

# eFundi Tutorial:

## Lessons



The Lessons tool allows site Instructors to organise their module information, content, activities and assessment in a structured way to guide students through the learning experience. Lessons can contain text, multimedia and links directly to other eFundi tools including Test & Quizzes, Assignments, Resources and Forums.

**Tip:** Before developing your Lessons in eFundi start with planning your eFundi Learning Interface (eLI) on paper. Plan your student's journey through your module. Think about how you will organise your Lessons into themes, weeks or projects? Do you need to set up release dates or sequence your content? Then start to add the module content to the other eFundi tools first (i.e. add resource folders, create forum topics, create Assignments, create Test and Quizzes).

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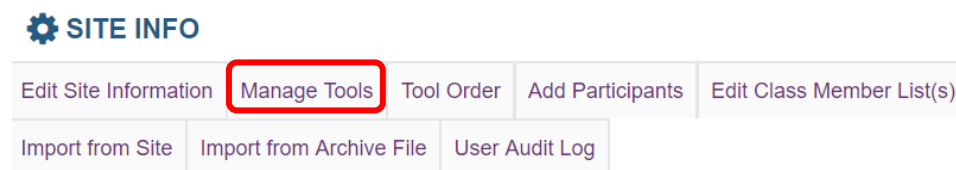
## How do I create a new Lessons page?

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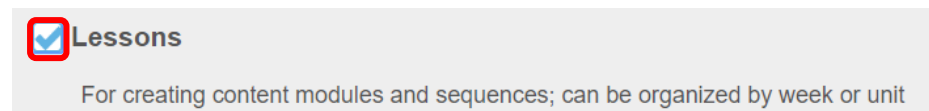
You will first need to add the Lessons tool to the tool list. Site Instructors can create a new Lessons page or multiple Lessons pages. Select the **Site Info** tool from the **Tool Menu** in your site to add the Lessons tool.



Next click Manage Tools in the **Actions menu**.



Place a **check** in the box **next to Lessons**.



Scroll down to the bottom of the screen and click **Continue**.

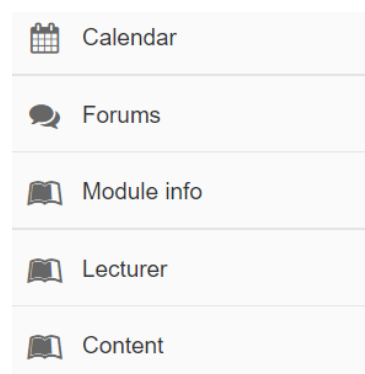
**Enter a Lessons title** and click **Continue**.

### Lessons

Title

Confirm and click **Finish**. Your new page will display in the **Tool Menu**.

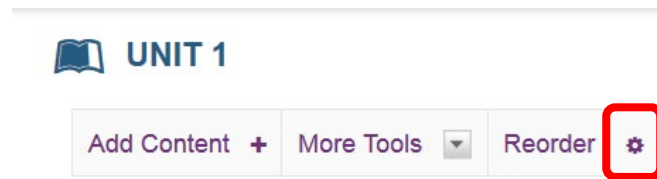
Once created, you can add more instances of Lessons, and each instance can have its own name. Each instance will be a separate navigation item in the left site menu. The following example has 3 instances of the Lessons tool: Module info, Lecturer, and Content.



Click on the **Lessons** tool in your menu to navigate to that Lessons page. A completely empty Lessons page will display help documentation on adding content. Once you add content, this help documentation will disappear from view but may be accessed through the Lessons Help option.

To rename a Lessons page click on the Lessons page title to display the page you want to rename.

Click the **Settings** icon.

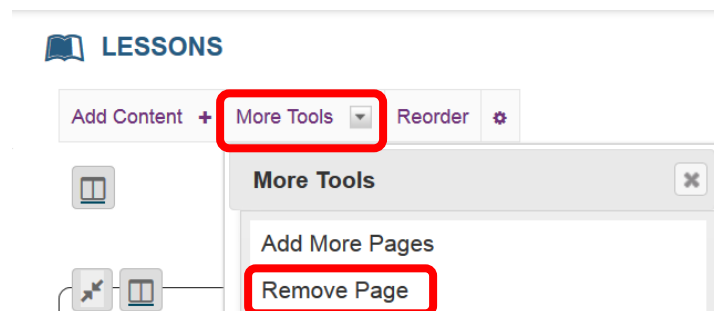


The Settings icon is a gear-shaped icon at the top of the Lessons page.

Edit the Page Title, then click **Save**.

To delete a Lessons page click on the Lessons page title to display the page you want to delete.

Click **More Tools**, then **Remove Page**. Click **Remove**.



This removes the page from the Tool Menu but does not remove it from the site.

Next, go to the Index of Pages.



Select the Lessons page/s, then click **Delete** selected pages.

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

Click Delete selected pages to completely delete the selected page/s from the site.

## How do I import a Lesson?

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It is sometimes easier to work from existing material within Lessons, rather creating your own from scratch. To ease this process it is possible to import the Lessons from one eFundi site to another. There are two methods for doing this. However, in order to import Lessons from the existing eFundi site to the new eFundi site a few criteria first need to be met:

1. Lessons need to be activated on the new eFundi site. Please see the previous step on '[How do I create a new Lessons page?](#)'.
2. You will also need to have instructor access to the existing eFundi site in order to export the Lessons from there. If you need to be added or your role changed please follow this [link](#) to share with the person who have instructor access to that site.

