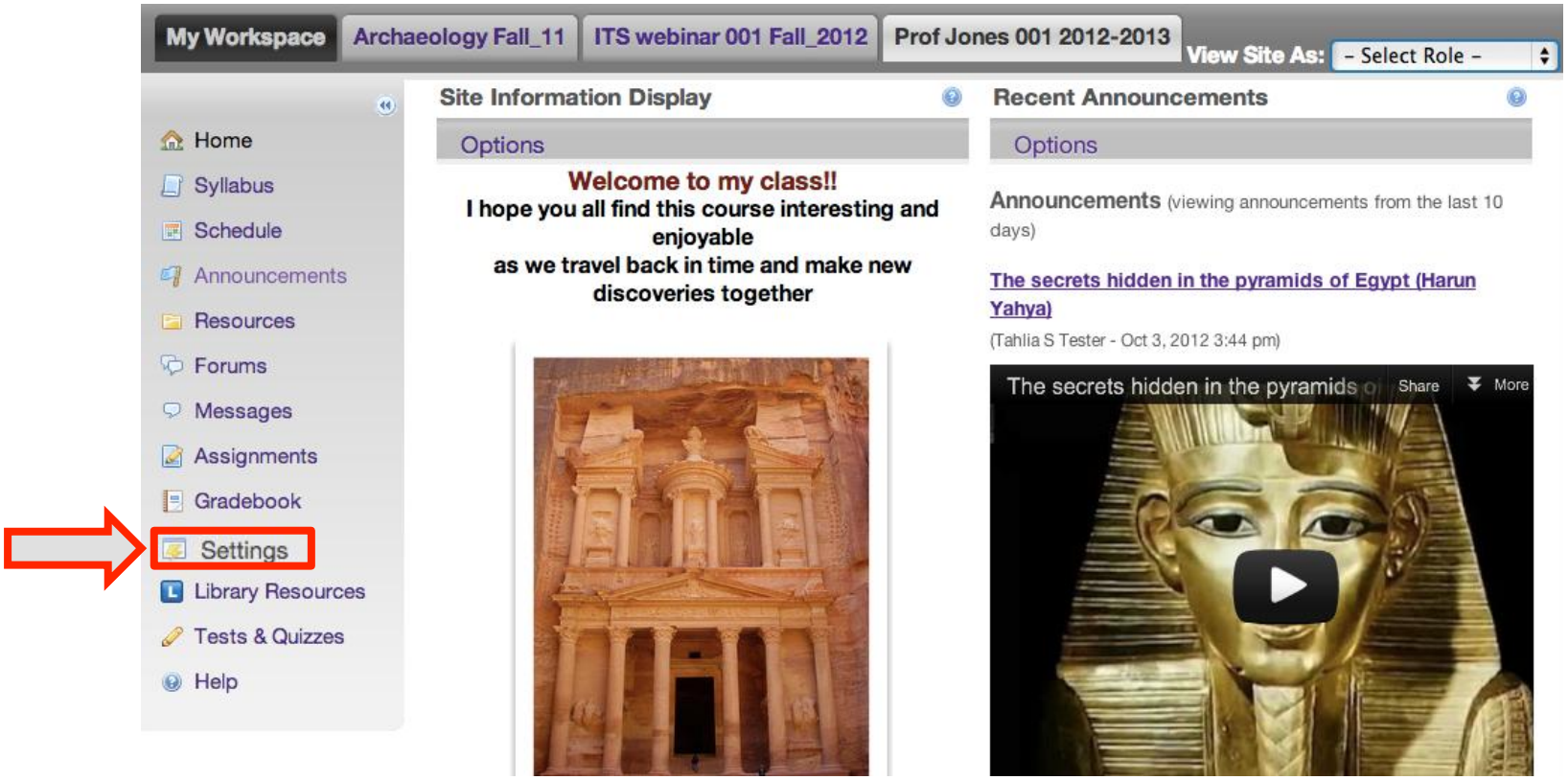
LESSONS

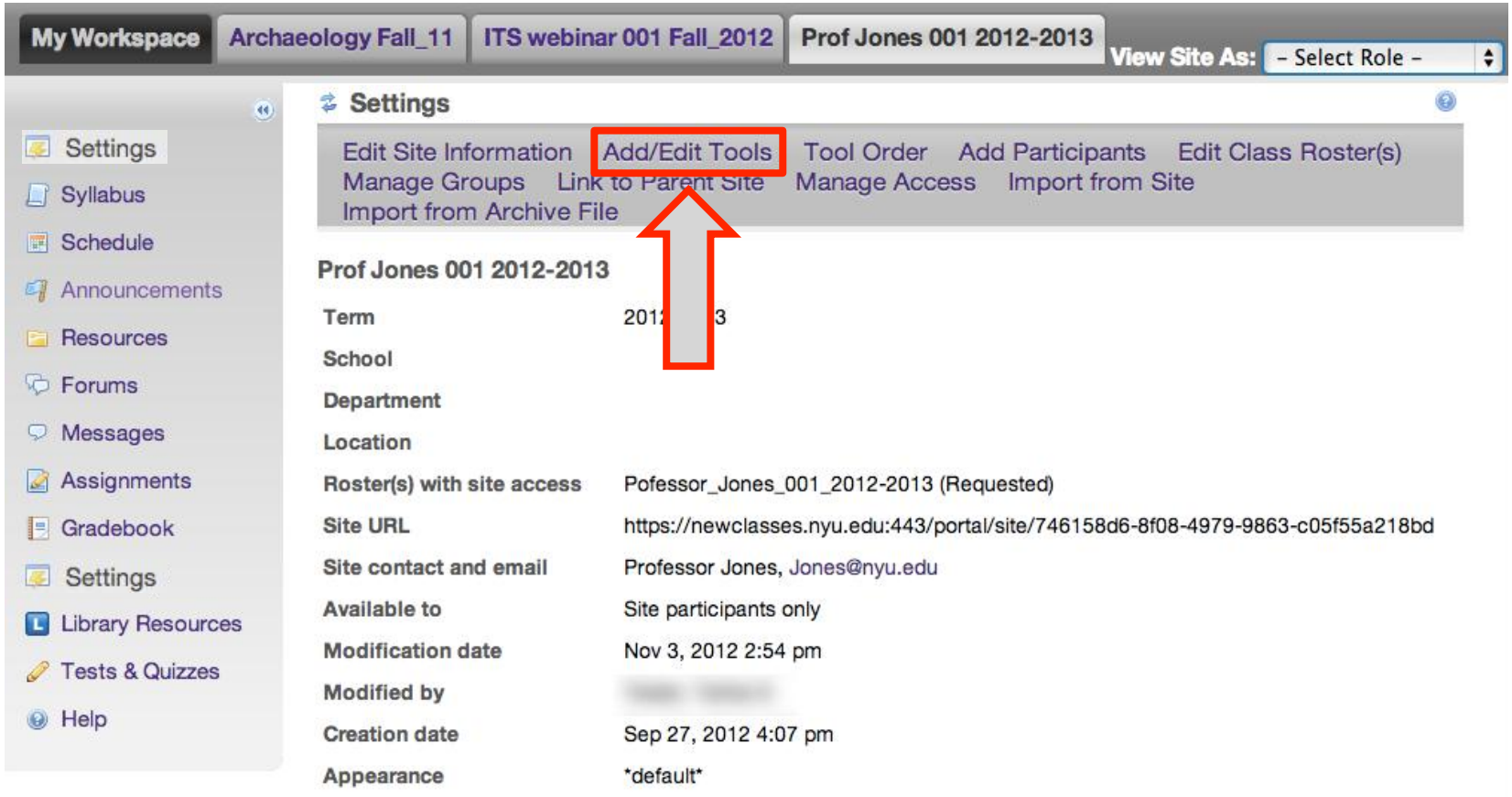
- Enable the **Lessons** tool
- Create subpages for each lesson that you want to build
- Add content/functionality to your lessons by either collecting existing materials from your various tools, or adding them directly
- Structure the lessons to create required sequences for your students to follow

