

Laulima: Lessons Tool Overview

(Sakai version 10.7)

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Laulima: Lessons Tool Overview

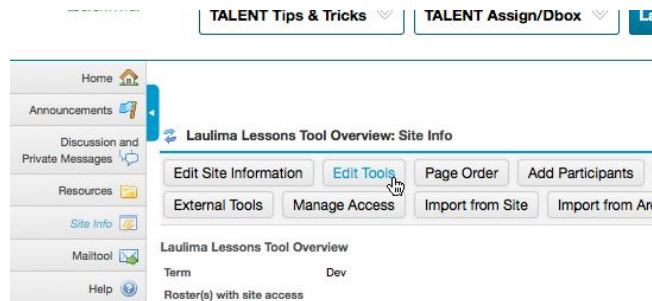
Introduction

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.

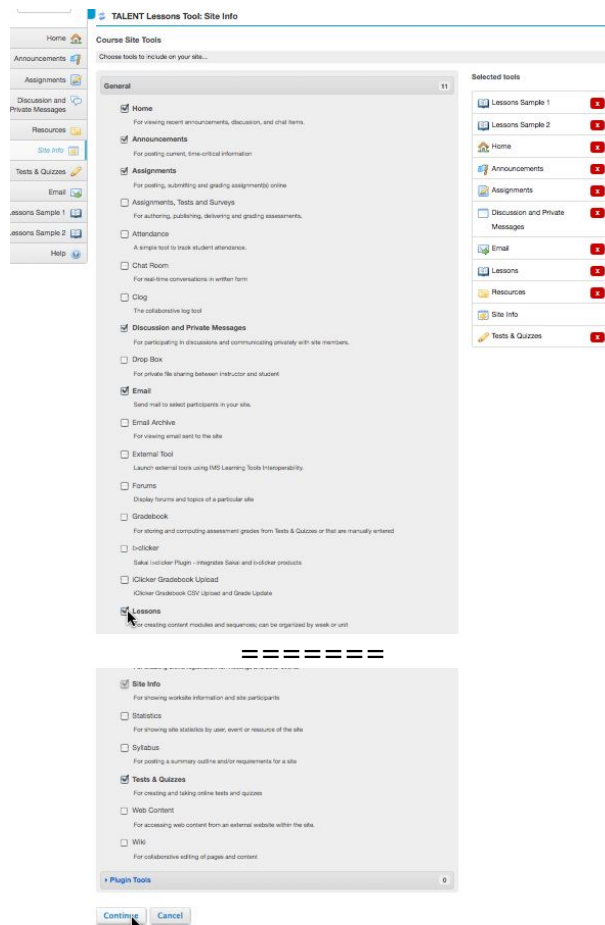
Adding the Lessons tool

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 most of the other tools, you can have more than one instance of the Lessons tool in your site, each should have a different name.

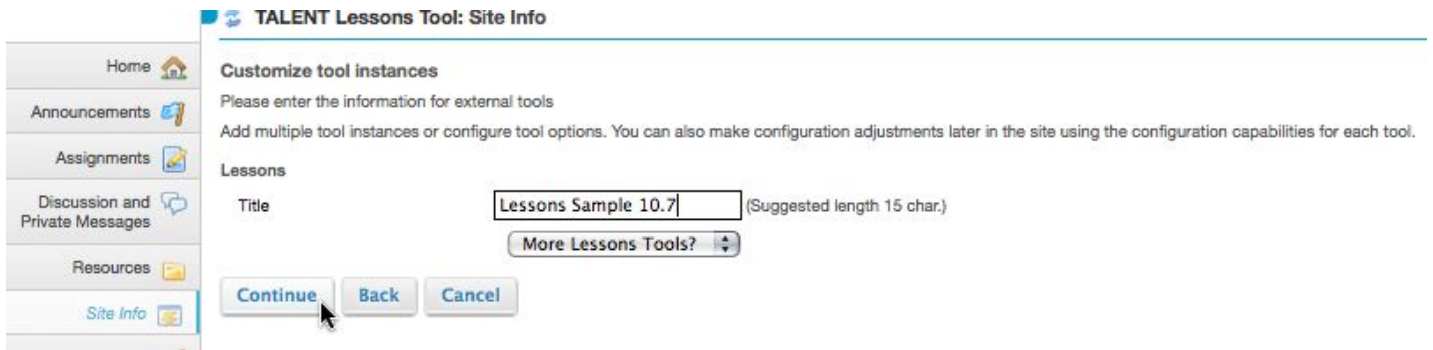
1. In your site, click "Site Info"
2. Click "Edit Tools"



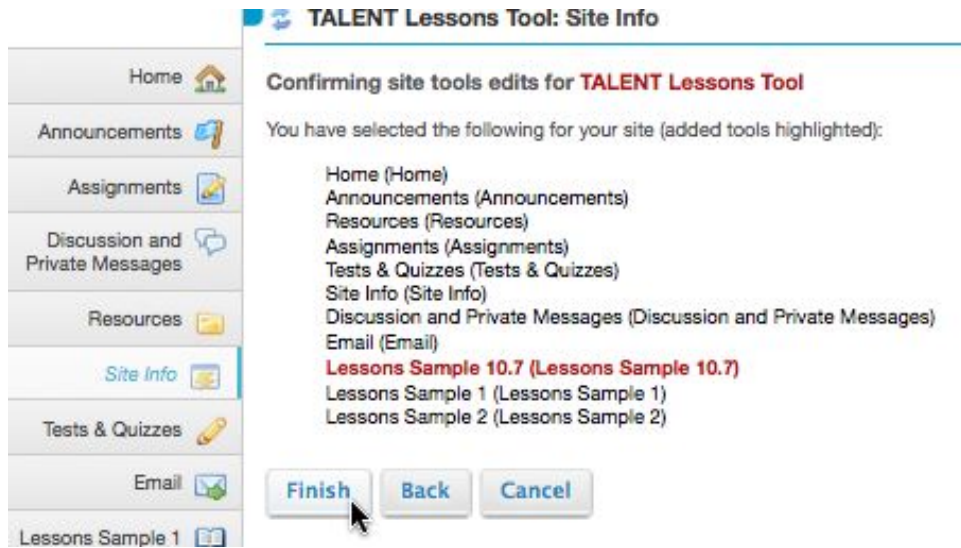
3. Select "Lessons" then scroll down to the bottom of the page and click "Continue"



