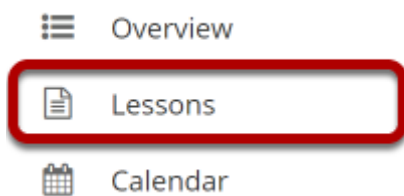


How do I add subpages to a Lessons page?

Instructors can add subpages to a top-level Lessons page. A top-level Lessons page is a Lessons page that is listed by name in the Tool Menu. Subpages are connected to top-level Lessons pages by a link or a button.

Note: Subpages are added to whatever page the Add Content/Add Subpage function is accessed from. To add multiple subpages to a top-level page, make sure you access the Add Content/Add Subpage function from the original top-level Lessons page and not from a subpage.

Go to Lessons.

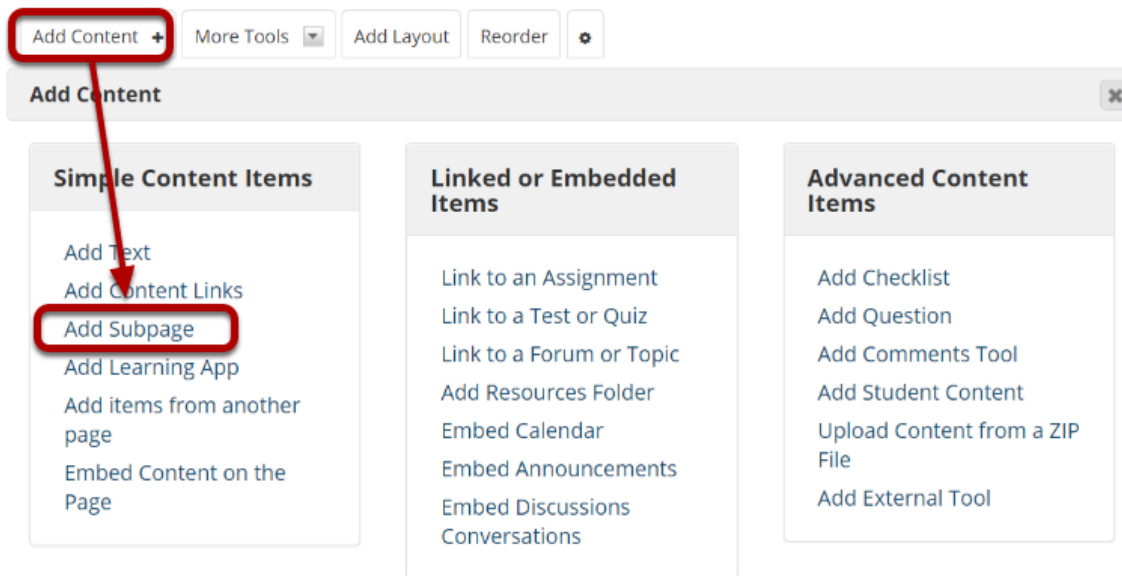


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, and then select Add Subpage.

LESSON 1



Use this to add a new content item at the end of the page. Use + icons to add content at other points in the page.

From the **Add Content** drop-down menu, select **Add Subpage**.

Enter the subpage information.

The screenshot shows the 'Add Subpage' form. It has a title bar 'Add Subpage' with a close button (X) in the top right corner. The form contains the following elements:

- 1. A text input field for '* Page title' containing 'Lecture Notes'. To its right is a warning message: '*This field may not contain characters: | [] ^ ` \ {}'.
- 2. A blue link: 'Choose Existing Page (Does not create a new copy of the page)'.
- 3. A checkbox labeled 'Next page. (I.e. this is assumed to be the next page in a sequence, rather than a subpage.)'.
- 4. A checkbox labeled 'Show as button rather than link'.
- 5. A dropdown menu for 'Button Color' with 'Default' selected.
- 6. Two buttons: 'Create' (highlighted with a red box) and 'Cancel'.

1. Enter a title.
2. Click the **Choose Existing Page** link to select from the index of existing pages in the site. (Optional)
3. Select the **Next page** option if desired.
4. Select the **Show as button rather than link** option if desired.

5. Click Create.

View subpage.

The screenshot shows a user interface for a lesson subpage. At the top left, it says 'LESSON 1'. To the right are buttons for 'Print view', 'Print all', 'Index of pages', 'Link', 'Help', and a close icon. Below these are buttons for 'Add Content +', 'Add Layout', and 'Reorder' with a gear icon. A 'Back' button is highlighted with a red box, and a 'Next' button is to its right. A breadcrumb trail shows 'Lesson 1 > Lecture Notes'. The main content area is titled 'Getting Started with Lessons' and contains three instructional icons: a blue circle with a plus sign on a document, an orange circle with a plus sign and an upward arrow, and a teal circle with a plus sign. Each icon has a corresponding text instruction explaining how to add content.

The new subpage contains the default Lessons page information.

