Laulima: Lessons Tool Overview
(Sakai version 10.7)

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Laulima: Lessons Tool Overview

Introduction
The Lessons tool is a tool that allows one to organize sections of text, resources, links, media, assessments, assignments, and other content onto a page as lesson (or topic, or unit, etc). You can build much of the content in the tool, or link to different tools within your site.

Adding the Lessons tool
The Lessons tool is not a default tool in a site, so you will need to add it (Site Info -> Edit Tools). Note that unlike some of the other tools, you can have more than one instance of the Lessons tool in your site, each should have a different name.

1. In your site, click "Site Info"
2. Click "Edit Tools"
3. Select "Lessons" then scroll down to the bottom of the page and click "Continue"
4. Name your lesson, then click "Continue" (note that you can add more than one lesson by clicking the "More Lesson Tools?" drop down menu)

5. Confirm your add by clicking "Finish"

The Lesson tool has been added to your site.
A Quick look at the Lesson tool
Clicking on the Lessons tool in the tool list will display its contents in the center area. By default, the tool displays a page of instructions when first accessing it. You may take a few minutes to take in the content there. At the top of the page, you will see roll over buttons to Add Content (text, multimedia, resources, assignments, quizzes, etc.) and for adding More Tools. On the right are buttons for a print view, Index of pages (if you have more than one page), to Reorder content, Help, and tool Permissions. There is also a link icon to link to this tool. This overview will cover the basic types of content you can add to the tool.

Add Content Dropdown Menu
When you hover over the Add Content dropdown button, a menu of choices with short descriptions is revealed. Click on one of the menu items to add that type of item. This document will cover briefly those options.
Add Text

You can add blocks (sections) of text to your lesson. To do this click the "Add Text" option from the Add Content dropdown menu.

The text editor will appear. You can have a bit of formatted text there if you want, add links etc. If you mouse over the buttons in the tool bar, you can see what each does. Type in the text you want and edit as you see fit. When you are done, click "Save".

You will see your text now displayed on the page. Note that there is an "Edit" button to the left of the text (and other elements you add) in case you want to go back and edit (or delete) it.

You can add more blocks of text if you desire by repeating the process.
**Embed Content On Page**
You can add media if you want to embed (display in a section of the page), for example images, video, web pages, and other content. In this example we will use a YouTube video.

You might want to have the links to the content you want already open so you can add it to the tool. For example find a video in YouTube you want to share, and copy the page's URL (web address).

Choose "Embed content on page" from the Add Content dropdown menu near the top of the page and you will be presented with a dialog box describing what you can add, and an area to paste your copied URL (or the embed code if you have it). Note that you can also embed something you upload or have already uploaded into Laulima (eg. in the Resources tool). For this sample we will paste the URL we copied to the YouTube video. After you do this, click "Save".
You will see the video (or whatever item you embedded) in your lesson with an Edit button to its left in case you needed to edit (or delete) it. Note that if you choose the embed code, you may have to click to Save again.

Add Content Link
You can add links to Resources in your site or a link to another site using the Add Content Link feature.

To do this, click the "Add Resource" option from the Add Content dropdown menu. You will be presented with a dialog box, in which you can choose whether you want to upload a file to your Resources to use, link to a file using a URL (web address), or to choose an existing file (a file you already uploaded). If you want to upload something to your Resources and link it here, click "Browse...", to use something already in your Resources tool, click "Or select an existing resource" and you can choose the item.
For this example we will just be adding a link to an external site. Simply fill out the website's address in the "Or add a URL" field, then click Save.

The link to the file is now displayed in your lessons. Clicking on it will display the item in a new tab/window or will try to download it (you may be prompted) if it cannot be read by a web browser. The Edit button will also be displayed to the left of the Add Content Link link, in case you need to edit or delete the link.
Add Assignment
You can also add links to assignments in the Lessons tool. This is a good way to both link the assignment to
the lesson content and to see if the users are making the connections in the content that is being delivered.
This option is linked to the Assignment tool so you will need to author content for this in that tool.

