

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

The screenshot shows a course management system interface. At the top, there are tabs for 'My Workspace', 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. On the left, a navigation menu lists various options: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, **Settings** (highlighted with a red box and a red arrow), Library Resources, Tests & Quizzes, and Help. The main content area is divided into two columns. The left column, titled 'Site Information Display', contains an 'Options' section with a welcome message: 'Welcome to my class!! I hope you all find this course interesting and enjoyable as we travel back in time and make new discoveries together'. Below the text is a photograph of an ancient Egyptian temple entrance. The right column, titled 'Recent Announcements', also has an 'Options' section and displays an announcement: 'The secrets hidden in the pyramids of Egypt (Harun Yahya)' by Tahlia S Tester, dated Oct 3, 2012 3:44 pm. Below the announcement is a video player showing a golden Egyptian statue with a play button overlay.

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

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Settings

- Settings
- Syllabus
- Schedule
- Announcements
- Resources
- Forums
- Messages
- Assignments
- Gradebook
- Settings
- Library Resources
- Tests & Quizzes
- Help

Settings

- Edit Site Information
- Add/Edit Tools**
- Tool Order
- Add Participants
- Edit Class Roster(s)
- Manage Groups
- Link to Parent Site
- Manage Access
- Import from Site
- Import from Archive File

Prof Jones 001 2012-2013

Term	2012-2013
School	
Department	
Location	
Roster(s) with site access	Pofessor_Jones_001_2012-2013 (Requested)
Site URL	https://newclasses.nyu.edu:443/portal/site/746158d6-8f08-4979-9863-c05f55a218bd
Site contact and email	Professor Jones, Jones@nyu.edu
Available to	Site participants only
Modification date	Nov 3, 2012 2:54 pm
Modified by	
Creation date	Sep 27, 2012 4:07 pm
Appearance	*default*

2. Select **Add/Edit Tools**

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Settings

- Settings
- Syllabus
- Schedule
- Announcements
- Resources
- Forums
- Messages
- Assignments
- Gradebook
- Settings
- Library Resources
- Tests & Quizzes
- Help

Course Site Tools

Choose tools to include on your site...

<input checked="" type="checkbox"/>	Home	For viewing recent announcements, discussion, and chat items.
<input checked="" type="checkbox"/>	Announcements	For posting current, time-critical information
<input checked="" type="checkbox"/>	Assignments	For posting, submitting and grading assignment(s) online
<input type="checkbox"/>	Blogs	Blog entries for site participants.
<input type="checkbox"/>	Chat Room	For real-time conversations in written form
<input type="checkbox"/>	File Drop	For private file sharing between instructor and student
<input checked="" type="checkbox"/>	Forums	Display forums and topics of a particular site
<input checked="" type="checkbox"/>	Gradebook	For storing and computing assessment grades from Tests & Quizzes or that are manually entered
<input checked="" type="checkbox"/>	Lessons	[Lessons] Create content modules and sequences; can be organized by week or unit
<input checked="" type="checkbox"/>	Library Resources	For embedding NYU Library Resources within the site.
<input checked="" type="checkbox"/>	Messages	Display messages to/from users of a particular site
<input type="checkbox"/>	News	For viewing content from online sources
<input checked="" type="checkbox"/>	Resources	For posting documents, URLs to other websites, etc.

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

The screenshot shows a user interface for managing lessons. At the top, there are tabs for 'My Workspace', 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. On the left is a navigation menu with items like 'Settings', 'Syllabus', 'Schedule', 'Announcements', 'Resources', 'Forums', 'Messages', 'Assignments', 'Gradebook', 'Library Resources', 'Tests & Quizzes', and 'Help'. The main content area is titled 'Settings' and contains a section 'Add Multiple Tool Instances'. Below this section, there is a text input field containing 'Lessons' with a note '(Suggested length 15 char.)' and a 'More Lessons Tools?' dropdown menu. At the bottom of this section are three buttons: 'Continue', 'Back', and 'Cancel'. A red arrow points to the 'Continue' button.