ENABLE LESSONS



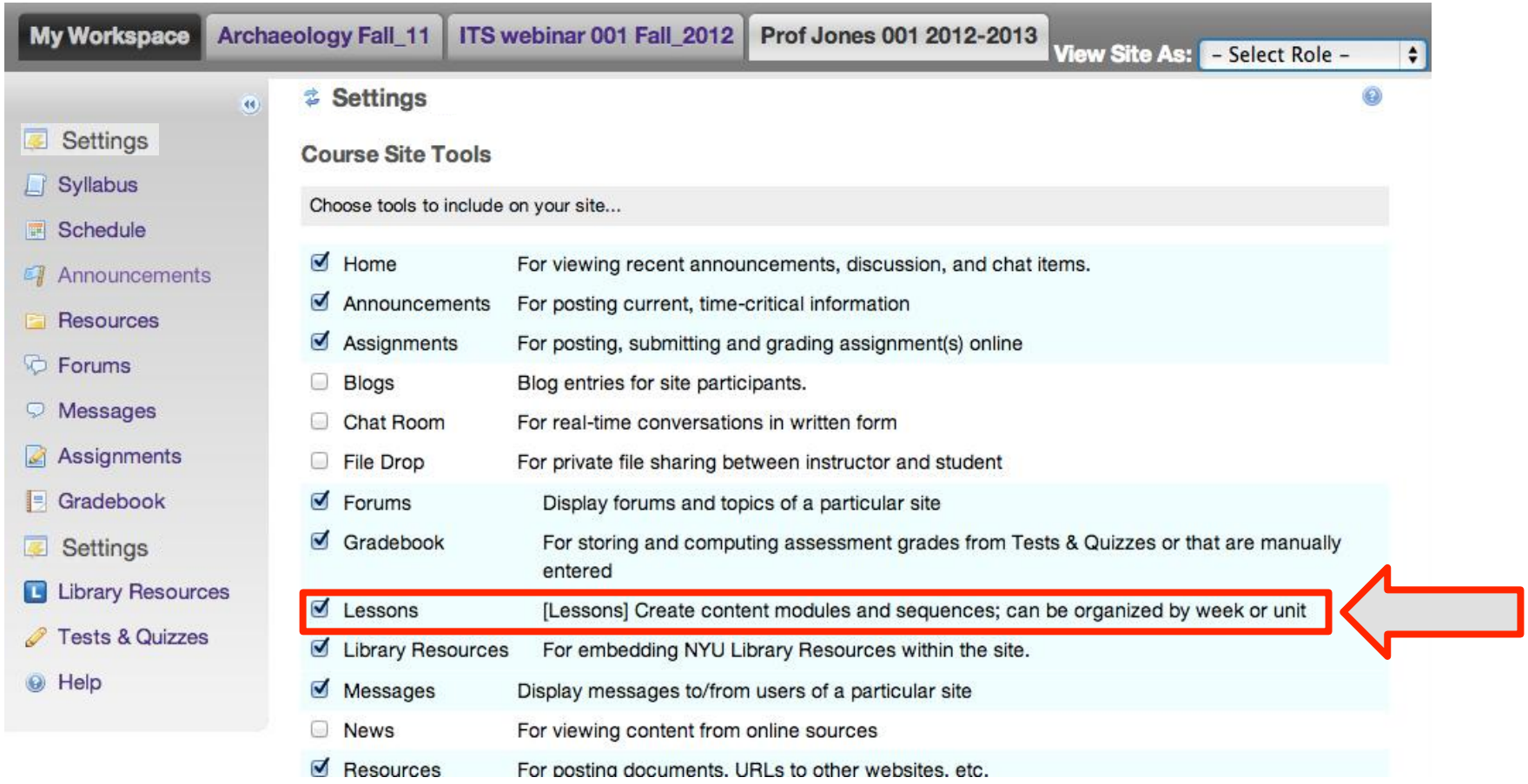
1. Navigate to your course site and select **Settings** from the left navigation menu.