Click the "Add Assignment" option from the Add Content dropdown menu. Note, if you do not have the
Assignment tool, you will see the note "There is no assignment tool available in this site". To use this feature,
you will need to add the Assignment tool to the site (Site Info -> Edit Tools).

If you already have the Assignment tool in your site, you will see any already created assignments listed that
you can choose (to do so, click on it), or you can create a new assignment. For this sample, we will select an
existing assignment. If you want to create a new assignment click the "Create new assignment using the
Assignments " link and it will take you to the Assignments tool to create a new one. You should save the
assignment before returning to the Lessons tool.

Either way, it will display the assignments you can choose from. Click the radio button to the left of the
assignment you want to use, then click Use selected item.

A link to the assignment will then show up on your Lessons page.
Add Quiz
You can add an assessment link to your Lesson page as well. Like an assignment, it’s a good way to prompt the users of the site and see if the content presented is being understood. This tool currently is only available for use with the Tests & Quizzes tool (sorry not Assignments, Tasks and Surveys), that tool must be added to the site (Site Info -> Edit Tools) before you can fully use this addition.

Select "Add Quiz" from the Add Content dropdown to add this. You will be prompted to pick a quiz. At this point you can click the link to "Create new quiz using Tests and Quizzes" which then takes you to the Tests & Quizzes tool to create a quiz if you need to. Note that if you have a quiz in Tests & Quizzes and it does not show up to pick, make sure you publish the quiz and then it will show up. For this sample, we will be choosing the existing quiz that was created. Click on the radio button to the left of the quiz you want to use, then click the "Use selected item" button.

A link to your chosen quiz will now be listed on the lessons page.
Add Forum Topic
You can add a link to a forum topic for participants to discuss things in from the Lessons tool. This may be placed strategically within a lesson to facilitate discussion on a week’s subject; for a written gauge of how the students are synthesizing information, etc. For this addition to work, you will need one of the Laulima discussion tools (Discussion and Private Messages or Forums) to be in the course (Site Info -> Edit Tools to add).

To add a link to a forum topic, click "Add Forum Topic" from the dropdown Add Content menu. A new panel will appear with options.

You will see links to create a new topic in whichever discussion tool(s) you have installed in your site. If you have created topics already, topics from Forums will be listed under "Existing topics" and topics from Discussion and Private Messages will be listed under the category and forum that is in that tool. For this example we chose a topic from Discussion and Private Messages, then clicked "Use selected item".

A link to the selected topic will now show up on your Lessons page.
Add Question
New to this version of Laulima's Lessons is the Add Question feature. This feature gives the option to add a very simple and short quiz generated from within the Lessons tool. You can choose to create a multiple choice question or a short answer question. Similar to Add Quiz, this allows one to get an idea of how the participants are grasping the material presented. For this example, we are adding a multiple choice question. Click "Add Question" from the Add Content dropdown menu to start.

To add a multiple choice question, make sure the radio button is selected next to that option (and of course if you want short answer, next to that option). Enter the question text, and a possible answer. Click the "Add New Answer" button to add more answer options and check the checkbox next to the correct answer(s). There are options you can choose to show results of how the site members responded, and if you have the Gradebook item added to your site, there are options to send a grade to that for this if you want. When you are done, click Save at the bottom of the panel.

The question will show up on the Lessons page and the participant can answer it without exiting the page.
Add Comments Tool
If you want some feedback, one option is Add Comments Tool. This provides a space for students or a similar role to comment on the page. To add this, hover over the Add Content dropdown and select "Add Comments Tool". A section for this will be created.

Add Student Content
You can also add a section on your lessons page for students to add their own content. The students will get their own Lessons page to add a limited selection of content. They will have the ability to add text, embed content, links, and to create subpages. Hover over the Add Content dropdown and select "Add Student Content" to add this function. A link will be available for your students when you do, and for you to see who added.
Add Subpage
You can add subpages of content to your lesson. To do this, hover over the Add Content button and choose the "Add Subpage" link.