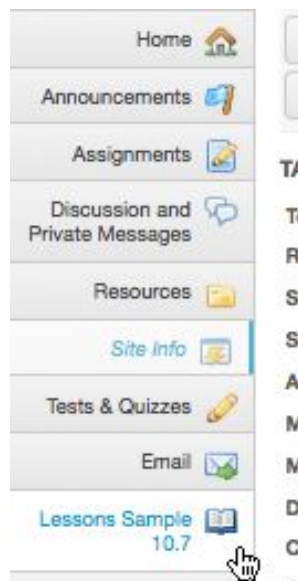
4. Name your lesson, then click "Continue" (note that you can add more than one lesson by clicking the "More Lesson Tools?" drop down menu)



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.

The screenshot shows the 'Lessons Sample 10.7' interface. At the top, there are buttons for 'Add Content' and 'More Tools'. The main content area is titled 'Getting Started with Lessons' and contains several sections:

- Getting Started with Lessons:** Explains how to add content using the 'Add Content' button. It lists options like 'Add Text' (rich text editor), 'Add Content Link' (document or URL), and 'Embed Content on Page' (Flash presentation or video). It also mentions 'Add Content Link and Embed Content on Page' for linking to external web pages.
- Other Things You Can Put On The Page:** Lists various content types: 'Add Assignment', 'Add Quiz', 'Add Forum Topic', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Add Subpage', 'Add Website' (ZIP file), and 'Add External Tool'.
- More Information:** Provides links for 'Multimedia Content', 'Site Accessibility', and 'Requirements'.
- Common Uses:** Describes how to organize material by topic or unit, and how to use 'Add subpage' to create linked pages.
- Advanced Uses:** Discusses building a sequence of pages, adding a 'next page' button, and using 'Add subpage' to create pages that depend on student choices.

On the right side, there are three examples of lesson pages:

- Example 1:** A sample page with 'Add Text', 'Add Quiz', 'Add Assignment', and 'Add Forum'. It shows an image of a globe and a list of countries.
- Example 2:** A sample of a unit with several sections, a small 'Add Text' and three 'subpages', one for each section.
- Example 3:** Going to a different page depending upon an answer. It shows two answers and how they lead to different pages.

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.

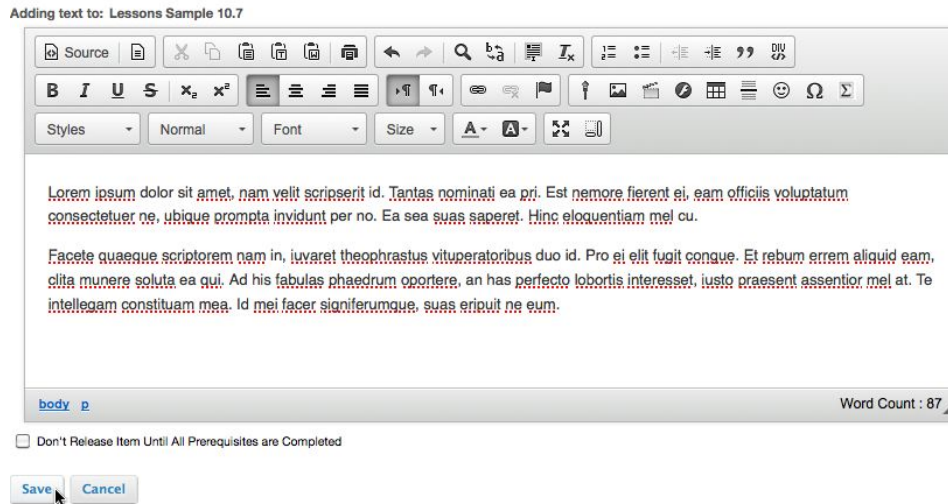
The screenshot shows the 'Add Content' dropdown menu. The menu items and their descriptions are:

- Add Text:** Add an item using rich text editor.
- Embed content on page:** Add an image, video, Flash file, web page, etc. Use this to embed the item on this page. Use Add Content Link instead if you want a link to an item rather than showing it on the page.
- Add Content Link:** Add link: Upload file or use existing file in Resources tool and add link to it, or enter a URL for another site.
- Add Assignment:** Link to an assignment.
- Add Quiz:** Link to a test or quiz.
- Add Forum Topic:** Add a link to a forum topic.
- Add Question:** Create simple multiple-choice or short-answer question, can show results as poll.
- Add Comments Tool:** Add a section allows students to enter comments.
- Add Student Content:** Add a section where students may create their own pages.
- Add Subpage:** Create a new page on which you can create content, or link to an existing one.
- Upload content in ZIP file:** There is specific support for Camtasia, Wimba Create and Articulate, but any ZIP file may be uploaded. See the help in the dialog for more information.
- Add External Tool:** Link to a web service that uses the IMS LTI standard to integrate with this system.