LESSONS



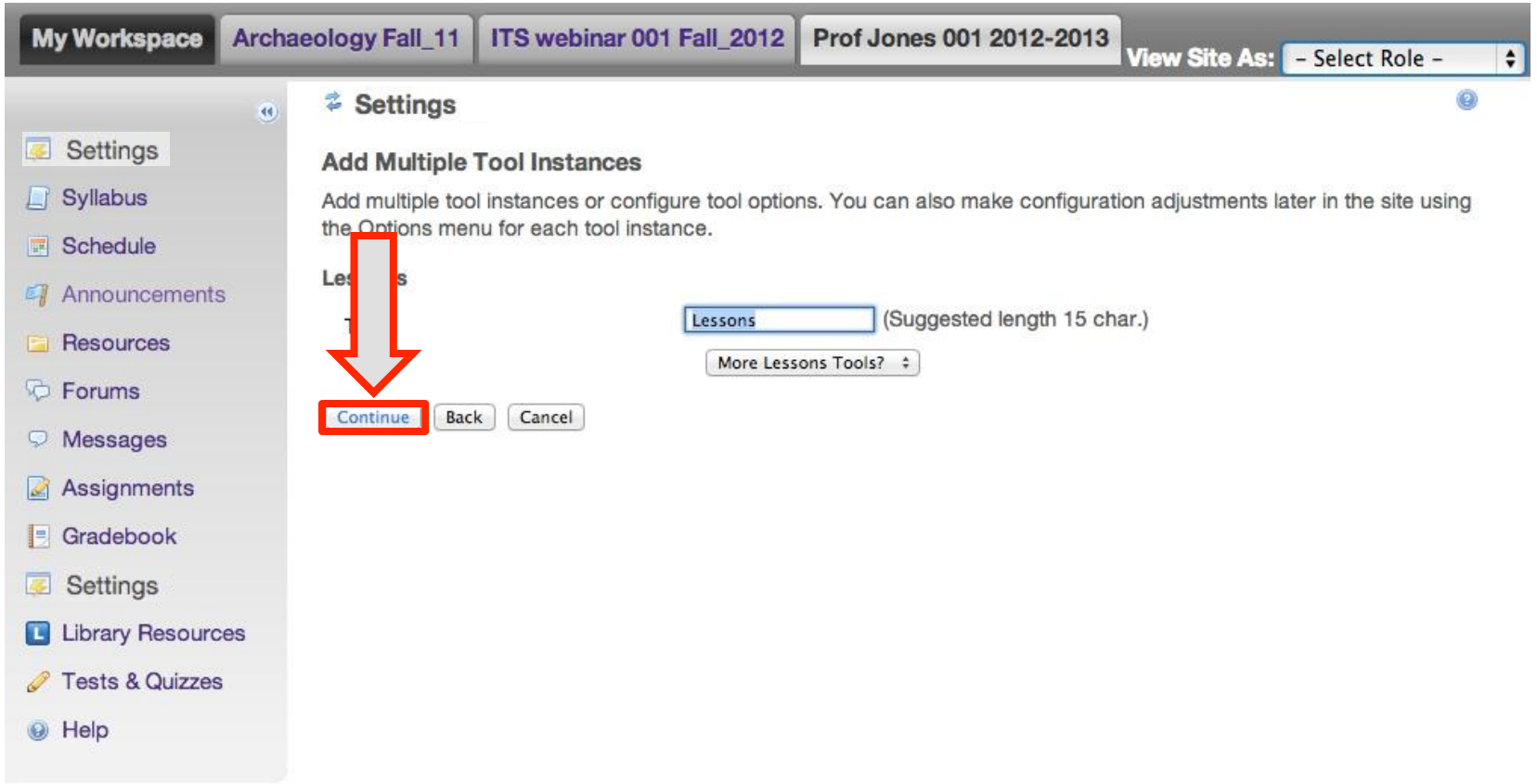
2. Select **Add/Edit Tools**

LESSONS



3. Select the checkbox for the **Lessons** tool
4. Scroll down and click **Continue**

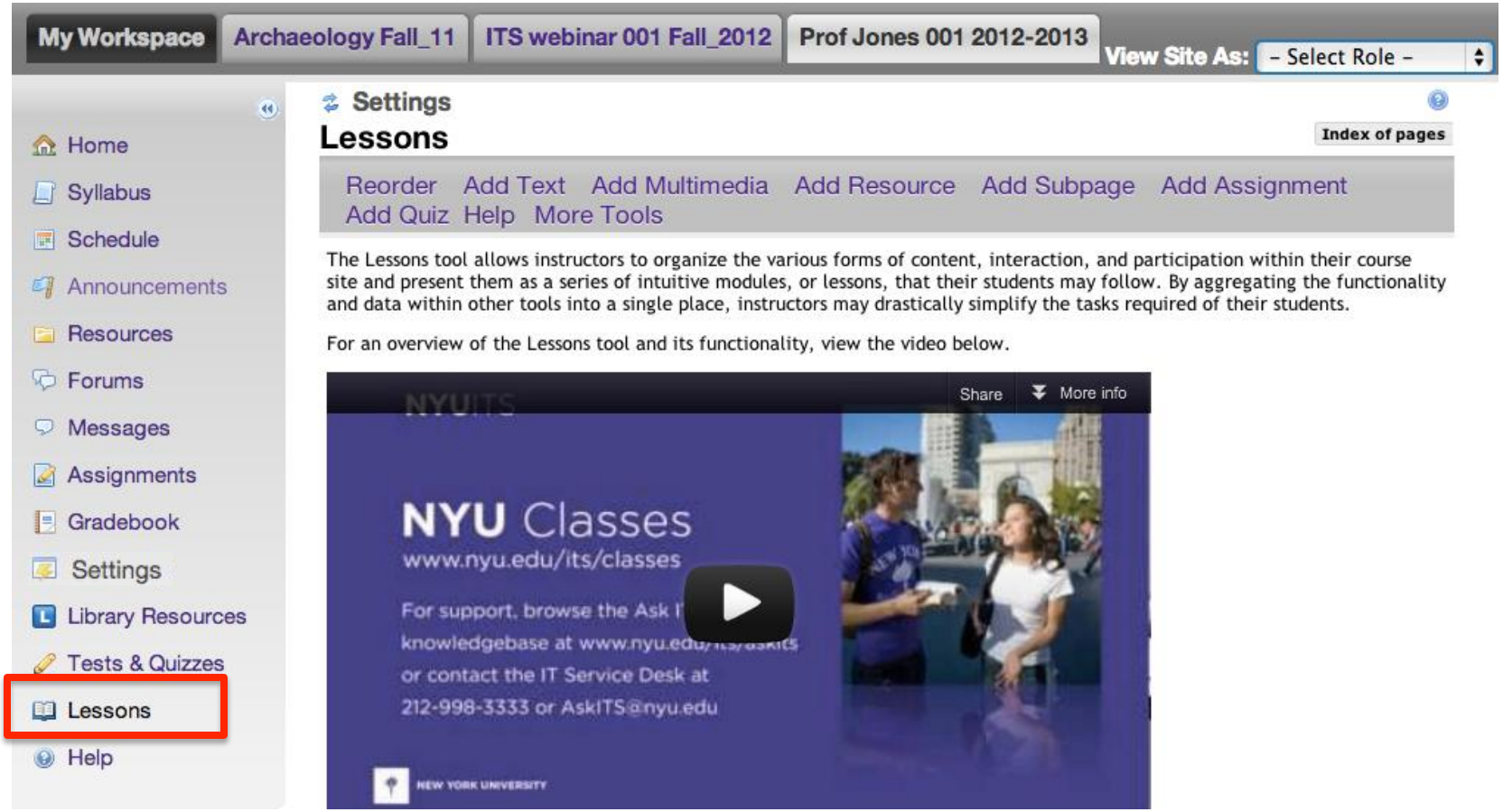
LESSONS



5. Rename the tool (optional) and click **Continue** again

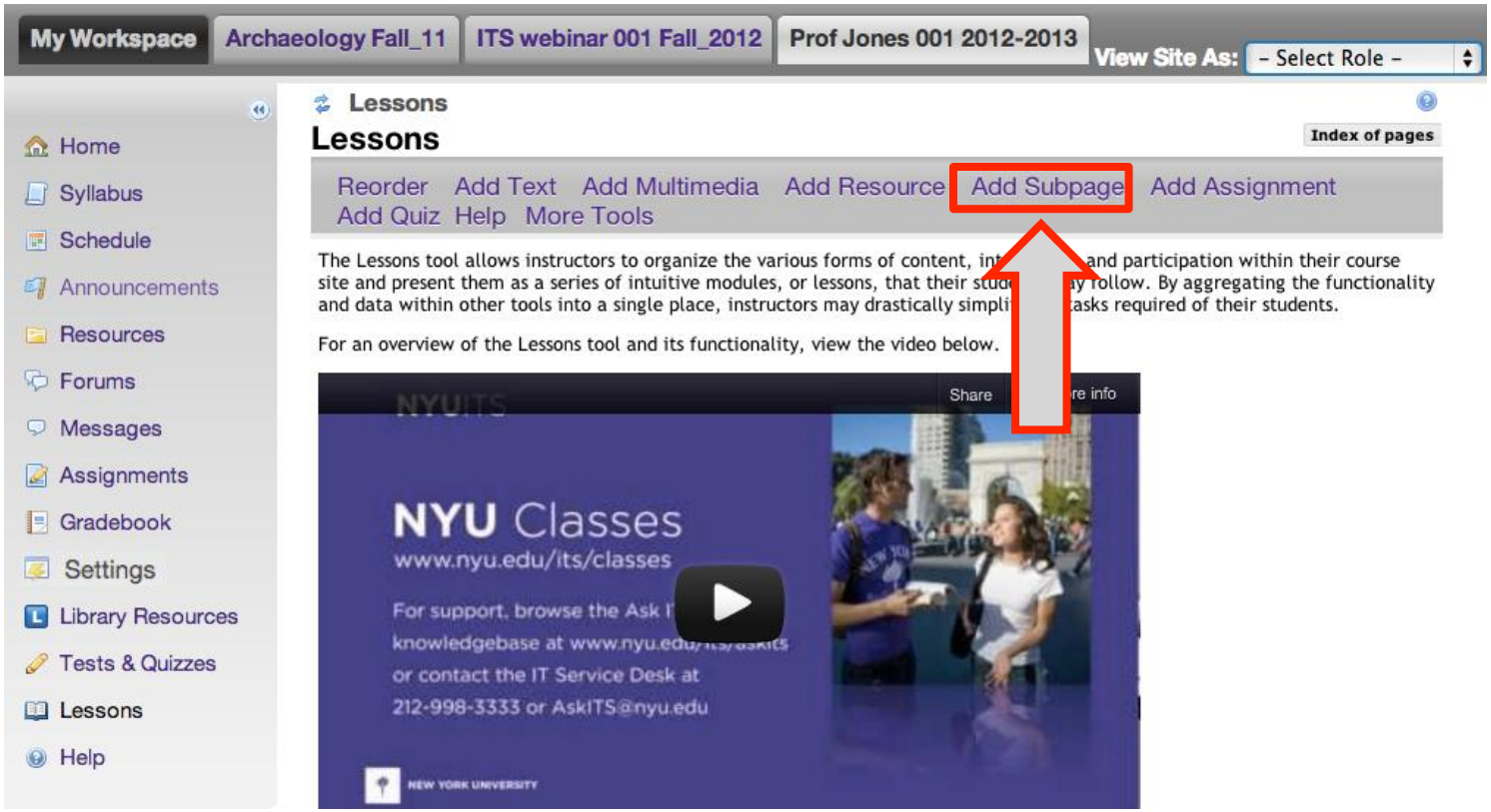
6. Click **Finish** on the confirmation page

LESSONS



The **Lessons** tool will now appear in the left navigation menu.