5. Rename the tool (optional) and click **Continue** again
6. Click **Finish** on the confirmation page

The screenshot shows the Blackboard user interface. At the top, there are four navigation buttons: 'ENABLE LESSONS', 'CREATE SUBPAGES', 'ADD CONTENT', and 'STRUCTURE LESSON'. The main header area includes 'My Workspace' with tabs for 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013', along with a 'View Site As:' dropdown menu set to '- Select Role -'. On the left, a navigation menu lists various tools: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Settings, Library Resources, Tests & Quizzes, and Lessons. The 'Lessons' item is highlighted with a red rectangular box. The main content area is titled 'Settings Lessons' and includes an 'Index of pages' button. Below the title is a toolbar with options: 'Reorder', 'Add Text', 'Add Multimedia', 'Add Resource', 'Add Subpage', 'Add Assignment', 'Add Quiz', 'Help', and 'More Tools'. A descriptive paragraph explains that the Lessons tool allows instructors to organize content and participation into modules. Below this is a video player showing a promotional video for 'NYU Classes' with a play button overlay. The video content includes the NYU logo, the text 'NYU Classes', the URL 'www.nyu.edu/its/classes', and contact information for the IT Service Desk.

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

CREATE SUBPAGES

The screenshot shows the Blackboard Lessons tool interface. At the top, there are course tabs: "My Workspace", "Archaeology Fall_11", "ITS webinar 001 Fall_2012", and "Prof Jones 001 2012-2013". A "View Site As:" dropdown menu is set to "- Select Role -". The main content area is titled "Lessons" and includes a toolbar with buttons for "Reorder", "Add Text", "Add Multimedia", "Add Resource", "Add Subpage" (highlighted with a red box), and "Add Assignment". Below the toolbar, there is a paragraph of text explaining the Lessons tool's functionality. A red arrow points from the "Add Subpage" button down to the first step of the instructions below. At the bottom of the screenshot, there is a video player with a play button and a thumbnail for "NYU Classes" with the URL "www.nyu.edu/its/classes".

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**

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Lessons

Add Subpage

* Page title

Choose Existing Page

Next page, i.e. page replaces the current one rather than returning to the current one

Show as button rather than link

Index of pages

Assignment

tion within their course
gregating the functionality
f their students.

NYU Classes
www.nyu.edu/its/classes

For support, browse the Ask I
knowledgebase at www.nyu.edu/its/askits
or contact the IT Service Desk at
212-998-3333 or AskITS@nyu.edu

NEW YORK UNIVERSITY

3. Provide a title

4. Click **Create**

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Lessons > Week 1

Week 1 Back Next Index of pages

Order Add Text Add Multimedia Add Resource Add Subpage Add Assignment
Add Quiz Help More Tools

The Lessons tool allows instructors to organize the various forms of content, interaction, and participation within their course and present them as a series of intuitive modules, or lessons, that their students may follow. By aggregating the functionality and data within other tools into a single place, instructors may drastically simplify the tasks required of their students.

For an overview of the Lessons tool and its functionality, view the video below.

NYUITS Share More info

NYU Classes
www.nyu.edu/its/classes

For support, browse the Ask IT knowledgebase at www.nyu.edu/nyuaskits or contact the IT Service Desk at 212-998-3333 or AskITS@nyu.edu

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

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Lessons

Lessons > Week 1

Week 1 Back Next Index of pages

Reorder Add Text Add Multimedia Add Resource Add Subpage Add Assignment
Add Quiz Help More Tools

