## How do I create collapsible sections?

### Go to Lessons.



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

Note: The Lesson page must already contain content before you can make a collapsible section.

# Select the column properties icon in the top left of the section.

| E LESSON 6    |                 |                      |                 | 🖨 Print view                 | 🖨 Print all      | Index of pages <b>⊟</b> | <b>%</b> Link | ? Help | × |
|---------------|-----------------|----------------------|-----------------|------------------------------|------------------|-------------------------|---------------|--------|---|
| Add Content + | More Tools      | Add Layout           | Reorder 🔹       |                              |                  |                         |               |        |   |
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| * 🖹 As:       | signment 1 [Ope | en on: Mar <u>4,</u> | 2021 12:40:00 P | <u>M] [Close on: Mar 12,</u> | 2021 12:40:00 PI | <u>M]</u>               |               |        |   |
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| ≡ <u>As</u>   | signment 2 [Ope | en on: Mar 4,        | 2021 12:40:00 P | <u>M] [Close on: Mar 12,</u> | 2021 12:40:00 PI | [Has prerequisites]     | 1             |        |   |
|               |                 |                      |                 |                              |                  |                         |               |        | ± |

### Enter a Section title.

# Column properties Section Settings Section Title Week 6 Collapsible Double width Two columns inside this one, text flows between them Column & Heading Color Scheme Default Force subpage button colors to match heading Show Borders Save Cancel

Note: Your section must have a title in order for it to be made collapsible.

### Check the Collapsible box.

| Column properties  |               | × |
|--|---------------|---|
| Section Settings   |               |   |
| Section Title Week 6   |               |   |
| Collapsible  |               |   |
| Start closed   |               |   |
| Double width Two columns inside this one, t Column & Heading Sty |               |   |
| Column & Heading Color Scheme                                    | Default 🔻     |   |
| Force subpage button colors t                                    | match heading |   |
| Show Borders   |               |   |
| Save Cancel  |               |   |
|  |               |   |

×

# Optionally, you may also select the Start Closed option if you prefer for the section to be collapsed upon access.

Column properties

Section Settings
Section Title Week 6
Collapsible
Collapsible
Double width
Two columns inside this one, text flows between them

Column & Heading Styling
Column & Heading Color Scheme Default
Force subpage button colors to match heading

### Click Save.

Show Borders

Cancel

Save

| olumn properties  |                 |     |  |
|---|-----------------|-----|--|
| ection Settings   |                 |     |  |
| ection Title Week 6   |                 |     |  |
| Collapsible   |                 |     |  |
| ✓ Start closed  |                 |     |  |
| Double width Two columns inside this one, t olumn & Heading Sty | ling            | nem |  |
| olumn & Heading Color Scheme                                    | Default 🔻       |     |  |
|   |                 |     |  |
| Force subpage button colors to                                  | o match heading |     |  |
| _   | o match heading |     |  |

### The collapsible section will display.



### Click on the section heading area to expand or collapse.

| LESSON 6  | 🖨 Print view                    | 🔒 Print all | Index of pages <b>⊟</b> | % Link | ? Help   |
|---|---------------------------------|-------------|-------------------------|--------|----------|
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| Week 6  |                                 |             |                         |        |          |
| 0   |                                 |             |                         |        |          |
| ★ 🖹 Assignment 1 [Open on: Mar 4, 2021 12:40:00 F               | M] [Close on: Mar 12, 2021 12:4 | 40:00 PM1   |                         |        |          |
| <b>X E</b> <u>Assignment i [Open on, Mai 4, 2021 12,40,00 P</u> |                                 |             |                         |        |          |
| Assignment 2 [Open on: Mar 4, 2021 12:40:00 F                   |                                 |             |                         |        |          |