.)

More Lessons Tools? ▼

- Later you can edit the title using the 'cog' icon on the **Lessons** page: 
- Click **Continue** and **Finish** to add the new instance of the **Lessons** tool to your site.

## Building a Lesson

Once you have added a **Lessons** tool, you can build lessons pages by clicking on the **Lessons** tool on the left hand tools menu.

### 1. Start with the Help page

When you open the newly added **Lessons** page for the first time, you will see a **Help** page like the one below.

### How to add content to this page

You can add content in two ways:

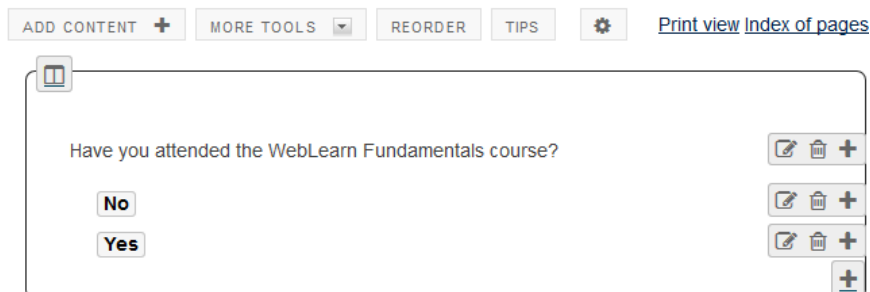
- The "Add Content +" button at the top will add a new item at the bottom of the page.
- The "+" icon to the right of each existing item will add a new item above that one.

Both of these will bring up the Add Content dialog. The most commonly used options in that dialog are

- **Add Text** - Add text with a rich text editor.
- **Add Content Links** - Add links to files, web pages, or images.
- **Embed Content on Page** - Place images or video on the page.
- **Add Assignment** - Link to an assignment in the Assignments tool.
- **Add Forum or Topic** - Link to a forum or topic in the Forums tool.
- **Add Subpage** - Add a new page. A link to it will appear on this page.

You can add other types of content as well. For more information, see [Getting Started with Lessons](#)

- Clicking **Add Content** allows you to add various components to a **Lessons** page including such as text, links, multimedia, quizzes, subpages, etc.
- A common use of the **Lessons** tool is to organise material by topic or unit.
- Students can be guided to different **sub-pages**, depending upon their choices and progress. In the example below, users are asked if they have attended the WebLearn Fundamentals course. If the answer is No, another page with information about the WebLearn Fundamentals course appears. Otherwise, they will be presented with a list of different WebLearn courses.

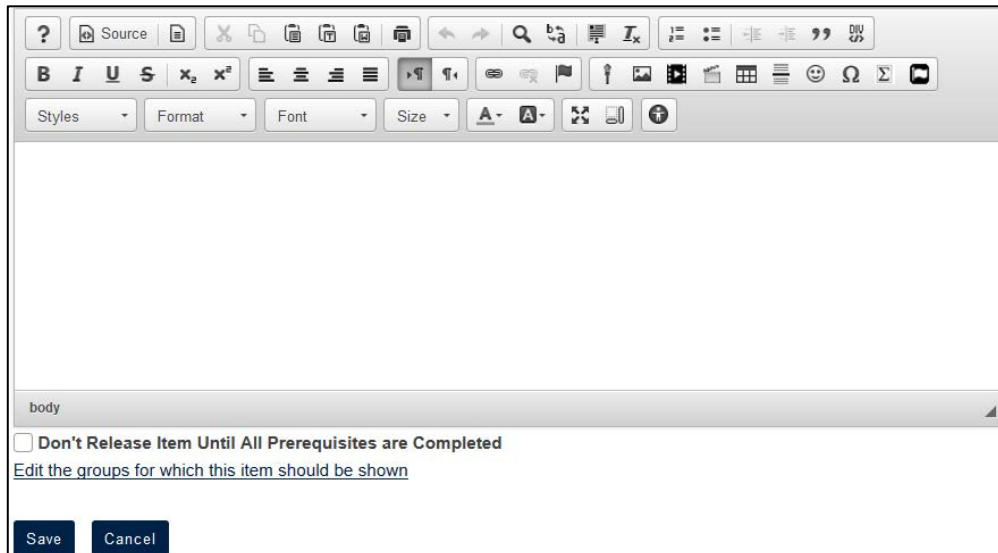


## 2. Add different components to a Lessons page

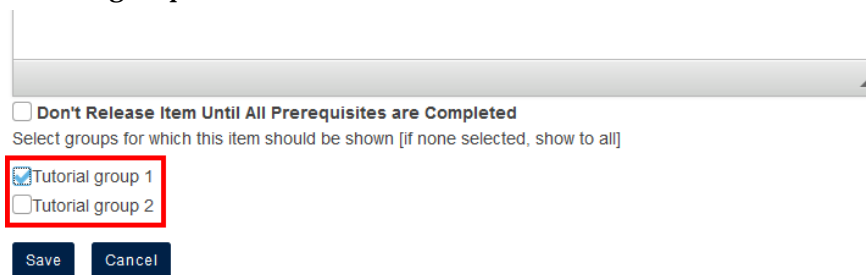
You can add the following components to a lessons page: Text, images, video files, Flash files, web pages, files from **Resources**, **Assignments**, **Tests**, **Forum** topics, built-in questions, comments, students' own pages, subpages, etc. Each of these components is presented in the sections that follow.