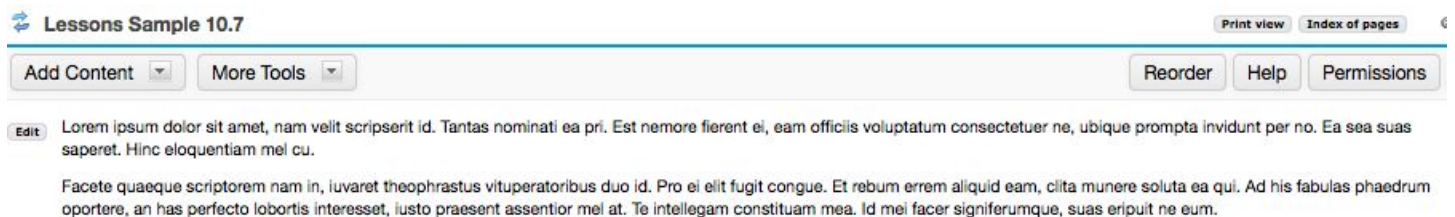
Add Text

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.

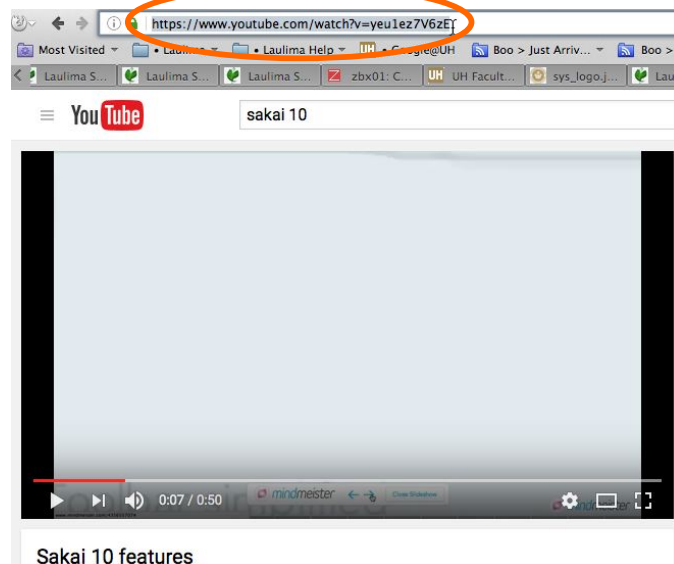


You can add more blocks of text if you desire by repeating the process.

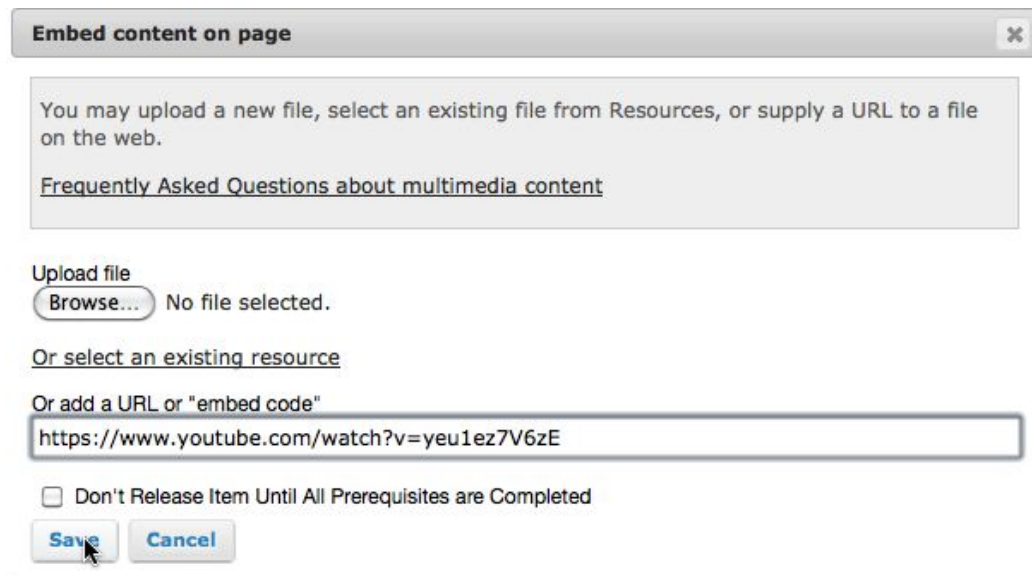
Embed Content On Page

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.

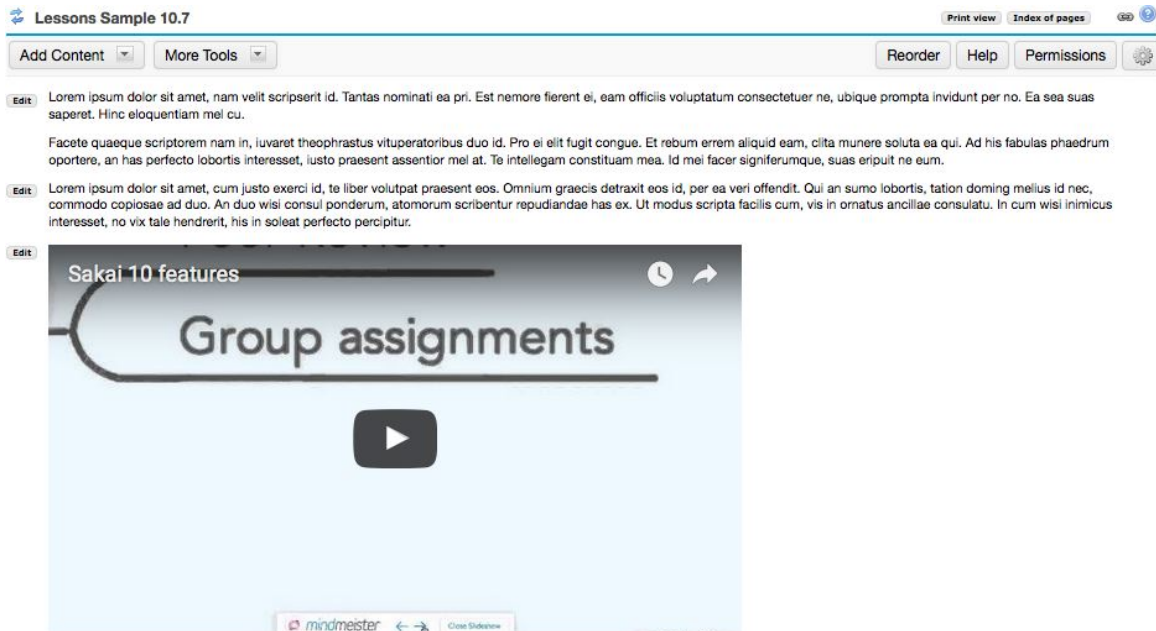
You might want to have the links to the content you want already open so you can add it to the tool. For example find a video in YouTube you want to share, and copy the page's URL (web address).