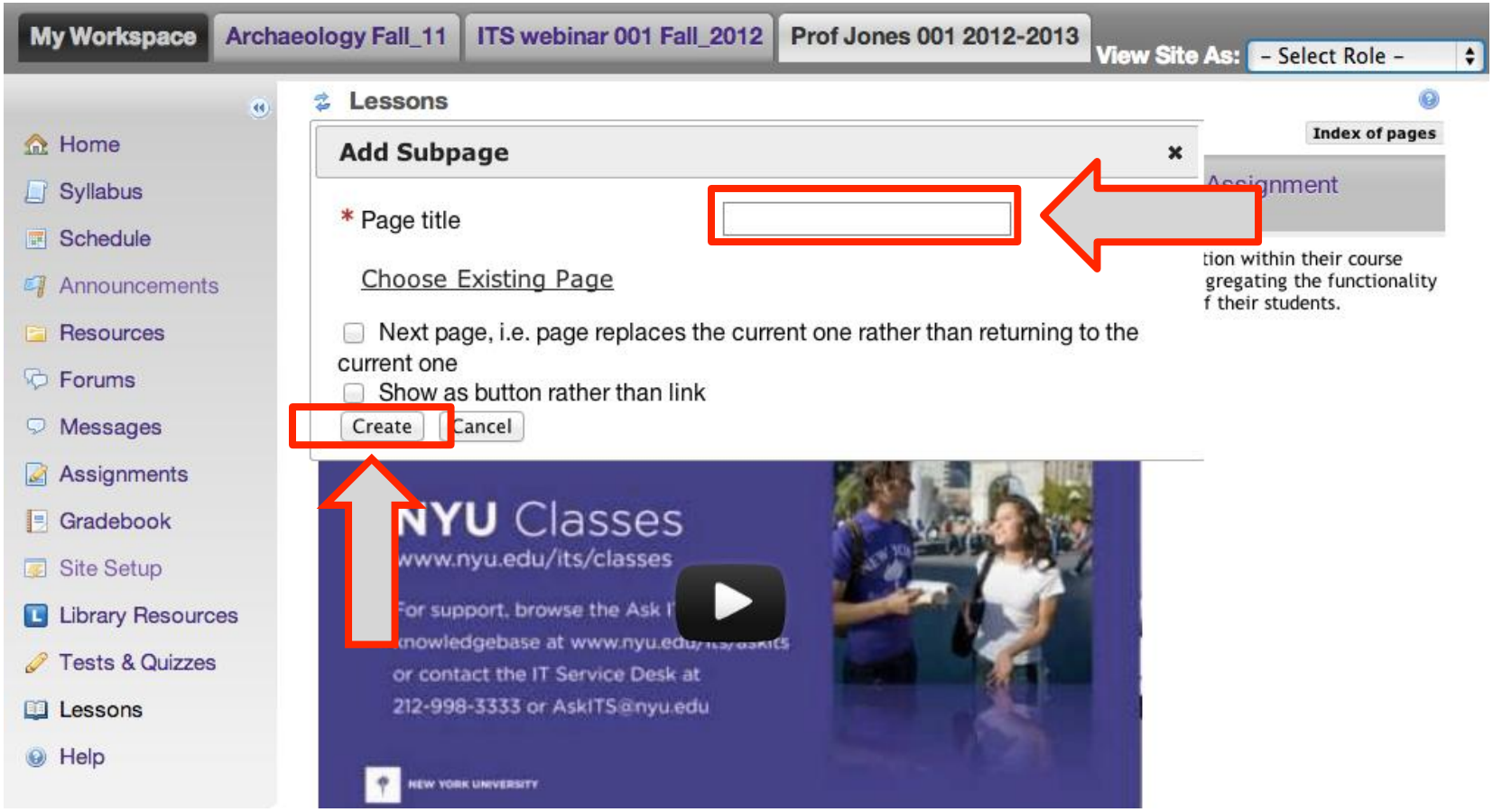
CREATE SUBPAGES



1. Determine how you want to arrange your content. For example, you may wish to divide your course up by week. These units will turn into **subpages.**