### Add Text

- Click the **Add Content** dropdown list and select **Add Text** from the dropdown list. This brings up the WYSIWYG editor:



- Enter your text in the text box and format it as required. You can add additional content in the same text box, including HTML5 video, recorded audio, tables, links etc.
- If you want to make the text available only to certain group(s) that already exist in the site, click on the link [Edit the group for which this item should be shown](#) to reveal the groups.



- Once you are happy with the content in the text box, click the **Save** button.

### **Embed Multimedia, e.g. a video file**

You can embed image, video, Flash or a web page in a **Lessons** page.

- Click the **Add Content** dropdown list and select **Embed content on page**.
- On the next page, you have a number of options: upload a media file from your computer; select a media file in **Resources**; or paste the URL (or embedded code of an external media file) such as a Youtube video. The following example shows how to embed a BBC 'Learning Chinese' Youtube video by adding its URL.

**Embed content on page** ✕

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files

No files selected.

[Or select existing files from Resources](#)

Or add a URL or "embed code"

Don't Release Item Until All Prerequisites are Completed

- The specified video will be embedded on the page:



### **Add Content Links**

Link to a file that you can upload from your computer, an existing file in Resources, or an external site by adding the URL of the site

- Click the **Add Content** dropdown list and select **Add Content links**
- In order to link to a file uploaded from your computer, click 'Choose File', find the file to upload
- If the file is already in Resources, click "Or select an existing resource" to select the file to link to
- If you want to link to an external website, add the URL of the site
- Click **Save**.

### Link to Assignments

Link to an existing Assignment or create a new one via the Assignments tool.

- Click the Add Content dropdown list and select Link to an assignment
- On the next page choose an existing assignment or create a new one
- Click the Use selected item button

Assignment	Due Date
<input type="radio"/> <a href="#">Learn Chinese: greetings</a>	23-Mar-2018 17:00
<input checked="" type="radio"/> <a href="#">Learn Chinese: numbers</a>	23-Feb-2018 17:00

### Link to Quizzes

Link to an existing test (quiz) or create a new one via the Tests tool.

- Click the Add Content dropdown list and select Link to a test or quiz
- On the next page choose an existing test (quiz) or create a new one
- Click the Use selected item button

Quiz	Due Date
<input type="radio"/> <a href="#">Test: Chinese greetings</a>	
<input checked="" type="radio"/> <a href="#">Test: Chinese numbers</a>	

### Link to a Forum or Topic

Link to an existing forum or topic or create a new topic via the Forums tool.

- Click the Add Content dropdown list and select Link to a forum or topic
- On the next page choose an existing forum or topic or create a new one
- Click the Use selected item button



**Pick a Forum or Topic**

[Create new forum or topic using Forums](#)

**Existing Forums and Topics**

[Forum: Learn Chinese \(Mandarin\) Forum](#)

[Topic: Week 1 - Practise what you learnt and ask questions](#)

[Topic: Recommend topics would you like to learn in the future](#)

## Add Question

You can create two types of questions using the **Lessons** tool: Multiple Choice and Short Answer.

- Click the **Add Content** dropdown list and select **Add Question**
- Choose which type question to add (Multiple Choice is pre-selected)

**Edit Question Section**

Multiple Choice  Short Answer

Question Text:

Translate this word into English: 你好

**Possible Answers:**

<input checked="" type="checkbox"/>	Hello	
<input type="checkbox"/>	Goodbye	✗
<input type="checkbox"/>	Thank you	✗
<input type="checkbox"/>	Good morning	✗

Show students a graph of how others responded after they answer the question

- For a multiple choice question, there is an option to show students a graph of how others responded after they answer the question. Additional features include marking the question, adding the mark to the **Markbook** tool, and providing feedback on correct and incorrect answers.

Grade this question.