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 Lailima (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.

Add Content Link ✕

You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.

Upload file
 No file selected.

Or select an existing resource

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

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.

Add Content Link

You may upload a new file, select an existing file from Resources, or supply a URL to a file on the web.

Upload file
 No file selected.

Or select an existing resource

Or add a URL:

Don't Release Item Until All Prerequisites are Completed

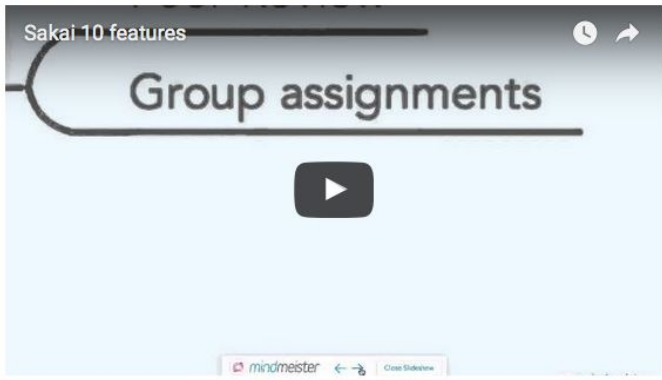
The link to the file is now displayed in your lessons. Clicking on it will display the item in a new tab/window or will try to download it (you may be prompted) if it cannot be read by a web browser. The Edit button will also be displayed to the left of the Add Content Link link, in case you need to edit or delete the link.

Lessons Sample 10.7 Print view Index of pages

Edit: Lorem ipsum dolor sit amet, nam velit scripsit id. Tantas nominati ea pri. Est nemore fienter ei, eam officis voluptatum consectetur ne, ubique prompta invidunt per no. Ea sea suas saperet. Hinc eloquentiam mel cu.

Facete quaeque scriptorem nam in, iuvaret theophrastus vituperatoribus duo id. Pro ei elit fugit congue. Et rebum errem aliquid eam, clita munere soluta ea qui. Ad his fabulas phaedrum oportere, an has perfecto lobortis interesset, iusto praesent assentior mel at. Te intellegam constituam mea. Id mei facer signiferumque, suas eripuit ne eum.

Edit: Lorem ipsum dolor sit amet, cum justo exerci id, te liber volutpat praesent eos. Omnium graecis detraxit eos id, per ea veri offendit. Qui an sumo lobortis, tation doming melius id nec, commodo copiosae ad duo. An duo wisi consul ponderum, atomorum scribentur repudiandae has ex. Ut modus scripta facilis cum, vis in ornatus ancillae consulatu. In cum wisi inimicus interesset, no vix tale hendrerit, his in soleat perfecto percipitur.

Edit: 

Edit: <http://www.hawaii.edu>

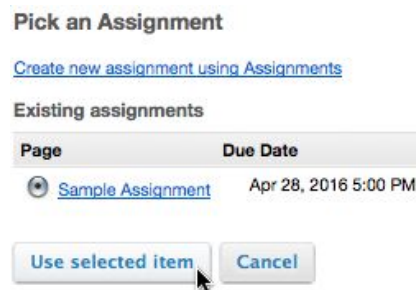
Add Assignment

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.

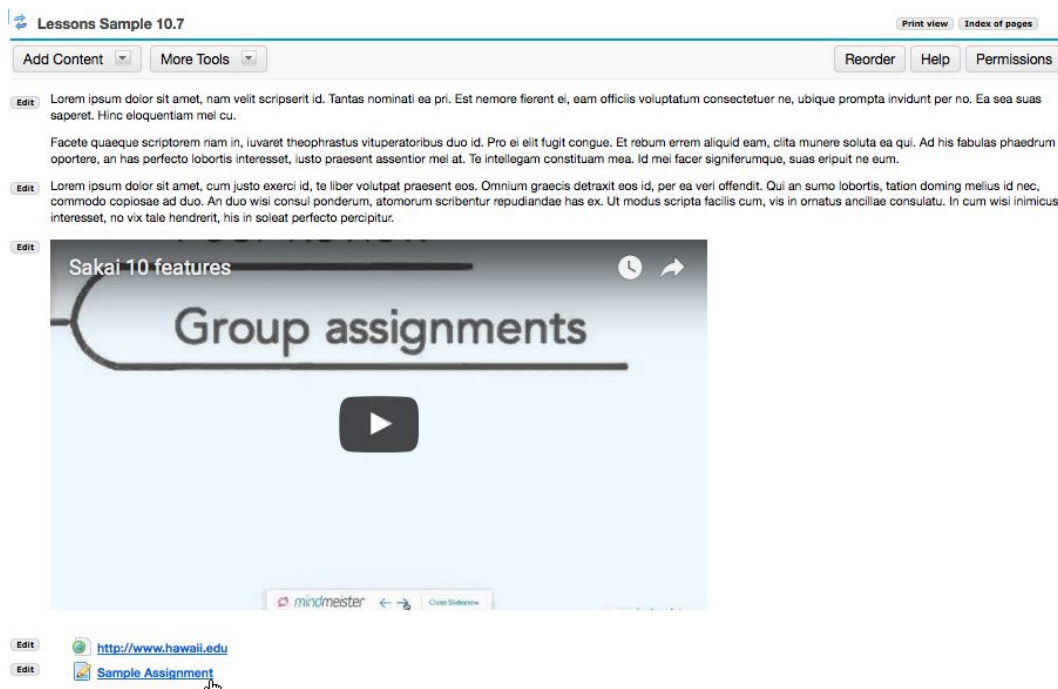
Click the "Add Assignment" option from the Add Content dropdown menu. Note, if you do not have the Assignment tool, you will see the note "There is no assignment tool available in this site". To use this feature, you will need to add the Assignment tool to the site (Site Info -> Edit Tools).