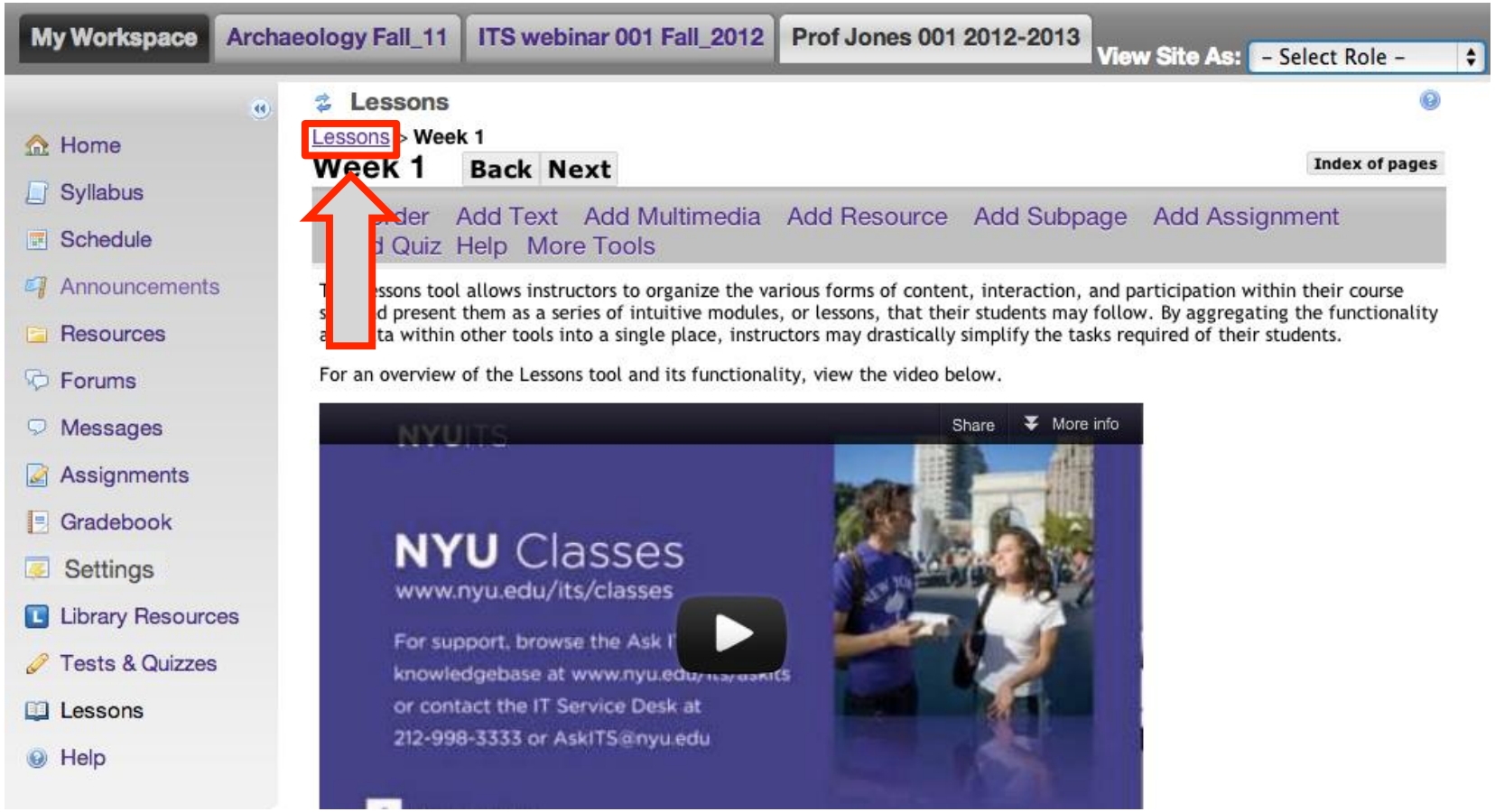
2. Select **Add Subpage**

LESSONS



3. Provide a title
4. Click **Create**

LESSONS

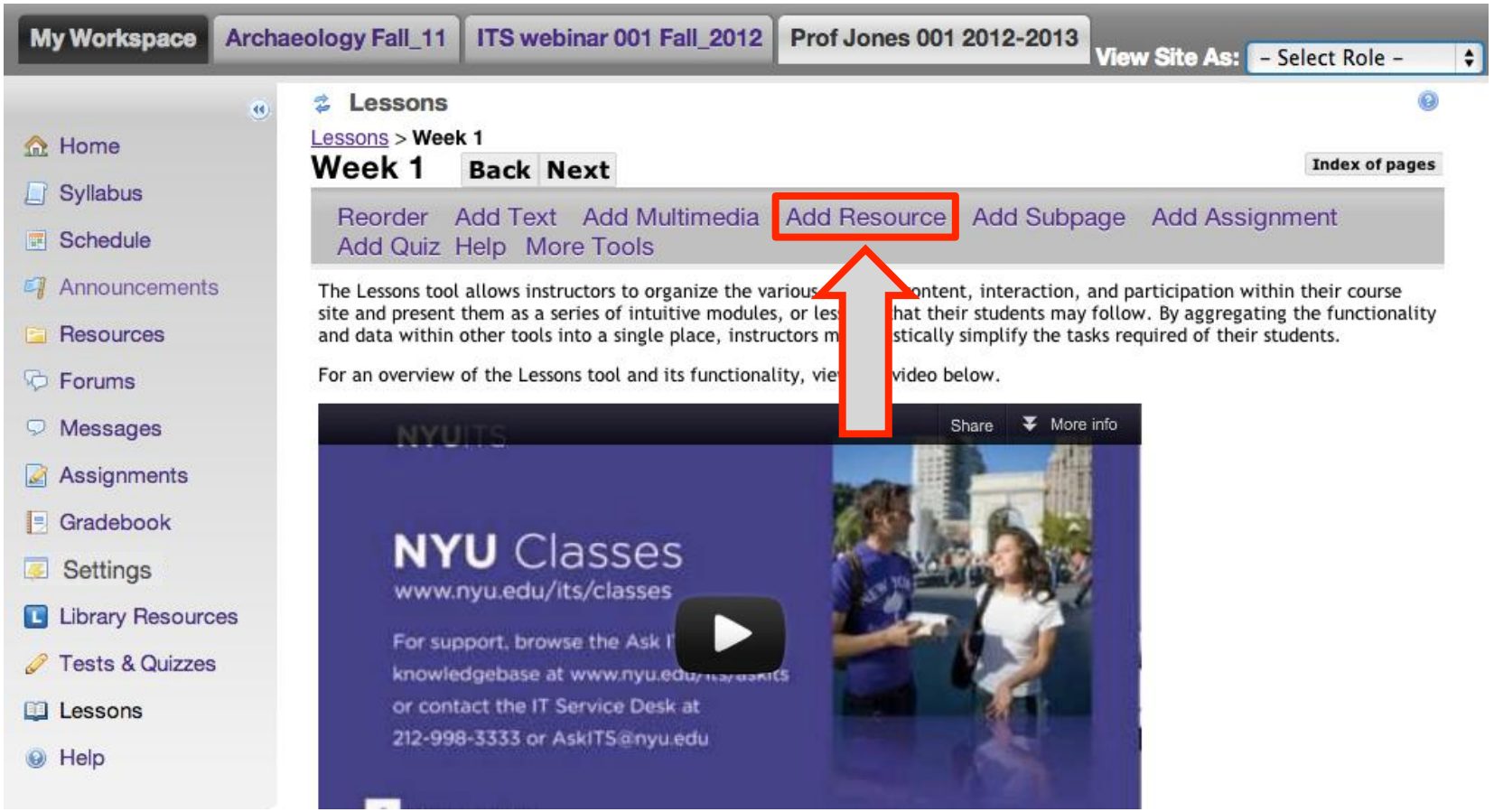


5. You will be brought to your new subpage. Click the **Lessons** link to go back to the parent tool.
6. Repeat this process to create the rest of your lesson pages.

ADD CONTENT

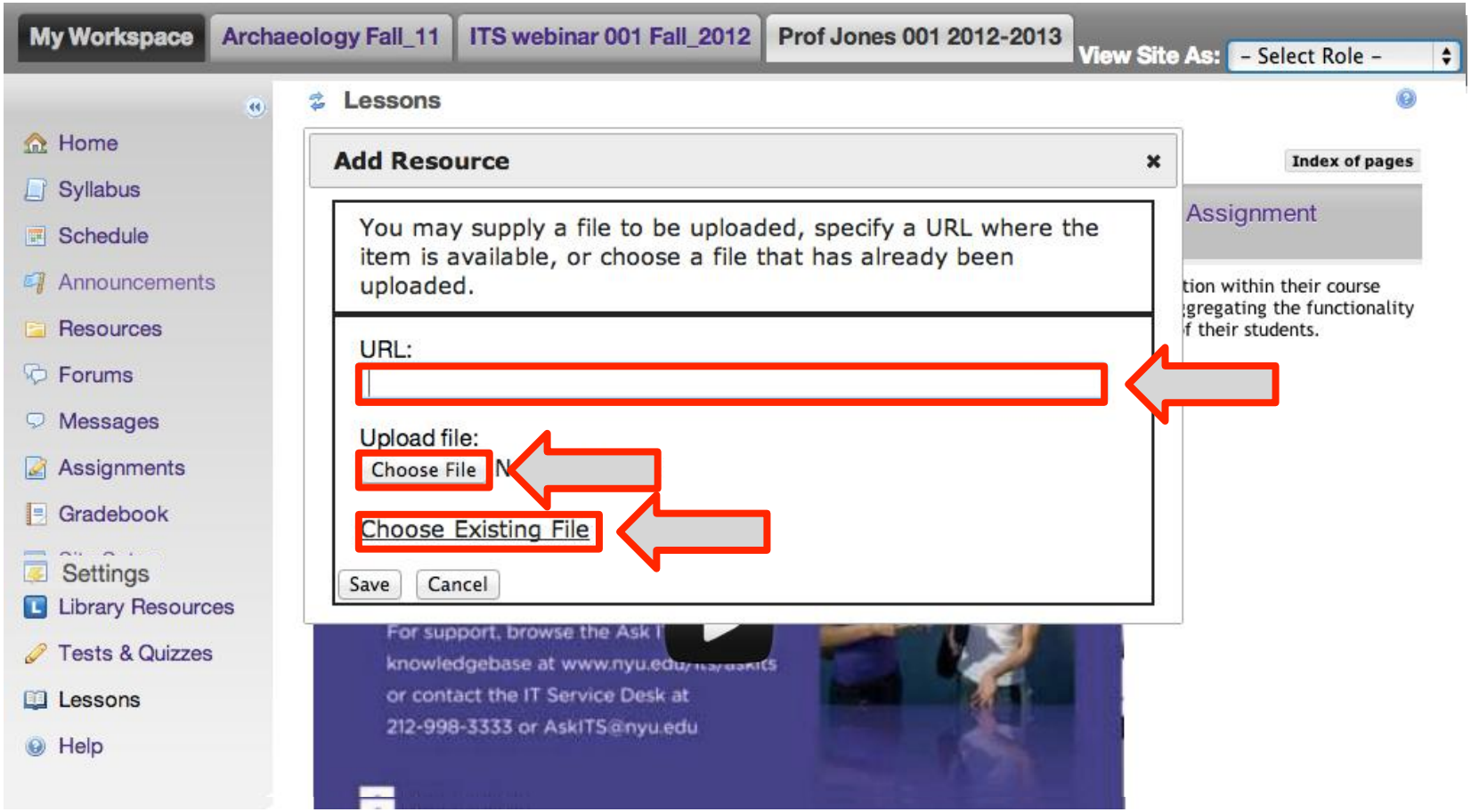
1. Enter one of your subpages.

