Managing Lessons Page Items

Reorder your Page Items

1. In the Lessons tool, click the “Reorder” tab at the top of the tool.
2. Click and drag any item to its new order placement. Note: you also have the option to delete a page item by clicking the red “X” adjacent to each corresponding item.

(Optional) You can also “Add items from another page” by clicking the corresponding link and selecting a page item currently residing on another sub page.

3. Click “Save.”

Require an Item

Requiring items in the Lessons tool adds to the structure and flow of your content. It may be desirable to require students to complete a task prior to moving forward to the next task or topic. As such, requiring an item will most likely coincide with the need to mark an item as a prerequisite. First, however, follow the instructions below to require an item.

1. In the Lessons tool, navigate to the specific item to be required (i.e. an assignment, test or quiz, forum topic, etc.)
2. Click the “Edit” icon corresponding to the item. Note: the image below is just an example. You may wish to require an assignment or other item.
3. Select the checkbox next to “Require that the student submit this [item]” Note: This can be found in the “Prerequisites & Requirements” area.
4. Click “Update Item.”

A black star icon will be placed next to the item, reflecting that it is a required item.

Managing Prerequisite Items

In the Lessons tool, any item marked as having prerequisites must have a required item before it. As such, you will want to be sure to first set a required item (see immediately above) before it can be the prerequisite for a subsequent task. Required items and their prerequisites “stack” upon each other to produce the flow of one item to the next. So, you will want to give some thought to the flow of your required tasks and deliverables.

For example, you may want to require students to complete a quiz before they can begin to tackle an assignment. The instructions below will demonstrate this scenario and will continue off of the “Require an Item” instructions (above).

1. In the Lessons tool, navigate to the page or sub page containing the required item and add a link.
2. Click the "Edit" icon adjacent to the new assignment item you just added.

3. Click the "Don't Release Item Until All Prerequisites are Completed" checkbox.
4. (Optional) You may mark this item as a required item as well if you wish (so that, it too, can be a prerequisite for a third, later item).
5. Click "Update Item."
6. The item will now show that it "Has prerequisites" and will be greyed out to reflect this new status.

Working with the Index of Pages

The hierarchy of all Lessons pages and subpages in a site is displayed under the Index of Pages button in the top right corner of the Lessons tool.