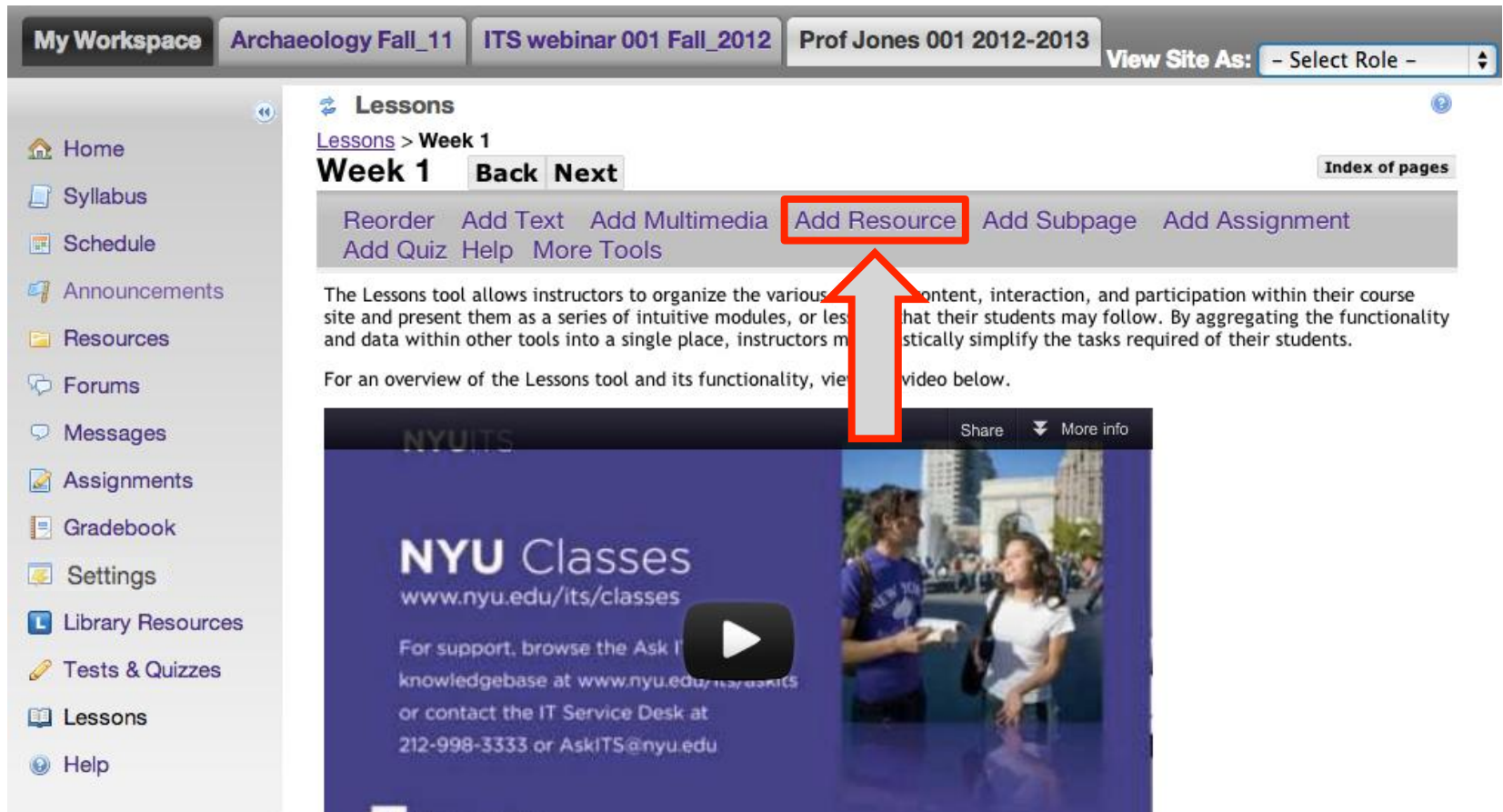
The Lessons tool allows instructors to organize the various forms of content, interaction, and participation within their course site and present them as a series of intuitive modules, or lessons, that their students may follow. By aggregating the functionality and data within other tools into a single place, instructors may drastically simplify the tasks required of their students.

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1. Enter one of your subpages.



My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Lessons

Lessons > Week 1

Week 1 Back Next Index of pages

Reorder Add Text Add Multimedia **Add Resource** Add Subpage Add Assignment
Add Quiz Help More Tools

The Lessons tool allows instructors to organize the various content, interaction, and participation within their course site and present them as a series of intuitive modules, or lessons that their students may follow. By aggregating the functionality and data within other tools into a single place, instructors may drastically simplify the tasks required of their students.

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www.nyu.edu/its/classes

For support, browse the Ask IT knowledgebase at www.nyu.edu/its/askits or contact the IT Service Desk at 212-998-3333 or AskITS@nyu.edu

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

The screenshot shows a course management system interface. At the top, there are navigation tabs: "My Workspace", "Archaeology Fall_11", "ITS webinar 001 Fall_2012", and "Prof Jones 001 2012-2013". A "View Site As:" dropdown menu is set to "- Select Role -". On the left, a navigation menu includes "Home", "Syllabus", "Schedule", "Announcements", "Resources", "Forums", "Messages", "Assignments", "Gradebook", "Settings", "Library Resources", "Tests & Quizzes", "Lessons", and "Help". The "Lessons" section is active, showing a dialog box titled "Add Resource". The dialog box contains the following text: "You may supply a file to be uploaded, specify a URL where the item is available, or choose a file that has already been uploaded." Below this text are three options: "URL:" with an empty text input field, "Upload file:" with a "Choose File" button, and "Choose Existing File" with a button. Red boxes and arrows highlight the "URL:" input field, the "Choose File" button, and the "Choose Existing File" button. In the background, there is a banner for "Index of pages" and "Assignment" with some text about aggregating functionality.

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.

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Lessons

Please Choose a File
Please Choose a File or Web Page (URL) to Add to the Page.