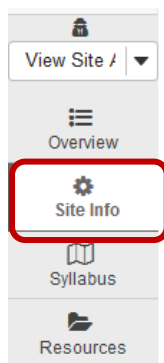
### Method 1 – Import Lessons from the Site Info tool

#### Step 1

Within eFundi, navigate to the 'new' site or the site to which the Lessons need to be imported to.

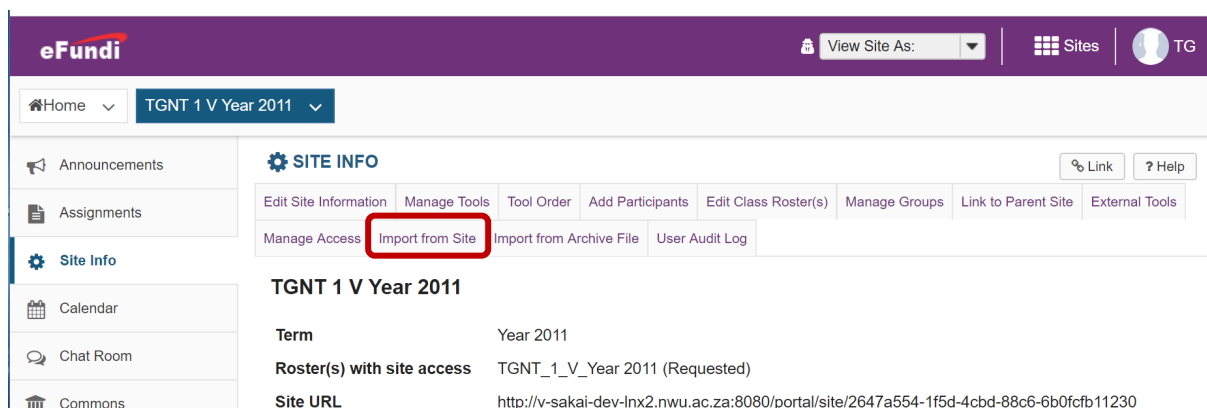
#### Step 2

Navigate to the Site Info tool



#### Step 3

Navigate to the tab called 'Import from site'



#### Step 4

Choose the method of import that you would prefer. In order not to lose or override existing data, choose from the options given, 'I would like to merge my data'.

### Import Data

Please choose a method below to proceed:

[I would like to replace my data](#)  
Any existing data will be overwritten, replaced by your import data.

[I would like to merge my data](#)  
Your imported data will merge with existing data.

[I would like to merge my user\(s\)](#)  
Your imported user(s) will merge with existing users. This method does not import roster-provided users.

#### Step 5

A list of sites would appear on which you have Instructor access rights. From this list, choose the desired eFundi site that you wish to import Lessons from by clicking on the box, and then click Continue.

[SITE INFO](#)

[Link](#)

[Help](#)

### Import Material from Other Sites

Import Material from Other Sites

You can choose to import material only from other sites that you own. You can combine material from more than one site.

- ☐ #1st year 2016@VTC
- ☐ 1st yr Navigator VTC
- ☐ 2010 ITC Training
- ☒ AAAA 111 Dra ft Year 2019
- ☐ ABCD 111 V 2017
- ☐ ABCD 122 V 2018
- ☐ WVOS 311 V 2012

Continue

Cancel

#### Step 6

A list of tools that appear on BOTH sites will appear. Click the **checkboxes** for the tools' content that you would like to import to your new site, then click the **Finish** button.

**NB!** When importing Lessons in the method, make sure to also import Forums, Resources, and Test & Quizzes. Even if you are not going to use these tools. The Lessons import need these tools in order to import successfully.

**Re-use Material from Other Sites**

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

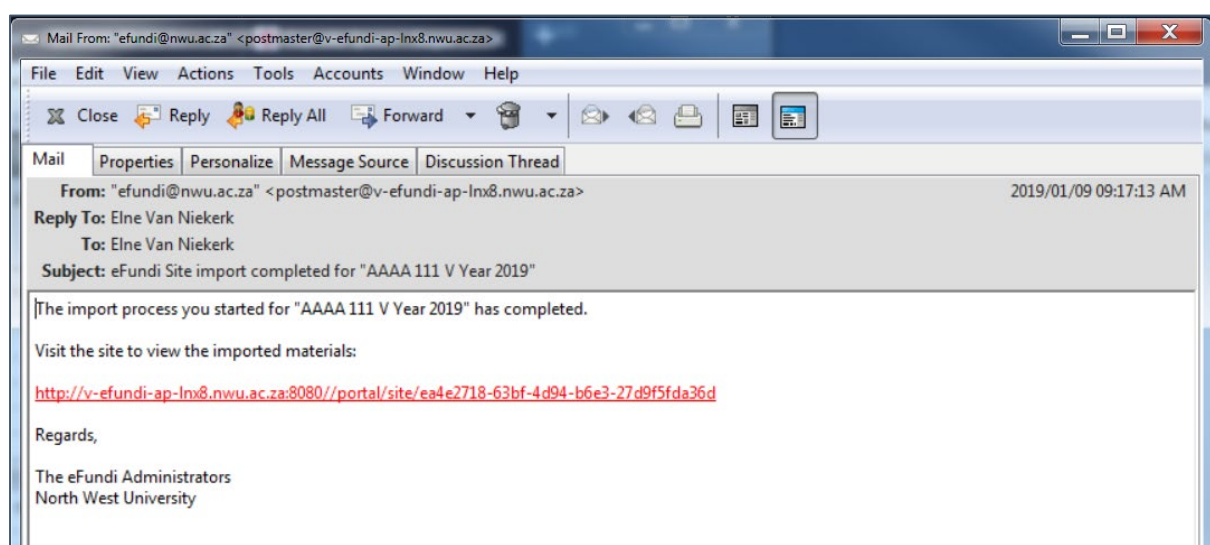
	<input type="checkbox"/> Lessons 101 NADINE
Welcome	<input type="checkbox"/>
Assignments	<input type="checkbox"/>
Calendar	<input type="checkbox"/>
Forums	<input checked="" type="checkbox"/>
Lessons	<input checked="" type="checkbox"/>
<input type="text" value="(Test Lesson)"/>	
Resources	<input checked="" type="checkbox"/>
Tests & Quizzes	<input checked="" type="checkbox"/>

