

eFundi Student Tutorial: Adding content to a Lessons page

How do students add content to Student Pages in Lessons?

GotoLessons.



Select the Lessons tool from the Tool Menu of your site.

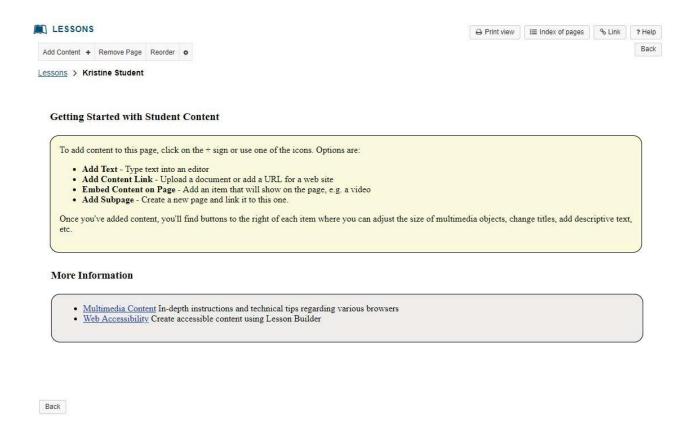
Note: Be aware that your lecturer may have named Lessons something else in your course, or there may be more than one Lessons item in the menu. Check with your lecturer if you are not sure where to go to access the course lessons and/or content pages.

Click Add Your Own Page.



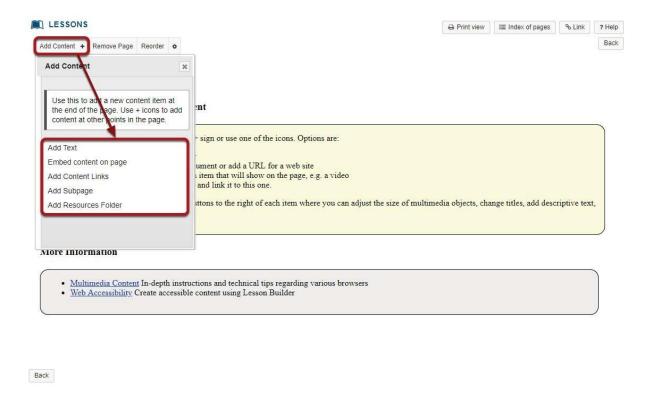
Once you have located the Student Pages section in the course content, click the Add Your Own Page link.

View blank page.



When you view a blank page, some getting started information will display by default.

Click Add Content.

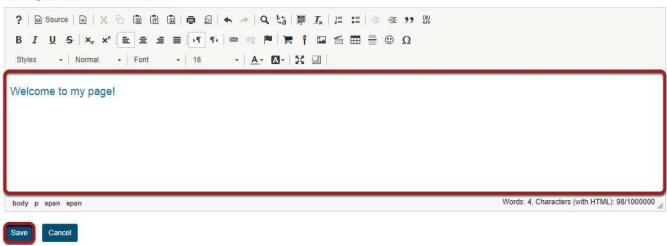


Click the Add Content drop-down menu and then choose from the following types of items you may place on the page:

- · Add Text
- Embed content on page
- · Add Content Link
- · Add Subpage
- · Add Resources Folder

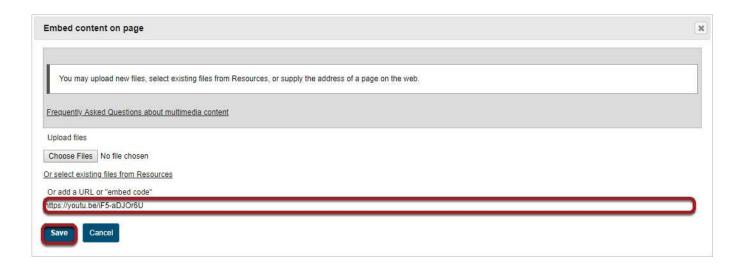
AddText.

Adding text to: Kristine Student



Use the <u>RichTextEditor</u> to add text content, images, and/or links, and then click Save.

Embed content on page.



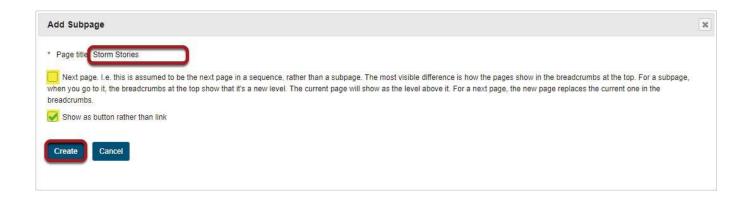
Select a file or enter a URL to embed the item on the page, and then click Save.

Add Content link.



Select a file or enter a URL to add the item on the page as a link, and then click Save.

Add Subpage.

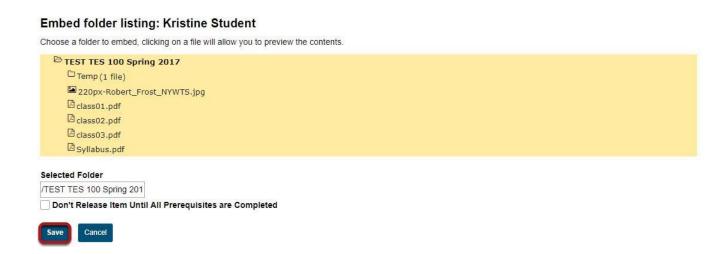


A Subpage is a new page (or "child" page) that links from the current page (or "parent" page) above it in the page hierarchy. Subpages have the same options for adding content as the original parent page.

Give your subpage a title, then click Create.

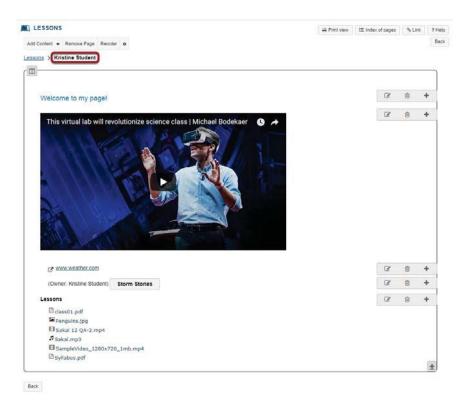
Note: You can choose to modify the navigation (if you have more than one subpage) by selecting the check box beside Next page. This means that the subpage will replace the current one when users hit Next, rather than returning to the parent page. Also, if you would like your subpage to show as a button, select the check box next to Show as button rather than link.

Add Resources Folder.



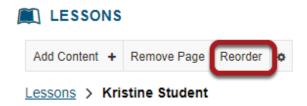
Add Resources folder displays all the resources in that folder on the page. Select the folder and click Save.

Viewyourpage.



Once you have added content items to your page, click on your page name to view the page.

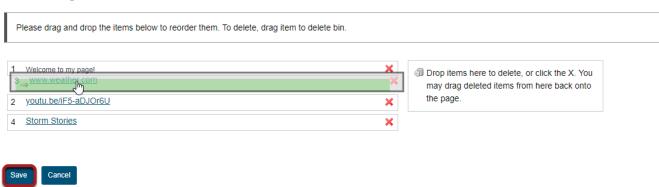
Reordering page items.



If you need to rearrange items on the page, click the Reorder link in the top left corner of the page.

Drag and drop items to reorder or delete.

Reorder Page Items



You can drag and drop items to change the order in which they appear on the page. You may also drop items on the right side of the screen where it says "Drop items here to delete" or you can use the red X next to individual items to delete them. Click Save to save your changes.