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.



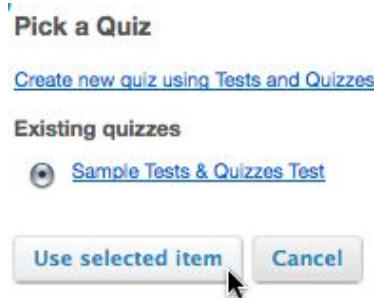
A link to the assignment will then show up on your Lessons page.



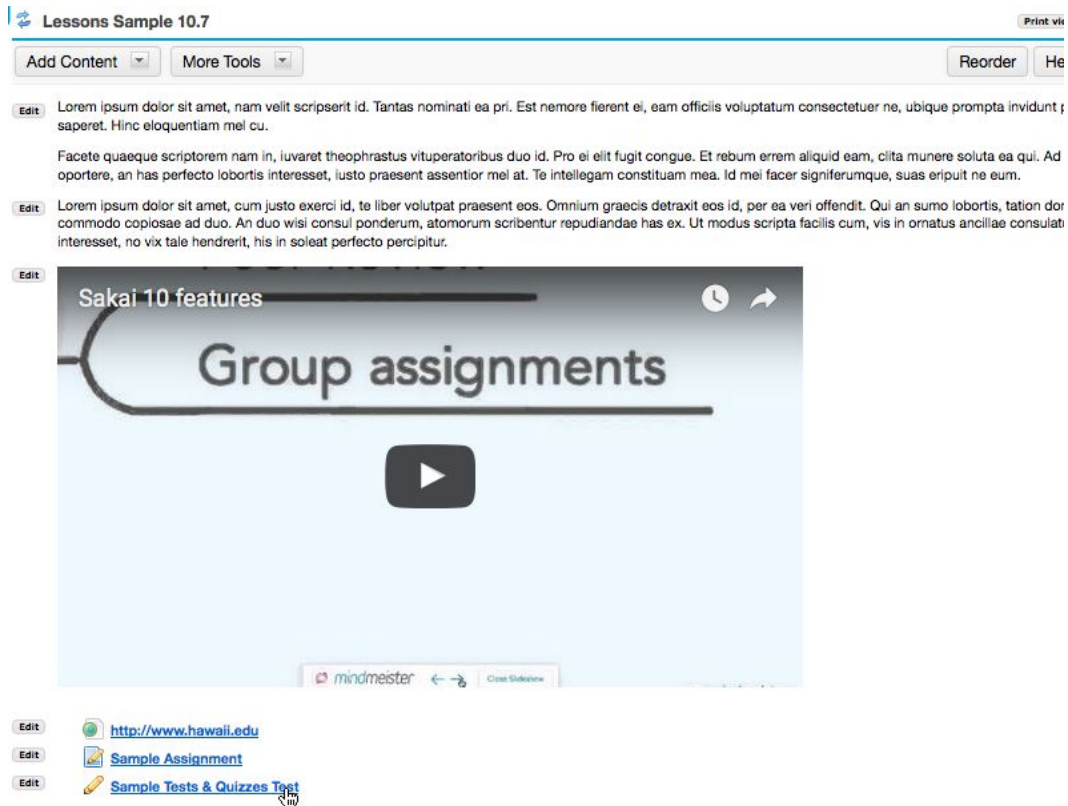
Add Quiz

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.



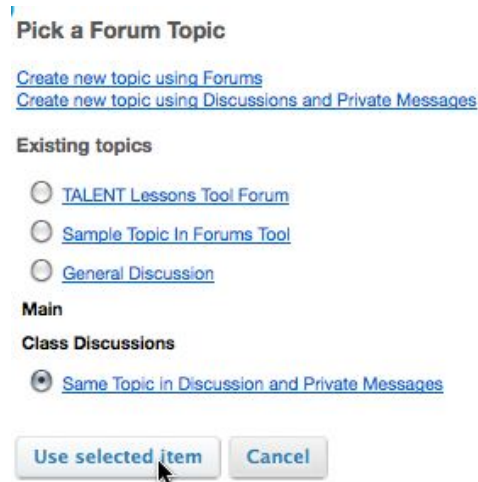
A link to your chosen quiz will now be listed on the lessons page.