Note: If you choose to import content from the tools marked with a +, the tools will be added to your site.

### Lastly

You will receive an email from eFundi once the import is complete.

**Note:** Once the import is complete, please give the system time to process. This may take a few minutes to a few hours depending on the size of the import.

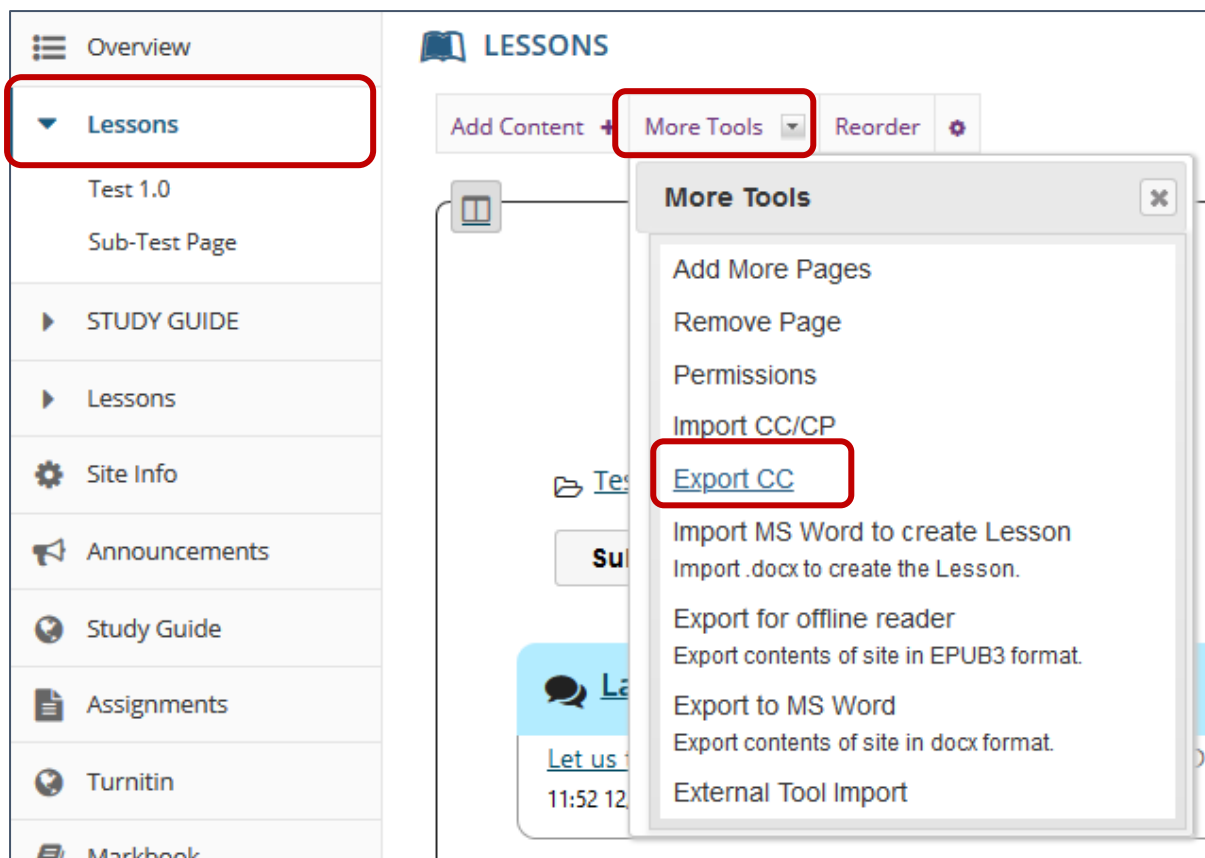


## Method 2 – Import Lessons from a CC file

In this method you will have to have Lessons already activated as a tool in your eFundi site. You will also need to have Instructor/ Maintain rights to the site from which you need to import.

