⚡ LESSONS CHEAT SHEET ③

CREATE INTERACTION

⚙ **Always add clear instructions to increase participation. Make use of CTL template instructions:**

| Add Content / + sign | Add Text | 📄 | Scroll down to 'Activity' section | Select desired item | Edit text | Delete Red text |

⚙ **Add question:**

| Add Content / + sign | Add Question | ☑ Multiple choice / Short Answer | Add question, possible answers & feedback |

| ☑ Show students a graph... (optional - serves as poll) | ☑ Grade this Question (optional) | Save |

| NB: Each Question = separate Gradebook item | Check student activity & enter grades: | ☰ Across Question tool |

⚙ **Link to test or quiz:**

| Create AND publish quiz | In Lessons: Add Content / + sign | Link to test or quiz | ☑ Desired quiz | Use selected item |

⚙ **Add Comments tool:**

| Add Content / + sign | Add Comments Tool | ✎ Across Comments Tool | Keep Comments Anonymous (optional) |

| Create Markbook entries.. (advisable) | Maximum points | Update Item | Check student activity & grade: | ☰ Across Comments tool |

⚙ **Link to a forum or topic:**

| Create forum AND topic(s) | In Lessons: Add Content / + sign | Link to forum/topic | ☑ Desired forum/topic |

| Use selected item | NB: Students cannot post to just a Forum. Always create a topic or duplicate topics for large classes. |

⚙ **Add Checklist tool:**

| Add Content / + sign | Add Checklist | Add Title & Description (Instructions) | Add New Checklist Item (repeat) | Save |

| Check student activity: | ☰ Across Checklist tool |

⚙ **Link to an assignment:**

| Create AND post assignment | In Lessons: Add Content / + sign | Link to an assignment | ☑ Desired assignment |

| Use selected item |