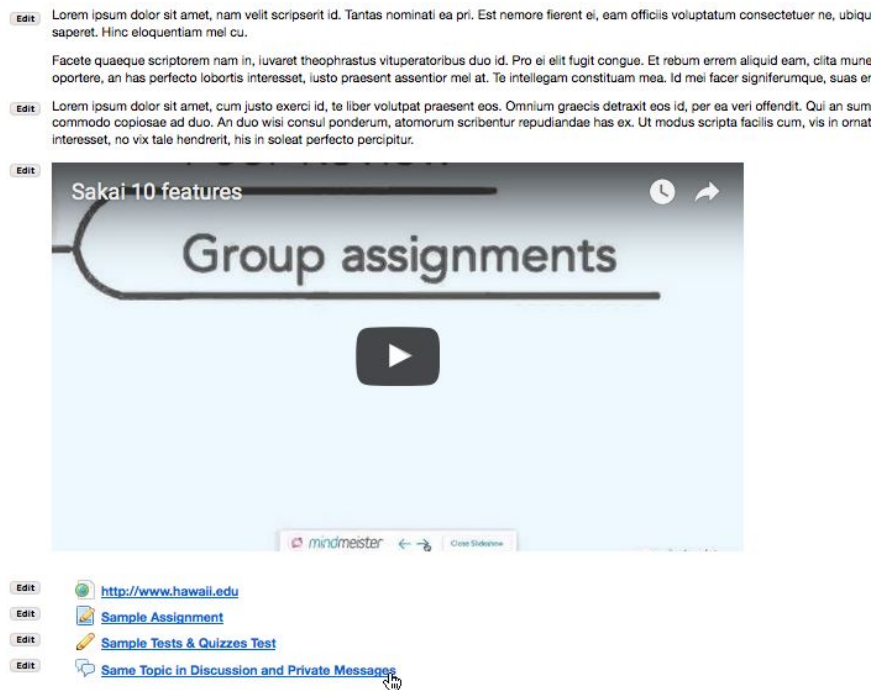
Add Forum Topic

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 Lualima'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.

The screenshot shows the 'Edit Question Section' dialog box. At the top, there are two radio buttons: 'Multiple Choice' (selected) and 'Short Answer'. Below this is a text area for 'Question Text' containing the text 'What is the weapon of a Jedi?'. Underneath is a section for 'Possible Answers' with three input fields: 'Blaster', 'Gaffi Stick', and 'Lightsaber'. The 'Lightsaber' field has a checked checkbox and a red 'X' icon. Below the answers is an 'Add New Answer' button. Further down are two checkboxes: 'Show students a graph of how others responded after they answer the question' and 'Grade this question.'. Below these are two input fields for 'Title in Gradebook:' and 'Maximum points:'. There are also two text areas: 'Text shown if answer is correct:' containing 'You've taken your first step into a larger world.' and 'Text shown if answer is incorrect:' containing 'You've failed me for the last time.'. At the bottom are three buttons: 'Save', 'Cancel', and 'Delete'.

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 screenshot shows the question as it appears on the Lessons page. It features a list of links at the top: 'http://www.hawaii.edu', 'Sample Assignment', 'Sample Tests & Quizzes Test', and 'Same Topic in Discussion and Private Messages'. Below the links is the question 'What is the weapon of a Jedi?' with three radio button options: 'Blaster', 'Gaffi Stick', and 'Lightsaber'. A 'Submit Answer' button is located below the options. At the bottom of the question area are two buttons: 'Show Grading Pane' and 'Show Poll'.

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

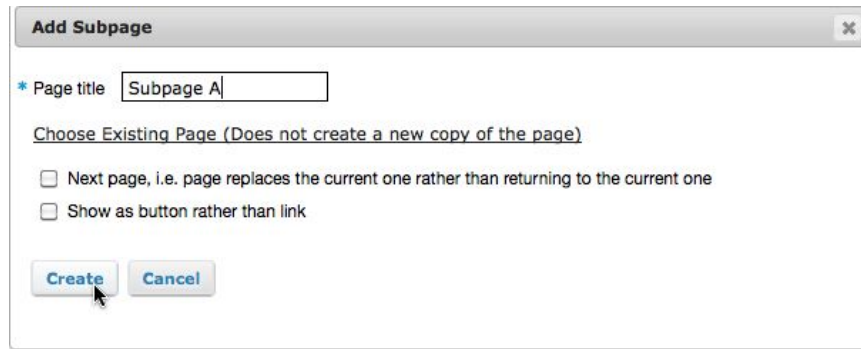
You can also add a section on your lessons page for students to add their own content. The students will get their own Lessons page to add a limited selection of content. They will have the ability to add text, embed content, links, and to create subpages. Hover over the Add Content dropdown and select "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.



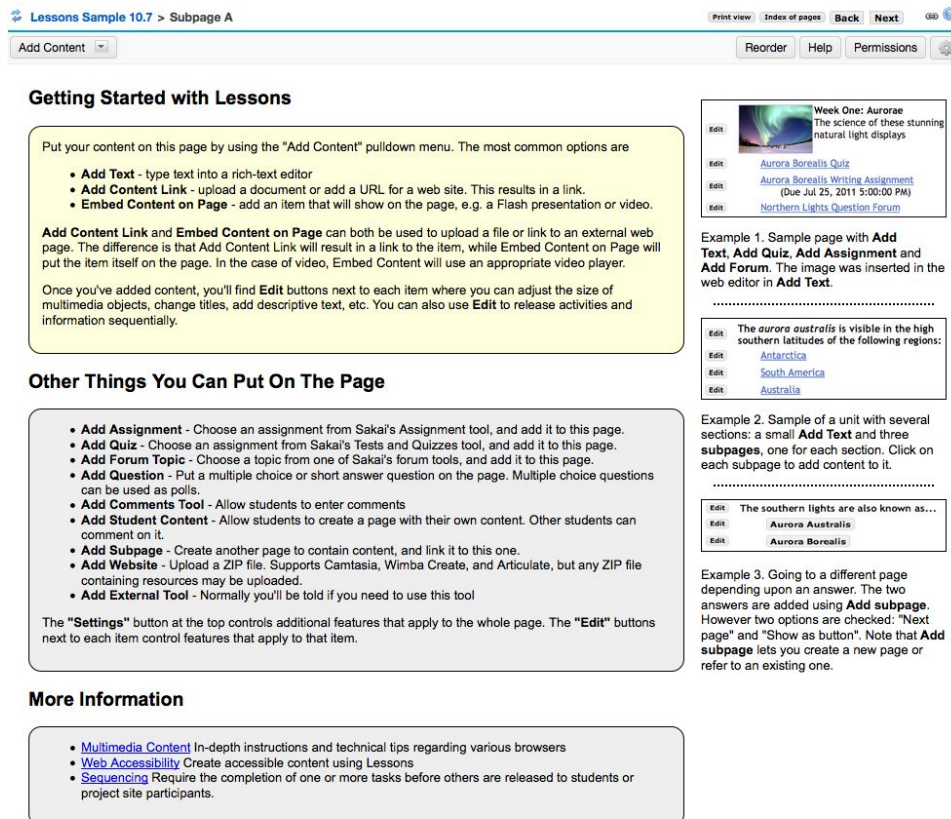
Add Subpage

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).