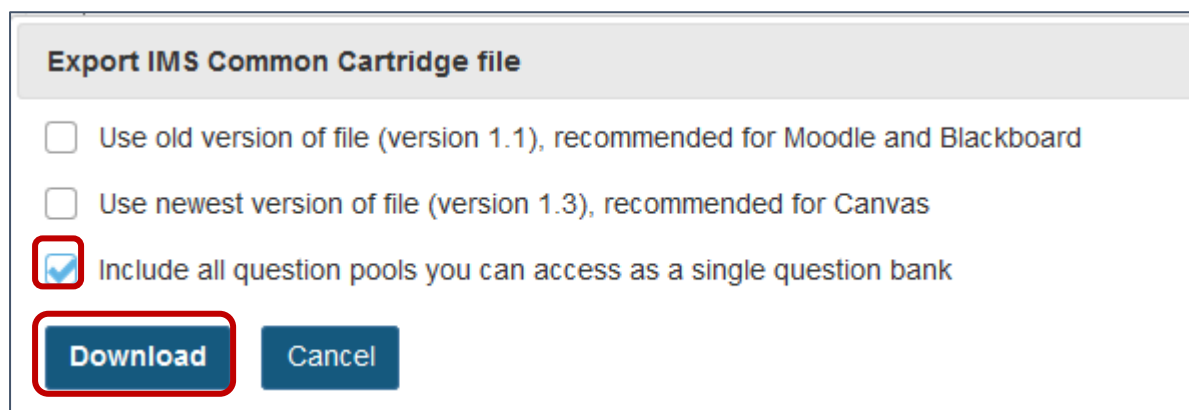
### Step 1

In the site from where you need to import, navigate to the **Lessons** tool and click on **More Tools** and then click on **Export CC**.




### Step 2

From the pop-up a few options for the export is given. Choose only the last **checkbox** for the export and then click on **Download**.



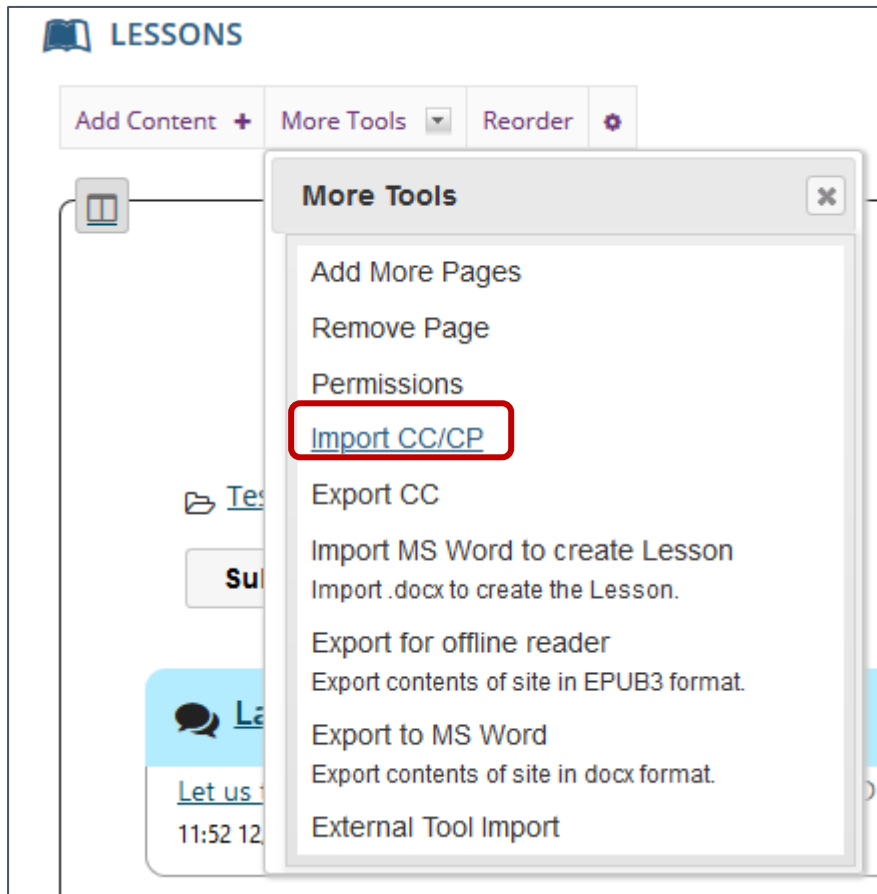


The folder will be saved to your downloads as a imsc file.

 sakai-export.imsc

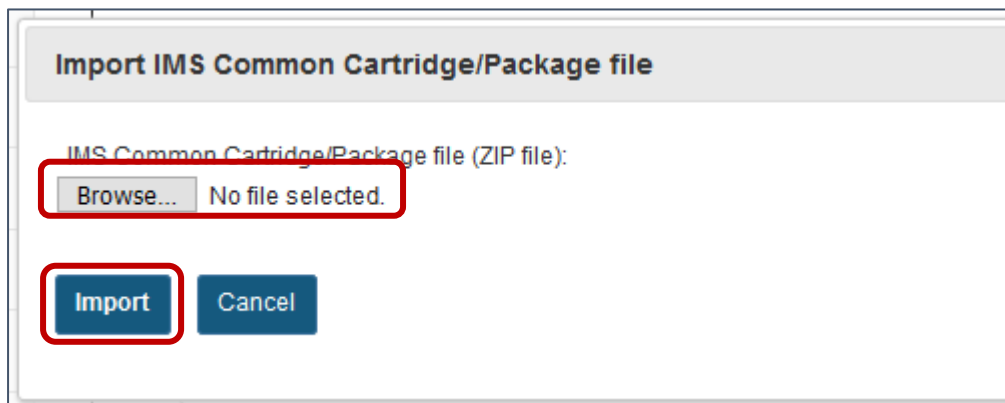
### Step 3

Navigate to the site within which you one to import the Lessons and click on **More Tools** and then click on **Import CC**.



