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

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.
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:
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.
4. 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’.

5. Later you can edit the title using the ‘cog’ icon on the Lessons page:

6. 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 drop-down 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.
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

**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

**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
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)

- 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.

- 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..

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.
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:
  - **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 above.

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.