Getting Started with Lessons

Put your content on this page by using the "Add Content" pulldown menu. The most common options are

- **Add Text** - type text into a rich-text editor
- **Add Content Link** - upload a document or add a URL for a web site. This results in a link.
- **Embed Content on Page** - add an item that will show on the page, e.g. a Flash presentation or video.

Add Content Link and Embed Content on Page can both be used to upload a file or link to an external web page. The difference is that Add Content Link will result in a link to the item, while Embed Content on Page will put the item itself on the page. In the case of video, Embed Content will use an appropriate video player.

Once you've added content, you'll find **Edit** buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc. You can also use **Edit** to release activities and information sequentially.

Other Things You Can Put On The Page

- **Add Assignment** - Choose an assignment from Sakai's Assignment tool, and add it to this page.
- **Add Quiz** - Choose an assignment from Sakai's Tests and Quizzes tool, and add it to this page.
- **Add Forum Topic** - Choose a topic from one of Sakai's forum tools, and add it to this page.
- **Add Question** - Put a multiple choice or short answer question on the page. Multiple choice questions can be used as polls.
- **Add Comments Tool** - Allow students to enter comments
- **Add Student Content** - Allow students to create a page with their own content. Other students can comment on it.
- **Add Subpage** - Create another page to contain content, and link it to this one.
- **Add Website** - Upload a ZIP file. Supports Camtasia, Wimba Create, and Articulate, but any ZIP file containing resources may be uploaded.
- **Add External Tool** - Normally you'll be told if you need to use this tool

The "**Settings**" button at the top controls additional features that apply to the whole page. The "**Edit**" buttons next to each item control features that apply to that item.

More Information

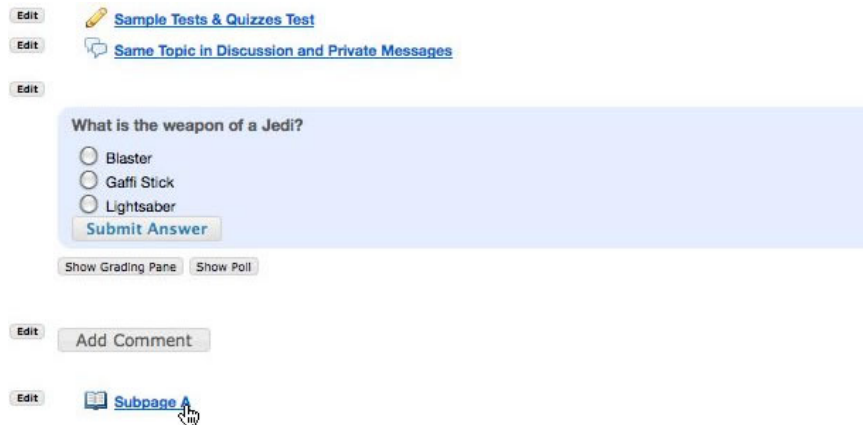
- [Multimedia Content](#) In-depth instructions and technical tips regarding various browsers
- [Web Accessibility](#) Create accessible content using Lessons
- [Sequencing](#) Require the completion of one or more tasks before others are released to students or project site participants.

Example 1. Sample page with Add Text, Add Quiz, Add Assignment and Add Forum. The image was inserted in the web editor in **Add Text**.

Example 2. Sample of a unit with several sections: a small Add Text and three subpages, one for each section. Click on each subpage to add content to it.

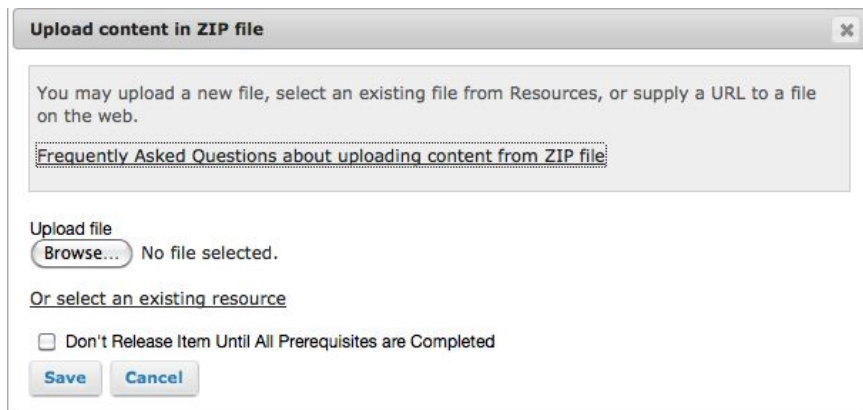
Example 3. Going to a different page depending upon an answer. The two answers are added using Add subpage. However two options are checked: "Next page" and "Show as button". Note that Add subpage lets you create a new page or refer to an existing one.