### Step 4

**Browse** for the folder in your downloads and click on **Import**.



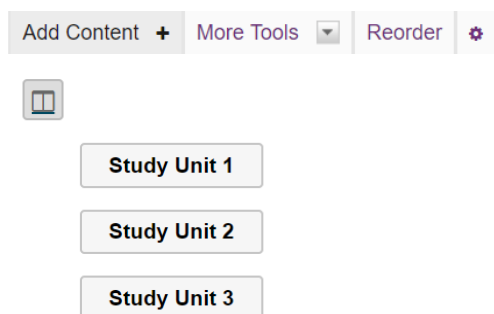
**Note:** If the old site had Forums and Test & Quizzes as tools activated, the import may first prompt you to also activate these before you may continue.

### Step 5

The import may take a while, but once complete the following tools will also have been imported: [Assignments](#), [Resources](#), and [Test & Quizzes](#). The assessments will be imported as drafts or working copies from which further editing can be done.

## How do I add subpages to a Lessons page?

Site instructors can add structure and organisation to any single instance of the Lessons tool by using Subpages. You add a subpage just by giving it a title, and then you can add content or more subpages to it. Subpages can be nested as many deep as you want, creating any sort of content structure you may need. You may want to make the first Lessons page a Table of contents and add subpages to that initial page. The following image has a Lessons tool with three Study Unit subpages.



To create a **Subpage**, click **Add Content**, then **Add Subpage**.

In the **Add Subpage** window, enter a **Page title**.

A screenshot of the 'Add Subpage' dialog box. The title bar says 'Add Subpage' with a close button (X) on the right. Inside the dialog, there is a label '\* Page title' followed by a text input field containing 'Study Unit 1'. Below this, there is a link that says 'Choose Existing Page (Does not create a new copy of the page)'. There are two checkboxes: the first is labeled 'Next page. I.e. this is assumed to be the next page in a sequence, rather than a subpage. The most visible difference is how the pages show in the breadcrumbs at the top. For a subpage, when you go to it, the breadcrumbs at the top show that it's a new level. The current page will show as the level above it. For a next page, the new page replaces the current one in the breadcrumbs.'; the second is labeled 'Show as button rather than link'. At the bottom of the dialog, there are two buttons: 'Create' (highlighted with a red border) and 'Cancel'.

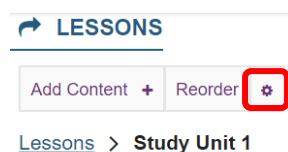
When creating subpages, we recommend not checking the **Next page** box so that you have the breadcrumb navigational links to move between subpages at random within your Lesson. Checking **Next page** removes the breadcrumb links as pages replace one another in a linear fashion.

You may also choose to show the Subpage as a button rather than a link, by selecting **Show as button rather than link**.

Click **Create**. The new subpage contains the default Lessons page information.

A screenshot of the 'Getting Started with Lessons' page. The top navigation bar shows 'LESSONS' with a back arrow. To the right of the navigation bar are buttons for 'Print view', 'Index of pages', 'Link', and 'Help'. Below the navigation bar, there is a toolbar with 'Add Content +', 'Reorder', and a gear icon. Below the toolbar, there is a breadcrumb trail: 'Lessons &gt; Study Unit 1'. The main content area is titled 'Getting Started with Lessons'. It contains two circular icons with plus signs. The first icon is blue and has text next to it: 'Click the "Add Content" tab to add content to the bottom of the page.' The second icon is teal and has text next to it: 'Click the "+" at the bottom of a section to add new content at the bottom of that section.'

To edit the title and properties of a subpage, click on the **Settings** icon.



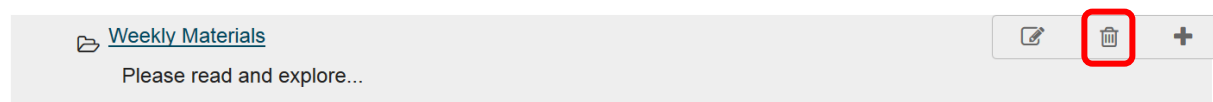
Edit the title and properties of the subpage as needed.

1. The title of the subpage can be edited in the **Page Title** box.
2. Check **Hide this page from users** to not allow students to access the subpage.
3. Check **Hide page until** to allow access to the subpage at a particular date and time.
4. Check **Create Gradebook item** to automatically create an item in the gradebook when the page (and any required items on it) is completed.

Click **Save** when finished.

To delete a Lessons subpage click on the Lessons page which contains the subpage link you want to delete.

Click the **Delete** icon next to the subpage to be removed.



Click **Delete** again to confirm.

Next, go to the **Index of Pages**.



Select page/s, then click Delete selected pages.

You will see the list of pages with the unused pages listed at the bottom. Only items which are not linked from any other location can be permanently removed from the site.

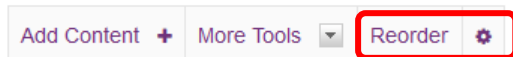
Click Delete selected pages to completely delete the selected page/s from the site.

## How do I reorder items on a Lessons page?

Site instructors can reorder the placement of items on a Lessons Page.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

Click **Reorder**.



Drag and drop the items into the desired order.

Click **Save**.

