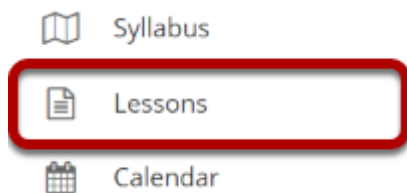


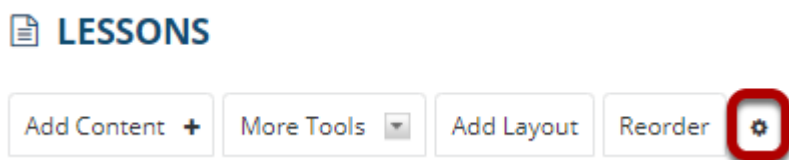
# How do I create a new Lessons page?

Click on the Lessons page title in the Tool Menu.



If you named your page something other than Lessons, select the title of the page as it appears in your Tool Menu.

## Retitle page. (Optional)



To retitle the Lessons Page, click on the Settings icon (i.e. gear icon).

## Enter a new title and click Save.

Settings ✕


\* Page title

Don't Release Page Until All Prerequisite Pages are Completed

Require This Page

Hide this page from users (page will not appear in left margin)

Hide page until the following date (the page will be listed with the release date)



Create Gradebook Item when page is completed.  points

---

Custom CSS File:  ▼

or upload your own:

No file chosen

(If this file is named default.css, it will become the site-wide default.)

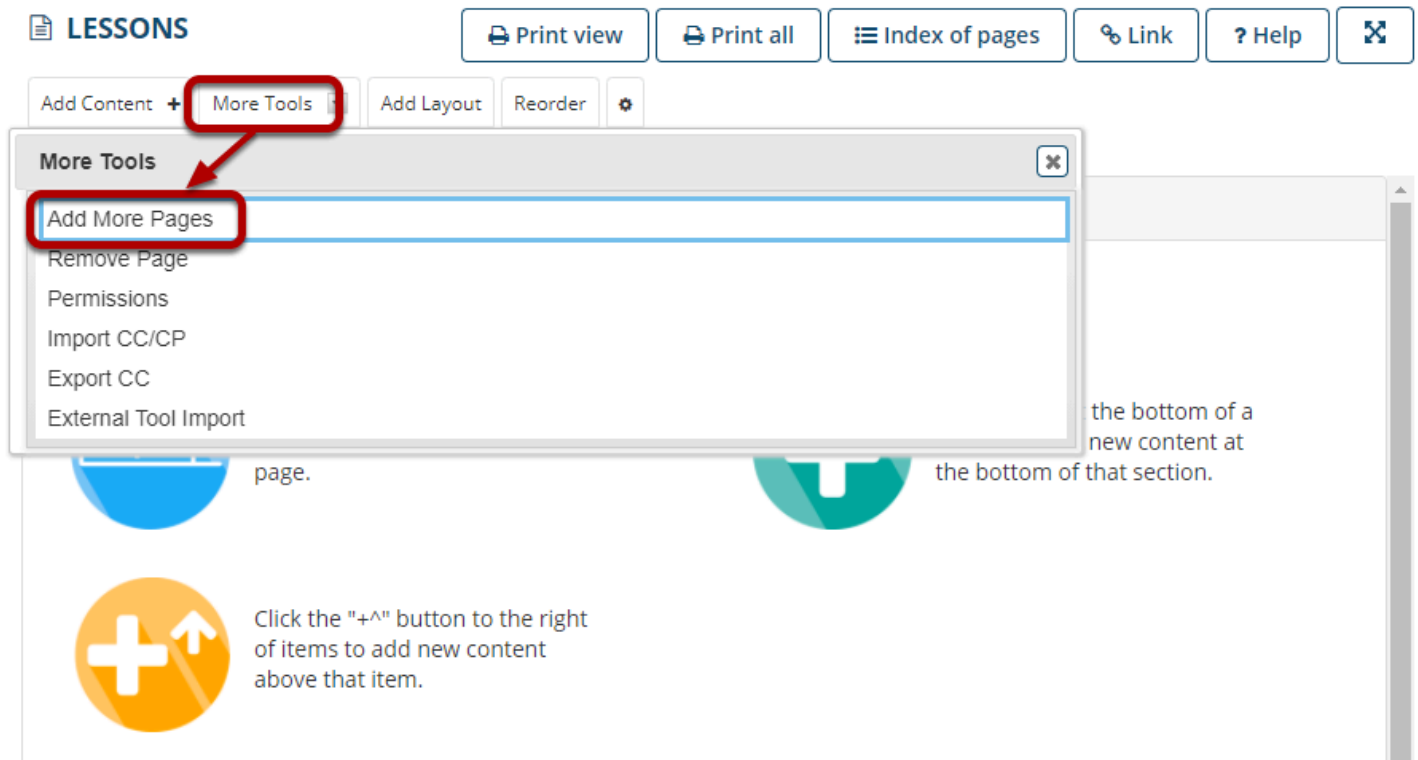
---

Ownership of this page can be assigned to any site participant who does not have the Lessons tool update permission (see Permissions link in the More Tools menu).

Set Owner to:  ▼

Add a new page title. (This title will appear in the Tool Menu). Then click **Save**.

## Add More Pages. (Optional)



The screenshot shows the top navigation bar of a 'LESSONS' page. The 'More Tools' button is highlighted with a red box, and a red arrow points to the 'Add More Pages' option in the expanded menu. The menu also includes 'Remove Page', 'Permissions', 'Import CC/CP', 'Export CC', and 'External Tool Import'. Below the menu, there are two circular icons: a blue one and a teal one. A text box with an orange icon containing a plus sign and an upward arrow explains that clicking the '+' button adds new content above the item.

LESSONS

Print view Print all Index of pages Link ? Help

Add Content + More Tools Add Layout Reorder

More Tools

Add More Pages

Remove Page

Permissions

Import CC/CP

Export CC

External Tool Import

page.

the bottom of a new content at the bottom of that section.

Click the "+" button to the right of items to add new content above that item.

On an existing Lessons page, you may also add more top-level pages (i.e. pages which display in the site Tool Menu) by selecting the **Add More Pages** option from the **More Tools** drop-down menu.

## Enter a title and Save.

### Add More Pages ✕

Create more pages in the left margin. To create pages within this one, use "Add Subpage."

\* Page Title

Number of pages  blank gives one page

Make new pages copies of the current one (except that subpages are omitted)

You can create a group of pages at once if you put a number in the title.  
For example, if you specify "Unit 4" and request 3 pages, you'll get Unit 4, Unit 5 and Unit 6.

Put existing page in the left margin.  
Does not create a new copy of the page. You can use this to restore a page that has been deleted to the left margin.

Notice that you also have the option to add several pages at once by indicating the **Number of pages** desired below the title. The number of each new page will replace the number in the title provided.

You also have the option to **Make new pages copies of the current page** by checking the box provided.