Location: Prof Jones 001 2012-2013 Resources

Title	Actions
Prof Jones 001 2012-2013	Add
Ancient Egypt	Add
home page resources	Add
Week 1	Add
Ravenwood - Symbolism in Artifacts	Select
ramids_.jpg	Select
sources.png	Select
Other sites	

Continue Cancel

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**.

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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

The screenshot displays the Blackboard LMS interface for the 'STRUCTURE LESSON' page. At the top, there is a navigation bar with 'My Workspace' and several course tabs: 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. On the left, a sidebar menu lists various site functions: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Settings, Library Resources, Tests & Quizzes, Lessons, and Help. The main content area is titled 'Lessons' and shows the current view is 'Lessons > Week 1'. Below this, there are 'Week 1' and 'Back Next' buttons, and an 'Index of pages' link. A toolbar offers options: Reorder, Add Text, Add Multimedia, Add Resource, Add Subpage, Add Assignment, Add Quiz, Help, and More Tools. The lesson content is listed as follows:

- Edit** [Ravenwood - Symbolism in Artifacts](#)
- Edit** [Assignment 1](#)
(Due Oct 23, 2012 5:00 PM)
- Edit** [self-assessment 1](#)
- Edit** [Week 1 Discussion](#)

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

The screenshot shows a user interface for managing lessons. At the top, there are navigation buttons: 'ENABLE LESSONS', 'CREATE SUBPAGES', 'ADD CONTENT', and 'STRUCTURE LESSON'. The main header includes 'My Workspace' and several course titles: 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. The left sidebar contains a navigation menu with items like Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Settings, Library Resources, Tests & Quizzes, Lessons, and Help. The main content area is titled 'Lessons' and shows 'Lessons > Week 1'. Below this, there are navigation buttons for 'Week 1', 'Back', and 'Next', along with an 'Index of pages' link. A toolbar offers actions: 'Reorder', 'Add Text', 'Add Multimedia', 'Add Resource', 'Add Subpage', 'Add Assignment', 'Add Quiz', 'Help', and 'More Tools'. A list of items is displayed, with the first item, 'Ravenwood - Symbolism in Artifacts', having an 'Edit' button highlighted by a red arrow. The 'Edit Item' pop-up window is open, showing fields for 'Item Name' (Ravenwood - Symbolis), 'Item Description', and 'Change File or URL'. It also has checkboxes for 'Open item in a new window', 'Require This Item' (checked), and 'Require This Item Until All Prerequisites are Completed'. A 'Delete' button is visible, and the window has 'Update Item' and 'Cancel' buttons at the bottom. A second red arrow points to the 'Require This Item' checkbox.

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**.

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Lessons

Lessons > Week 1

Week 1

[Back](#) [Next](#) [Index of pages](#)

[Reorder](#) [Add Text](#) [Add Multimedia](#) [Add Resource](#) [Add Subpage](#) [Add Assignment](#)
[Add Quiz](#) [Help](#) [More Tools](#)

- [Edit](#) * [Ravenwood - Symbolism in Artifacts](#)
- [Edit](#) [Assignment 1](#)
(Due Oct 23, 2012 5:00 PM)
- [Edit](#) [self-assessment 1](#)
- [Edit](#) [Week 1 Discussion](#)

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

The screenshot shows the Blackboard LMS interface. At the top, there are navigation tabs for 'My Workspace', 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. On the left is a navigation menu with options: Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Settings, Library Resources, Tests & Quizzes, Lessons, and Help. The main content area is titled 'Lessons' and shows 'Lessons > Week 1'. Below this, there are 'Back' and 'Next' buttons, and an 'Index of pages' button. A toolbar contains options: Reorder, Add Text, Add Multimedia, Add Resource, Add Subpage, Add Assignment, Add Quiz, Help, and More Tools. The lesson list includes: 'Ravenwood - Symbolism in Artifacts', 'Assignment 1 (Due Oct 23, 2012 5:00 PM)', 'self-assessment 1', and 'Week 1 Discussion'. Each item has an 'Edit' button and a star icon.

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.

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 [Exit Student View](#)

Lessons [Index of pages](#)

[Lessons](#) > **Week 1** [Back](#) [Next](#)

- ✓ [Ravenwood - Symbolism in Artifacts](#)
- * [Assignment 1](#)
(Due Oct 23, 2012 5:00 PM)
- * [self-assessment 1](#)
- * [Week 1 Discussion](#)

Home
Syllabus
Schedule
Resources
Forums
Messages
Assignments
Gradebook
Library Resources
Tests & Quizzes
Lessons
Help

Timezone: America/New_York

The Sakai Project | [Send feedback to the NYU Classes Team](#)

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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.