### Reorder Page Items

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

1	Section break; extra space in background color	✕
2	<a href="#">Afr+Eng_LE1_Banner.jpg</a>	✕
3	Module Information	✕
4	<a href="#">Module information</a>	✕
5	Learning Units	✕
6	<a href="#">Study Unit 1: Historical development of social media</a>	✕
7	<a href="#">Study Unit 2: Social media theories and principles</a>	✕
8	<a href="#">Study Unit 3: Social media platforms</a>	✕

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

[Add items from another page](#)



After saving, you will return to the **Lessons** page with the items displayed in the new order.

## How do I delete items on a Lessons page?

Site instructors can delete items added to a **Lessons** page using the **Delete** icon, the **Edit** option, or the **Reorder** option.

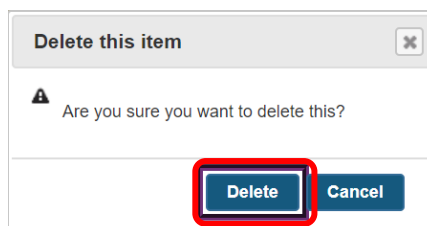
Click on the **Lessons** page title in the **Tool Menu** to display the page.

**Option 1:** To delete an item using the **Delete** icon.



Click on the trashcan (**Delete**) icon for the item you want to delete.

Click **Delete** to confirm the deletion.



**Option 2:** To delete an item using the **Edit** option:



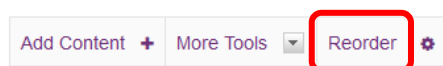
Click **Edit**.

Scroll to the bottom of the **Edit Multimedia** window and click **Delete**.

This returns the display to the Lessons page with the item deleted.

**Option 3:** To delete an item using the Reorder option.

### LESSONS



Click **Reorder**.

This displays the reorder list of items added to the **Lessons** page. Click the red **X** icon located to the right of the item that you want to delete.


### Reorder Page Items

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

1 Capture.PNG 

[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.

This removes the item from the Lessons page list of items.

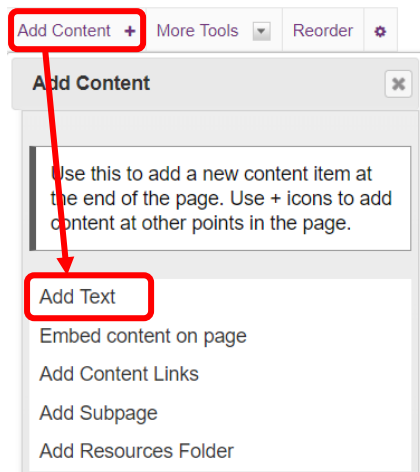
**Saving** returns, the display to the Lessons page with the item removed.

## How do I add text to a Lessons page?

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Site Instructors can add a text box to any point in the Lesson Page. This option allows you to put formatted text on any page or subpage of the Lessons tool. You can add multiple pieces of text to any page. This is useful if you want some text, then a list of links to subpages, then some more text underneath those.

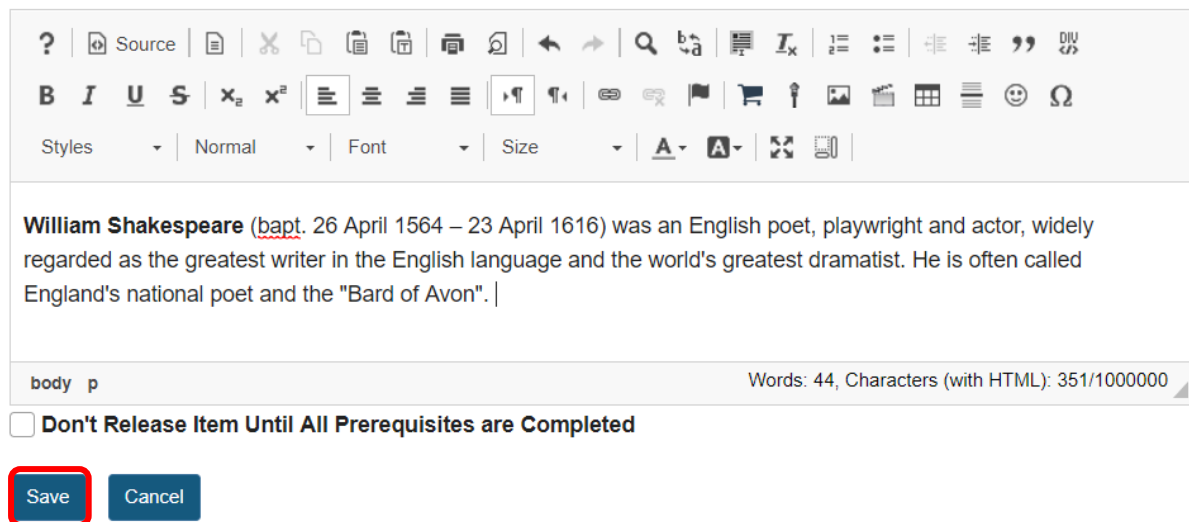
To add text, click **Add Content**, then **Add Text**.



You may also add content by clicking on the **+** button next to any existing item on the page.

Use the Rich Text Editor tools to format the text. When finished, click **Save**.

### Adding text to: Lessons



After saving, you will return to the Lessons page with the new text displayed. Repeat the steps above to add more **Text items** to the page. You may want to combine text items with other types of Lessons content, such as images, embedded video, assignment or assessment links, etc.