LESSONS



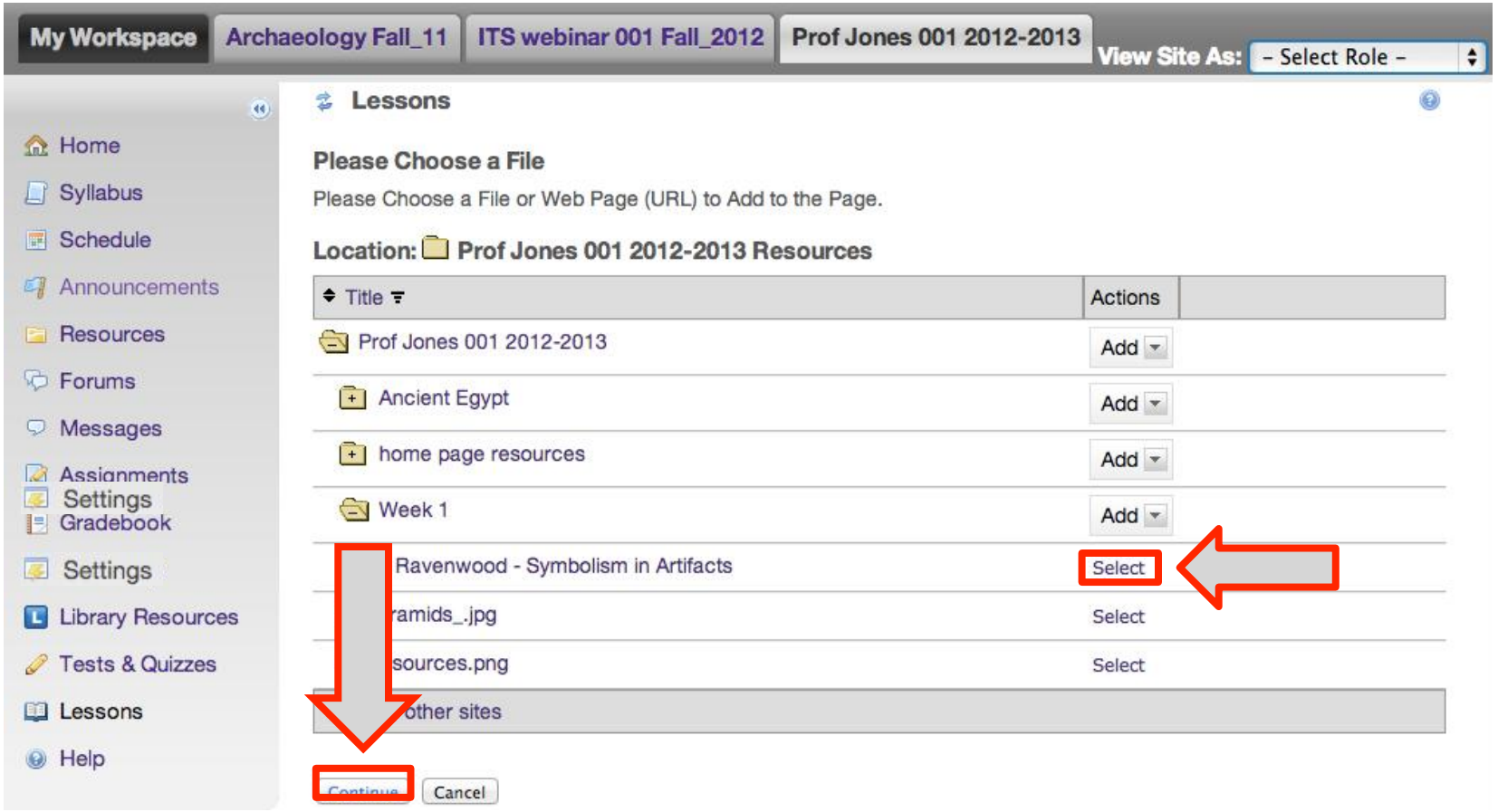
2. Begin adding content from the **Resources** folder by selecting **Add Resource.**

LESSONS



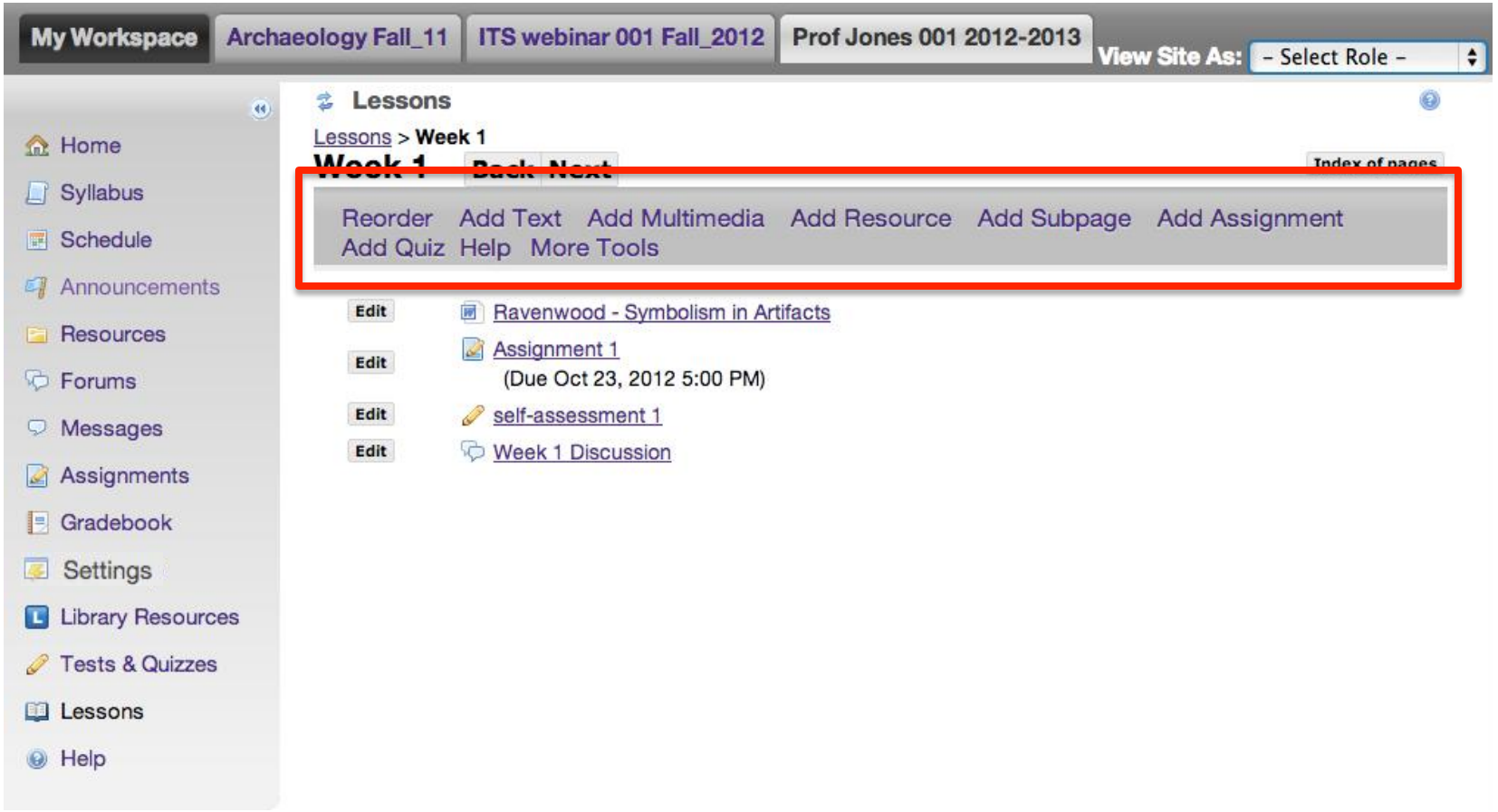
3. From here you may:
   - provide an external URL, if the resource is hosted on another site
   - upload a file directly into the lesson (it will also appear in the **Resources** folder)
   - or choose an existing file from the **Resources** folder.

LESSONS



4. When you select **Choose Existing File,** you will see all the content you have added to the **Resources** area.
5. Locate the file and click **Select**
6. Click **Continue**.