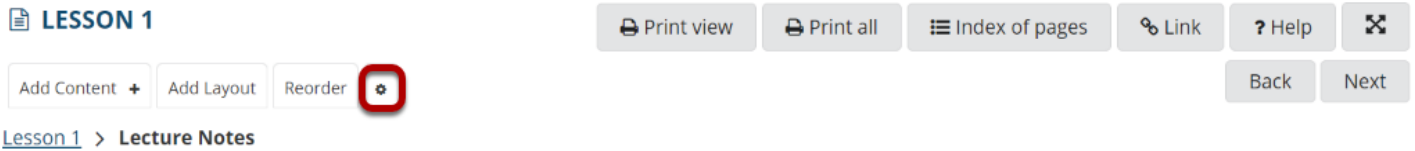
Clicking on the **Back** button takes the user back to the top-level page.

View top-level Lessons page with link to subpage

The screenshot shows the top-level 'LESSON 1' page. It features the same navigation buttons as the subpage. Below the navigation is a 'More Tools' dropdown menu. A list item for 'Lecture Notes' is visible, with a link icon, a trash icon, and a plus icon to its right. A plus icon is also visible at the bottom right of the list area.

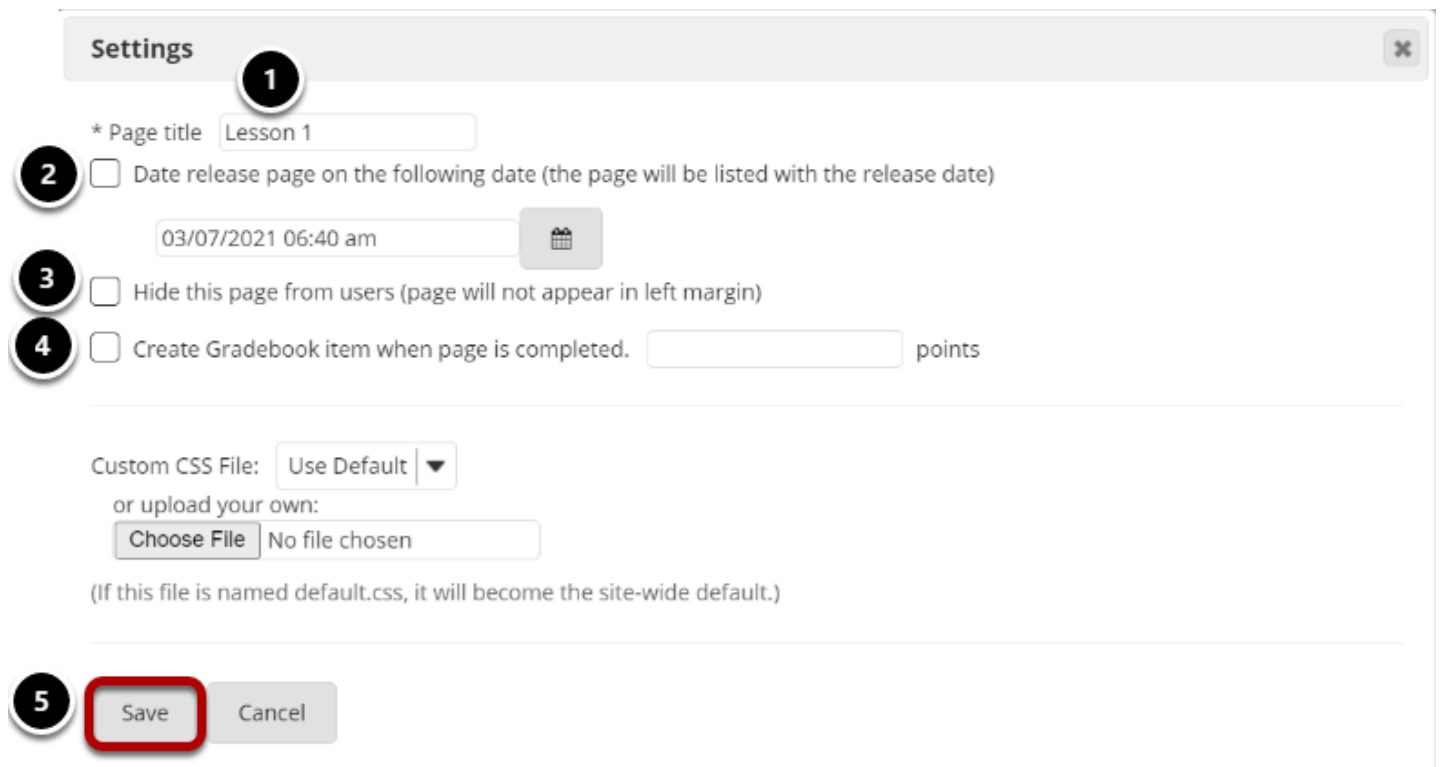
To edit the title and properties of a subpage: (Optional)

Click on the Settings icon.



The **Settings** icon is a gear-shaped icon located on the top left of the subpage.

Edit the title and properties of the subpage as needed.



1. The title of the subpage can be edited in the **Page Title** box.
2. Check **Date release page** to allow access to the subpage at a particular date and time.
3. Check **Hide this page from users** to not allow students access to the subpage.
4. Check **Create Gradebook item** to automatically create an item in the gradebook when the page (and any required items on it) is completed.
5. Click **Save** when finished.