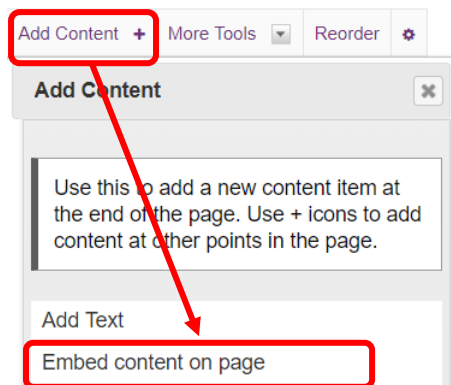
## How do I embed an image on a Lessons page?

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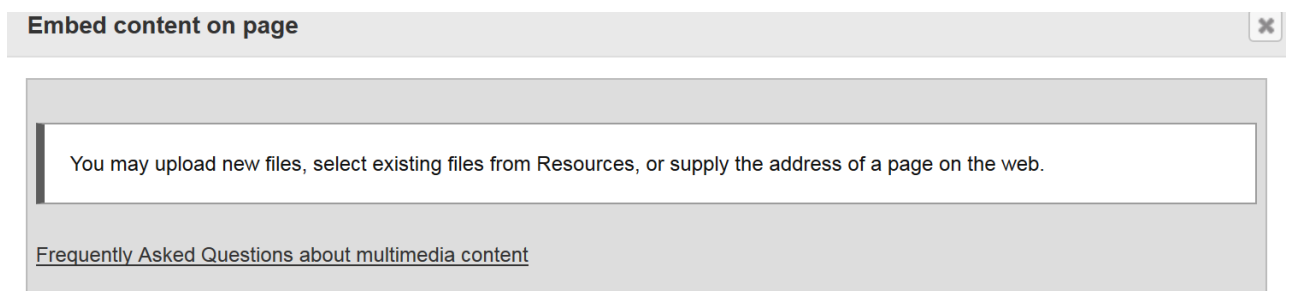
Site Instructors can embed various types of media directly into any Lessons page or subpage. You just provide the URL of the media (or the embed code for it), upload a file directly, or choose a media file already uploaded to the Resources tool.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

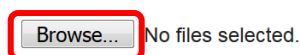
From the **Add Content** drop-down menu, select **Embed content on page**.



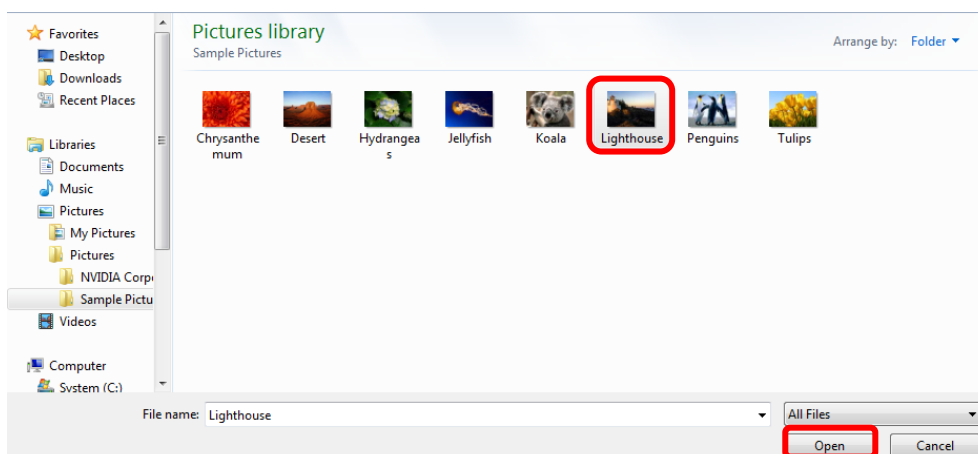
This displays the **Embed Content dialog box**. Click **Browse...** to select a file for upload.



Upload files



Locate and select the file on your computer.



Click on the file you would like to upload to select it and then click **Open**.



Click **Save**.

Embed content on page

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

[Frequently Asked Questions about multimedia content](#)

Upload files

Lighthouse.jpg ✖

Add another file to upload:

Browse...

Lighthouse.jpg

☐ Don't Release Item Until All Prerequisites are Completed

Save

Cancel

After saving, you will return to the Lessons page with the image embedded. To add a description of the image, click on **Edit**. This displays the **Edit Multimedia dialog box**. Enter a description in the Item Description text box and then click **Save**.

Notice the image file location in **Resources**.

RESOURCES

Site Resources

Trash

Transfer Files

Check Quota

All site files

 / 

Lessons 111 NWU Year 2019 Resources

 / Lessons

Move

Copy


Move to Trash

Show

Hide

Lessons

☐



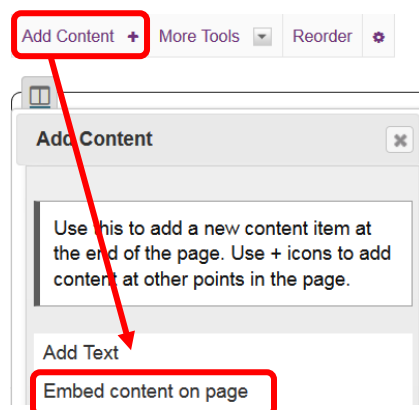
Lighthouse.jpg

Note that the image file was automatically uploaded to your **Resources** in a folder with the same name as the **Lessons** page.