LESSONS

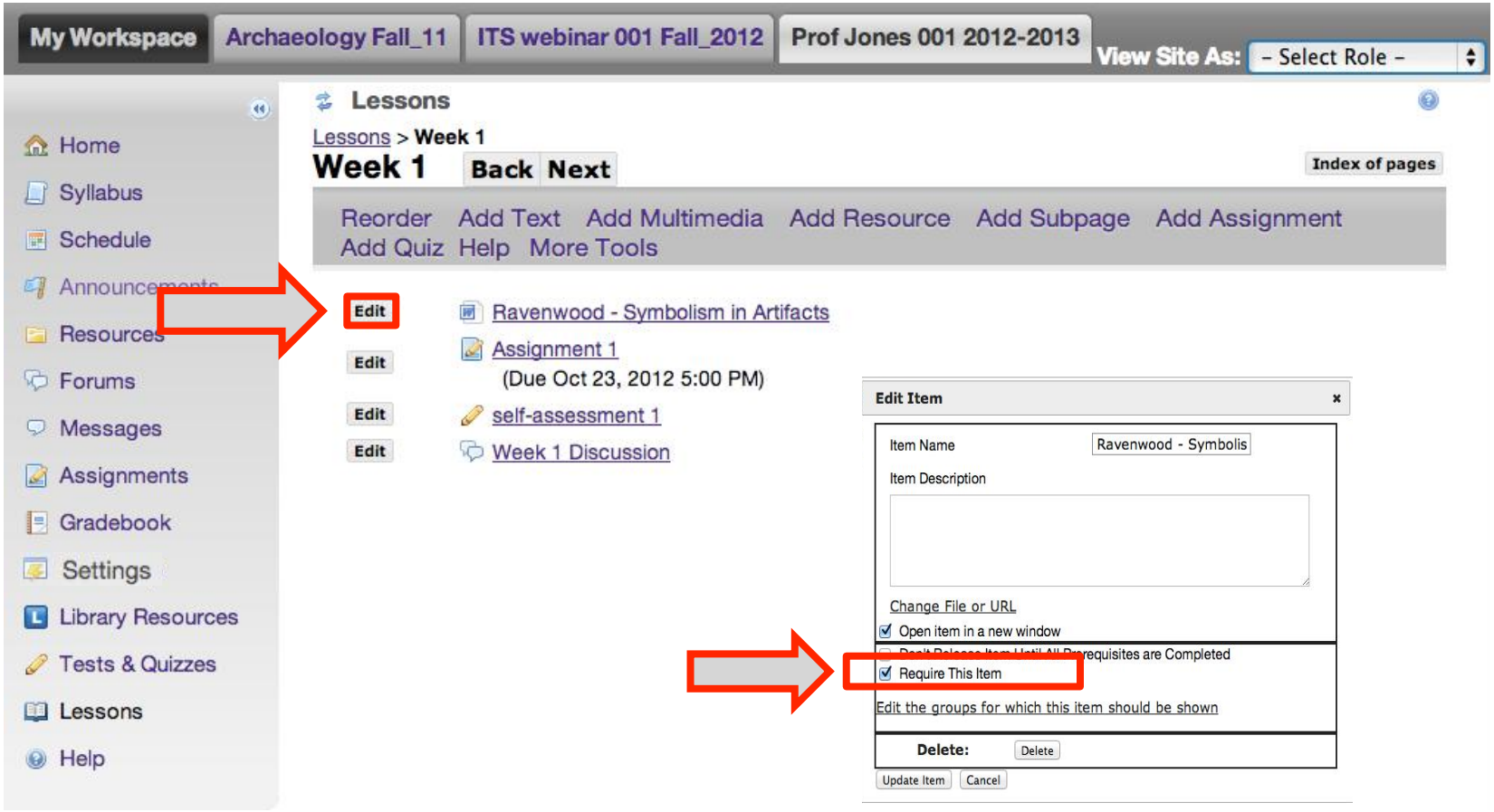


7. You will see that the Resource has been added to your Lesson.
8. You can use the same process to add other content/course functionality to your lesson, including **Assignments**, **Tests & Quizzes,** and, under **More Tools, Forum Topics** and more.

STRUCTURE LESSON

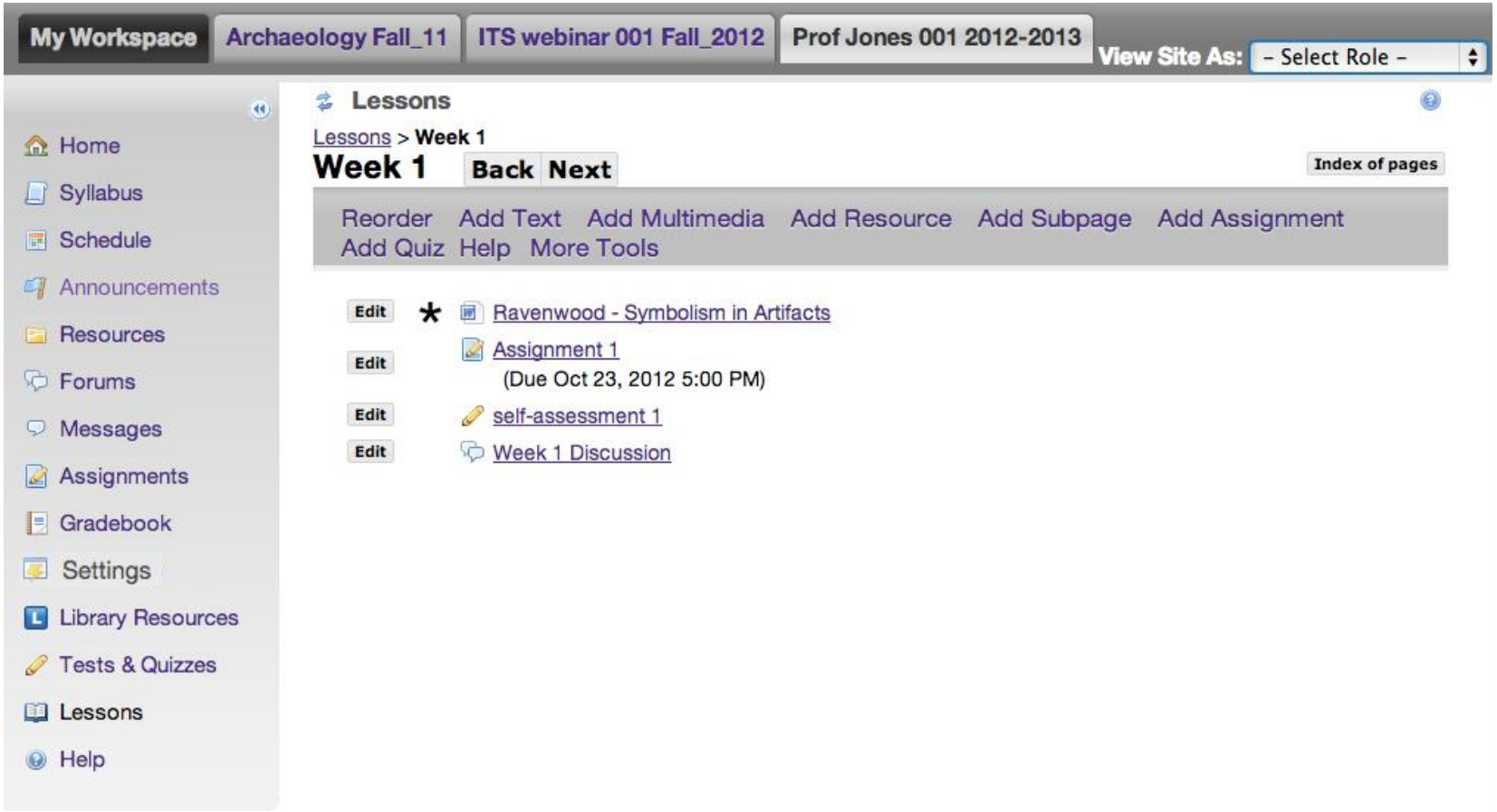
Now that you have added all of your content, you can begin to structure your lessons by creating a required sequence of activities.