Title in Markbook:

Maximum points:

Text shown if answer is correct:

Text shown if answer is incorrect:

Don't Release Item Until All Prerequisites are Completed

Require This Item


[Edit the groups for which this item should be shown](#)

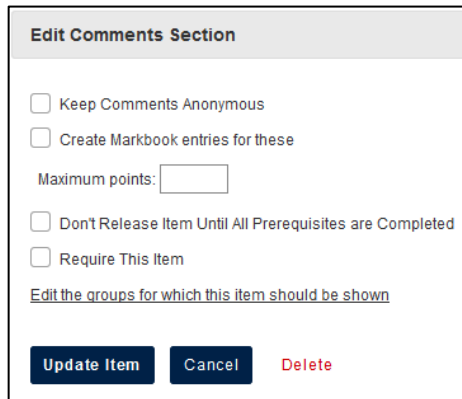
Delete

- Click **Save**

## Add Comments Tool

Add a section allowing students to enter comments about their learning activities.

- Click the **Add Content** dropdown list and select **Add Comments Tool**.
- Click the Edit icon  to configure other settings for this item.
- The options include **Keep Comments Anonymous**, **Create Markbook entries for these**, etc..




The screenshot shows a dialog box titled "Edit Comments Section". It contains several settings:

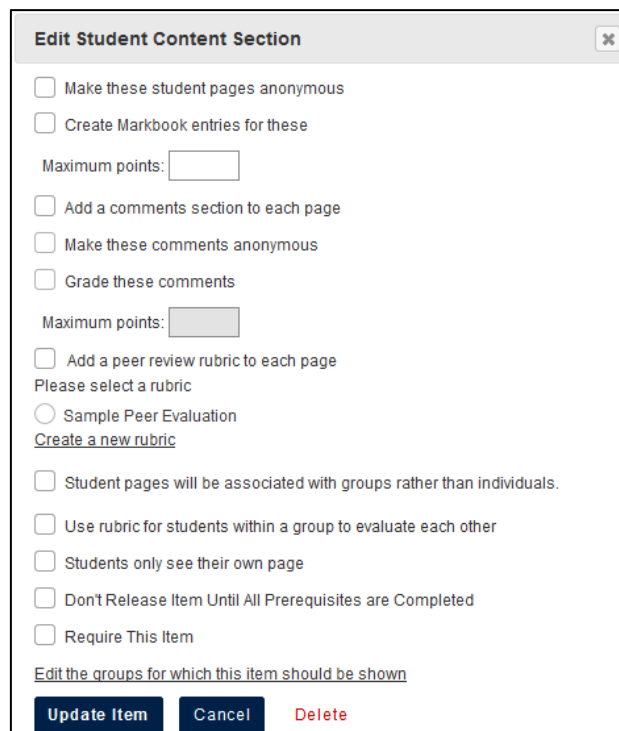
- Keep Comments Anonymous
- Create Markbook entries for these
- Maximum points:
- Don't Release Item Until All Prerequisites are Completed
- Require This Item
- [Edit the groups for which this item should be shown](#)

At the bottom, there are three buttons: "Update Item" (dark blue), "Cancel" (dark blue), and "Delete" (red).

## Add Student Content

Add a section where students may create their own pages.

- Click the **Add Content** dropdown list and select **Add Student Content**.
- Click the Edit icon  to configure other settings for this item.
- The options include **Make these student pages anonymous**, **Create Markbook entries for these**, etc..



The screenshot shows a dialog box titled "Edit Student Content Section". It contains several settings:

- Make these student pages anonymous
- Create Markbook entries for these
- Maximum points:
- Add a comments section to each page
- Make these comments anonymous
- Grade these comments
- Maximum points:
- Add a peer review rubric to each page
- Please select a rubric
- Sample Peer Evaluation
- [Create a new rubric](#)
- Student pages will be associated with groups rather than individuals.
- Use rubric for students within a group to evaluate each other
- Students only see their own page
- Don't Release Item Until All Prerequisites are Completed
- Require This Item
- [Edit the groups for which this item should be shown](#)

At the bottom, there are three buttons: "Update Item" (dark blue), "Cancel" (dark blue), and "Delete" (red).

## Add Subpage

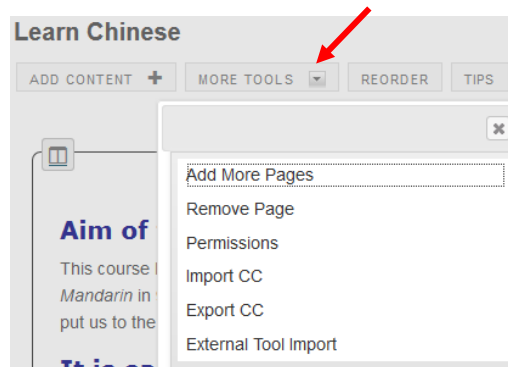
So far we have been adding components to a **Lesson** page. Having added a **Lessons** tool to a site via **Site Info**, it appears on the tools menu on the left hand side.