A dialog box will display prompting you for a page title or to choose an existing page (another instance of the Lessons tool in the site) to use as a subpage. The "Next page" option has the page being linked appear on the "same level" as the main Lesson page instead of a subpage to navigate to. You can also choose to have the subpage link appear as a button instead of a link. To create a new subpage, type in a name for your new subpage to start, choose your options, and click "Create".

You will be taken to a new Lessons page that you can start editing like the previous one. You will also see navigation breadcrumbs to see where you are in the Lessons tool. For additional navigation options, you can click on the "Index of pages" in the upper right to go directly to a page in Lessons, or back or next (if it exists).
Not only will you see navigation links and buttons near the top, but also a link to the subpage in your Lessons page.

Upload Content In ZIP File
If you have content exported from certain systems (eg. Camtasia, Wimba, Articulate) in a zipped file, you can upload it into Lessons. You can also upload a zipped file of web-friendly content into Lessons using this option. Hover over the Add Content button and select "Upload content in ZIP File". A dialog box will appear where you can choose to upload a file (Browse…) or choose a file you already have uploaded into Resources.

Here is how this function is described from the "Frequently Asked Questions about uploading content from ZIP file" in the tool:

The "Upload Content in ZIP File" dialog allows you to add content from a file. There is specific support for Camtasia, Wimba Create, and Articulate, but any ZIP file containing resources may be uploaded. Content will be uploaded into a folder in Resources. Where possible a link will be added in the Lesson to the content.

In order for us to add a link to the content, we must be able to identify a particular file from the upload that is the "starting point." The code can recognize this for certain common formats, including Camtasia, Wimba Create, and Articulate. For other files, we will use index.html or index.htm if it exists.

In other cases, Lessons will upload the content, but it will not add an item. You may use "Add Content Link" or "Embed Content on Page" with "Choose Existing File" to locate files that were uploaded and add them to your lesson.
Add External Tool
If you want to link to an external web tool, generally the LTI (Learning Tool Interoperability) format, you can use this function. Choosing the "Add External Tool" link under the Add Content dropdown will give you the option to link to certain specific types of content.

More Tools Dropdown Menu
Next to the Add Content dropdown menu is the More Tools dropdown menu. Hovering over that menu will provide more options to choose from.

The Add More Tools menu provides the following options:
Add More Pages allows the author to add new top-level pages, these will appear on the tool menu
Remove Page allows the author to delete the page they are on
Import CC lets you load content in the IMS Common Cartridge (version 1.0 and 1.1) format
Export CC lets you export the lesson instance in IMS Common Cartridge format
Reorder
Once you have more than two items on your lessons page you can reorder them in the sequence that you want. The Reorder button can be found along top of the Lessons tool, on the right side. Click on the Reorder button if you want to reorder the elements on a lessons page.

You will see a list of the content of your page.

To reorder an item, drag it to the place you want. If you drag/move the item to the far right of the list, in the designated area, it will be deleted (alternately you can click the red X if you want to delete it).

When you get the items in the order that you want, click Save at the bottom of the list.

The items on the page will be reordered.
**Help**
The help button next to the Reorder button will take you to a page that has the same information on it as a default Lessons page.

**Permissions**
Next to Help is the Permissions button. When you click this button you will be shown the permissions for the tool. You have the options to allow the different roles in your site to do certain things (update pages, read/view pages, see items despite release restrictions). If the role has a check that means they can see/do that thing.

![Permissions Image]

**Lessons Page Settings**
Next to the Permissions button along the top right side is the settings gear icon button. Clicking this will show a panel where you can change the title of the lesson (how it appears in the tool bar), when it is released for viewing, page Gradebook option, and a CSS file option.

![Lessons Page Settings Image]
**Student view**
For reference, this is the view the student has when viewing the content laid out in this sample. It is similar to what the instructor/maintain person sees sans editing buttons.