LESSONS



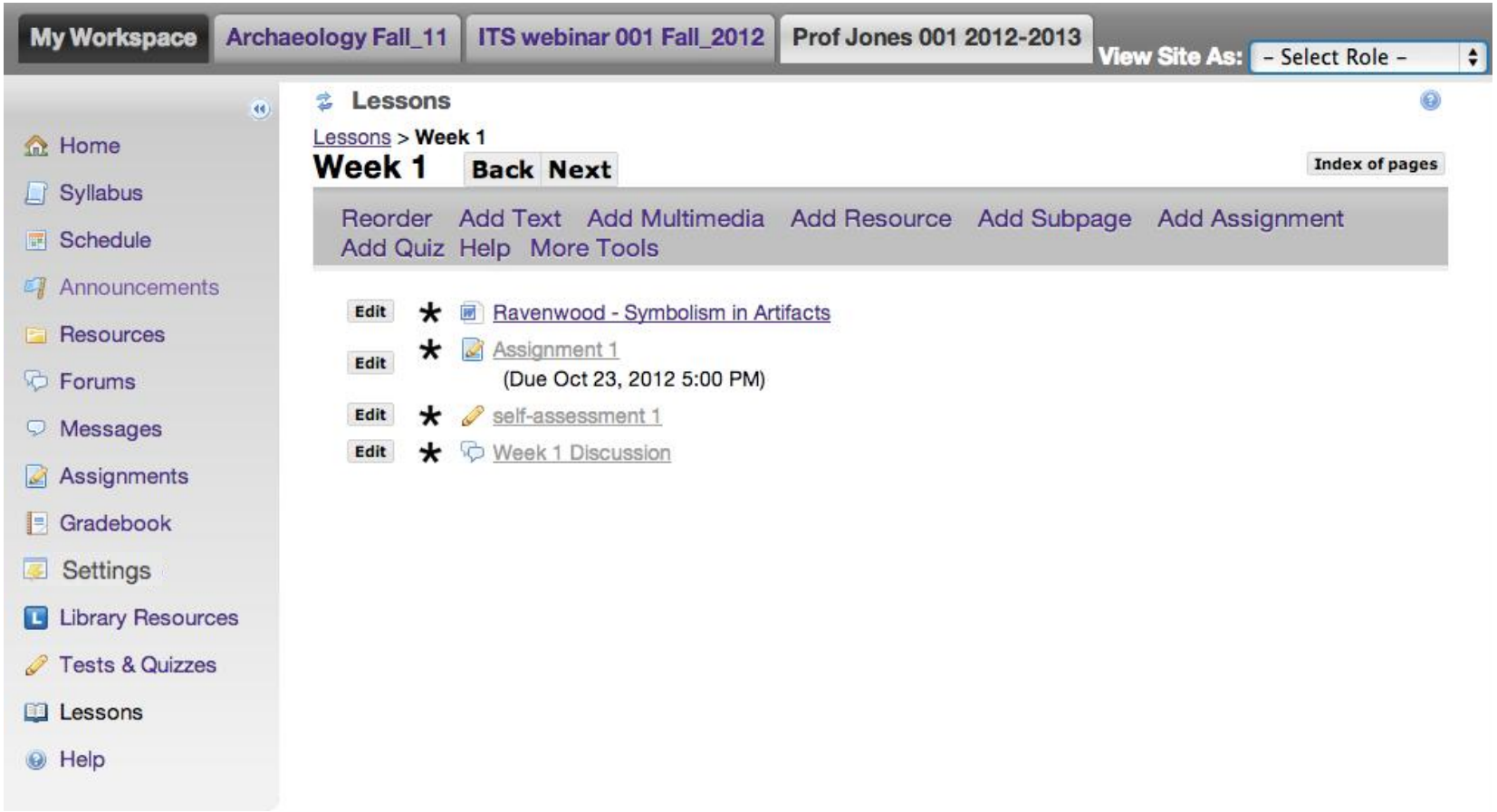
1. Select **Edit** next to the first item you would like students to complete.
2. Within the pop-up window, select the checkbox for **Require This Item**.

LESSONS



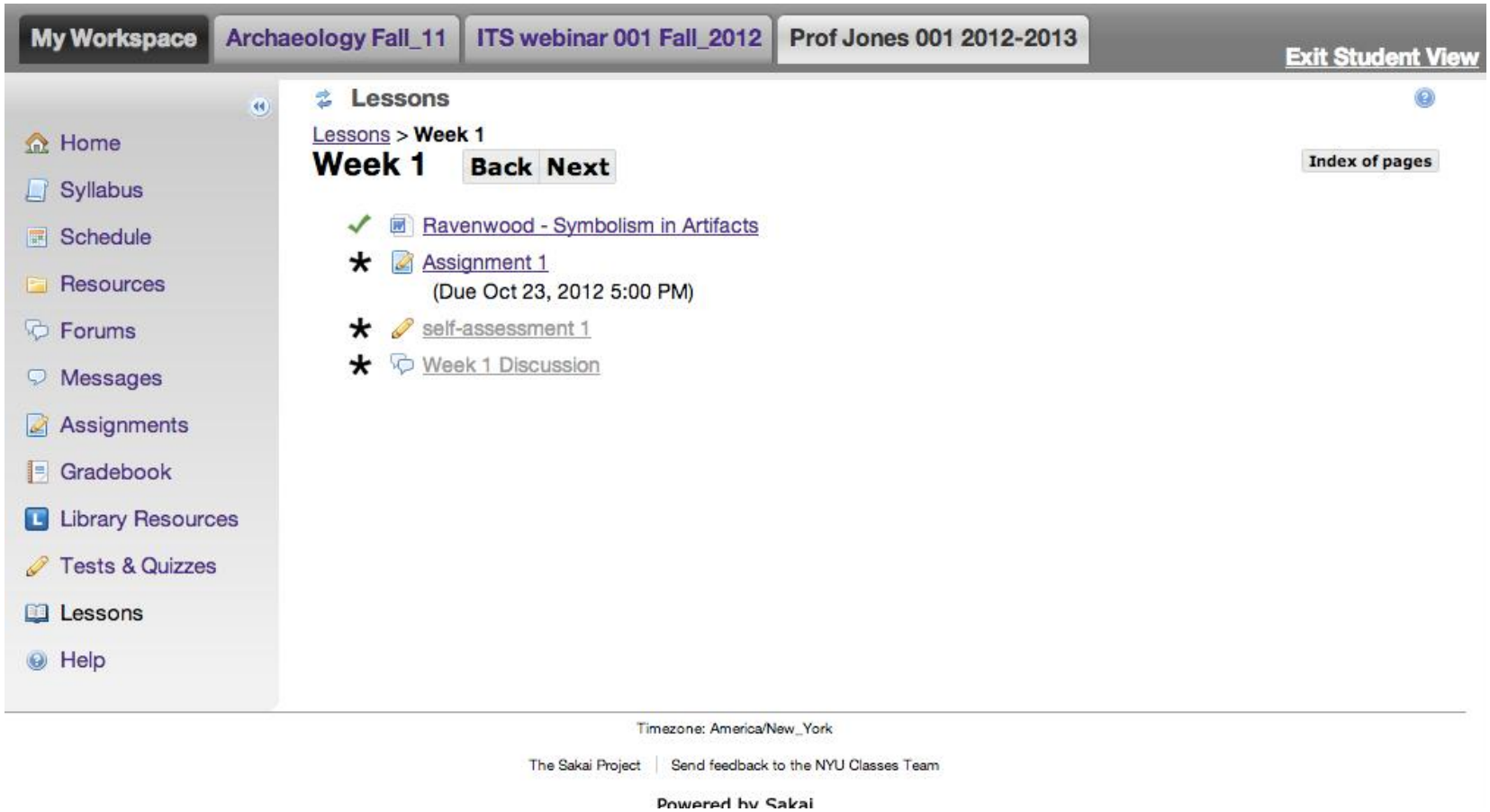
3. Once updated, the item will have an asterisk next to it.

LESSONS



4. For all subsequent items, select the checkboxes for both requiring the item *and* **Don't Release Item Until All Prerequisites are Completed**.
5. Now, successive items will be grayed out, inaccessible until previous requirements are fulfilled.

LESSONS



Students will see an asterisk next to items that are required.

Once they have completed a prerequisite, they will see a checkmark next to it. The following item will become available to them.