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:

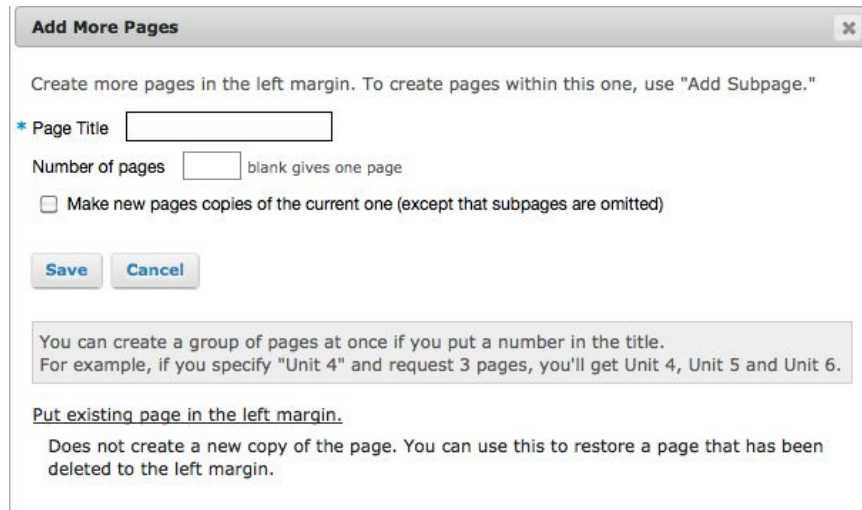
The "Upload Content in ZIP File" dialog allows you to add content from a file. There is specific support for Camtasia, Wimba Create, and Articulate, but any ZIP file containing resources may be uploaded. Content will be uploaded into a folder in Resources. Where possible a link will be added in the Lesson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



Add More Pages [X]

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)

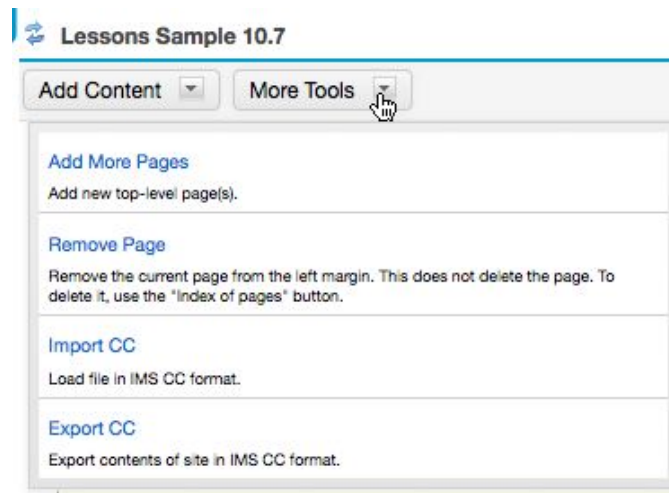
Save **Cancel**

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.

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 Catridge (version 1.0 and 1.1) format

Export CC lets you export the lesson instance in IMS Common Catridge 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.

Reorder Page Items
Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Lorem ipsum dolor sit amet, nam veli scorpae id. Tertis nominalis pri. Est namque ferent et.	X
2	Lorem ipsum dolor sit amet, cum justo exerci id, te liber volupat praesent eos. Omnum graeco deir	X
3	Embedded video	X
4	http://www.hawaii.edu	X
5	Sample Assignment	X
6	Sample Tests & Quizzes Test	X
7	Same Topic in Discussion and Private Messages	X
8	What is the weapon of a Jedi?	X
9	Comments Section	X
10	Student Content Section	X
11	Subpage A	X

[Add items from another page](#)

Drop items here to delete, or click the X. You may drag deleted items from here back onto the 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).

Reorder Page Items
Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Lorem ipsum dolor sit amet, nam veli scorpae id. Tertis nominalis pri. Est namque ferent et.	X
2	Lorem ipsum dolor sit amet, cum justo exerci id, te liber volupat praesent eos. Omnum graeco deir	X
3	Embedded video	X
4	http://www.hawaii.edu	X
5	Sample Assignment	X
6	Sample Tests & Quizzes Test	X
7	Same Topic in Discussion and Private Messages	X
8	What is the weapon of a Jedi?	X
→	Subpage A	X
9	Comments Section	X
10	Student Content Section	X

[Add items from another page](#)

Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.

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

Reorder Page Items
Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Lorem ipsum dolor sit amet, nam veli scorpae id. Tertis nominalis pri. Est namque ferent et.	X
2	Lorem ipsum dolor sit amet, cum justo exerci id, te liber volupat praesent eos. Omnum graeco deir	X
11	Subpage A	X
3	Embedded video	X
4	http://www.hawaii.edu	X
5	Sample Assignment	X
6	Sample Tests & Quizzes Test	X
7	Same Topic in Discussion and Private Messages	X
8	What is the weapon of a Jedi?	X
9	Comments Section	X
10	Student Content Section	X

[Add items from another page](#)

Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.

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
Set permissions for TALENT Lessons Tool

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Update pages or items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read pages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See items regardless of release controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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 entry when page is completed. points

Custom CSS File:

or upload your own: No file selected.

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

Don't show download links for embedded videos, etc. (This setting applies to all pages in this site.)

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.

The screenshot shows the student interface for 'Lessons Sample 10.7'. On the left is a navigation menu with options: Assignments, Discussion and Private Messages, Forums, Resources, Tests & Quizzes, Email, Lessons Sample 10.7, and Help. The main content area features a video player titled 'Sakai 10 features' with a subtitle 'Group assignments'. Below the video are several links: <http://www.hawaii.edu>, [Sample Assignment](#), [Sample Tests & Quizzes Test](#), and [Same Topic in Discussion and Private Messages](#). A question box asks 'What is the weapon of a Jedi?' with radio button options for 'Blaster', 'Gaffi Stick', and 'Lightsaber', and a 'Submit Answer' button. Below this is an 'Add Comment' button. At the bottom, the 'Student Pages' section includes a link to 'View Sakai' and an option to 'Add Your Own Page'. The top right corner contains 'Print view', 'Index of pages', and a user profile icon.