If you do not want to have too many **Lessons** tools on the tools menu, you can add subpages to any existing **Lessons** page. Components then can be added to a subpage in the same way as on a **Lessons** page. To add a subpage:

- Click the **Add Content** dropdown list and select **Add Subpage**
- You can now build the subpage just as for a normal **Lessons** page, e.g. adding different components.

**More Tools** – Note: this is available only on the main **Lessons** page, i.e. not on a subpage

Click on the **More Tools** drop-down list.



This reveals more features available in **Lessons**:

- **Add More Pages**: Add more top-level **Lessons** pages, which will appear as links on the left hand tools menu.
- **Remove Page**: Remove a top-level link from the left hand tools menu. This is equivalent to deselecting the specific **Lesson** page via **Site Info** > **Edit Tools**. Note: removing a **Lessons** page in this way does not delete the page; you can delete the page or add the page back to the tools menu via the **Index of pages** button on a top-level **Lessons** page.
- **Permissions**: Change permissions associated with this tool for different types of user:


Permission	access	contribute	maintain	suspended
Update all pages or items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read and update own pages or items	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See items regardless of release controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

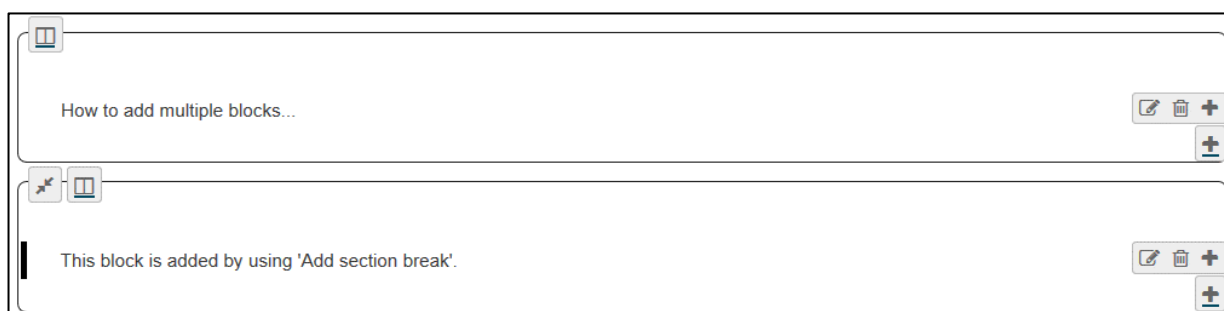
- **Import CC**: Import pages that were previously exported from a **Lessons** tool in a different WebLearn site (using **Export CC**). You can also use this to move lessons materials between different course management systems.
- **Export CC**: Export all top-level **Lessons** pages to your local computer so that they can be reused in a **Lessons** tool in a different WebLearn site, using **Import CC**. In this way, you can save the contents of a course for later use. If your Lesson contains links to other types of content (e.g. assignments, forum topics or quizzes), or resources (e.g. files, URL links), those items will also be exported in the content package.
- **External Tool Import**: Import a file from an external tool or web-based application ('app'), such as a polling app or a lecture recording tool.

## Create multiple rows and columns on a Lessons page


When content items (e.g. text, videos, subpages, etc.) are added to a **Lessons** page, they are displayed by default in a linear order, in one single block. You can divide the single block into rows and columns (i.e. multiple blocks), to improve readability and reduce the amount of scrolling down. This can be done using section breaks and column breaks.

### Add Section Break

If you'd like to add a new block below the current block, click the lower right icon : **Add new item at bottom of this column** and then select **Add section break above**.




### Add Column Break

If you'd like to divide a block into two columns, click the lower right icon : **Add new item at bottom of this column** and then select **Add column break**.



#### **Notes:**

- New rows are always added **below** the current row.
- New columns are always added **to the right** of the current column.
- You can merge columns and/or rows by using the icon : **Join the adjacent two regions into one**.

## The Lessons tool and Resources

When you add a top level **Lessons** page via **Site Info**, a hidden folder is automatically created in **Resources**. This folder contains content that you uploaded from your local computer into the **Lessons** tool. When subpages are added to a **Lessons** page, subfolders are also automatically created in **Resources**. The folder structure in **Resources** matches the structure of the **Lessons** pages and subpages.

#### **Note:** There are two ways of working with content items and lessons:

1. If you are used to working in the **Resources** tool (i.e. keeping control of the structure of your folders and sub-folders): first upload all content files into **Resources** and then when building the **Lessons** pages, elect to pick the relevant files from **Resources**.
2. If you would prefer to upload your content files while building the **Lessons** pages, then do so and the system will create a corresponding file structure in **Resources**. If you prefer this option, then it is best not to subsequently move or delete files and folders in **Resources**, as this could break links in the corresponding **Lessons** pages.