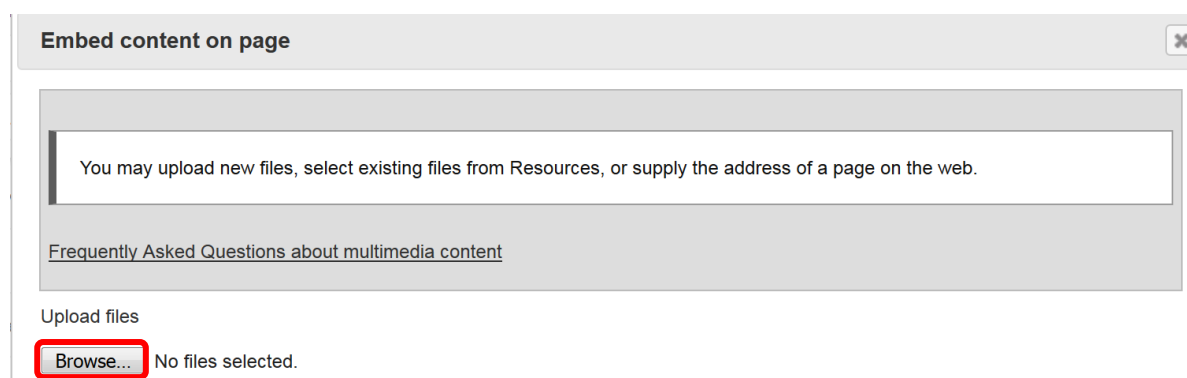
## How do I embed a video from my computer on a Lessons page?

Site Instructors can add an embedded video at any point in a Lessons page. The embedded video described here is a video uploaded from the Site Instructor's computer to the Lessons page.

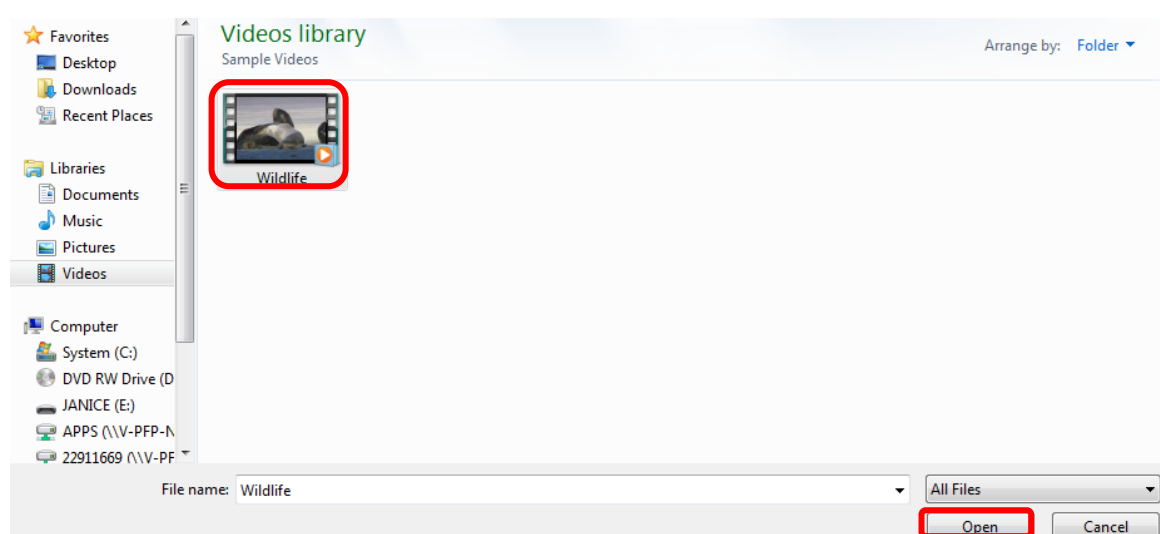
Click on the Lessons page title in the Tool Menu to display the page. From the **Add Content** drop-down menu, select **Embed content on page**. This displays the **Embed Content dialog box**.



Click **Browse...** to select a file for upload..



Locate and select the video file on your computer.



Click on the file you would like to upload to select it and then click **Open**. Then click **Save**.

The Lessons page will display the embedded video.

Click on Edit to add a description and/or adjust the video pixel size.

**Edit Item**

Width:

Height:

Path in Resources, or URL/embed code /Lessons/Wildlife.wmv

Item Description

This video is a depiction of Wildlife

[Change File or URL](#)

☐ Don't Release Item Until All Prerequisites are Completed

**Update Item** **Cancel** **Delete**

Enter the desired **Width** and **Height** for your video in number of pixels, and/or enter a description in the **Item Description** text box. Then, click **Update Item** to save your changes and return the display to the Lesson Page with the embedded video and description.

**RESOURCES**

Site Resources Trash Transfer Files Check Quota

All site files / Lessons 111 NWU Year 2019 Resources / Lessons

Move Copy Move to Trash Show Hide

Lessons

☐ Lighthouse.jpg

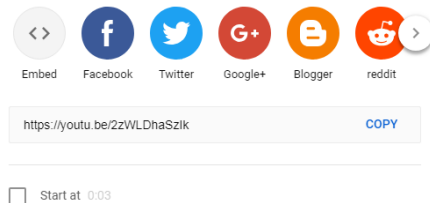
☐ Wildlife.wmv

**Note:** The video will be uploaded to your Resources folder for that Lessons page. Uploaded videos are NOT streamed to the user. The larger the video file, the longer it will take the video to load on the Lessons page.

## How do I embed a YouTube video on a Lessons page?

A special feature of the Lessons tool allows site Instructors to embed a YouTube video on a Lessons page without the need to copy the source code.

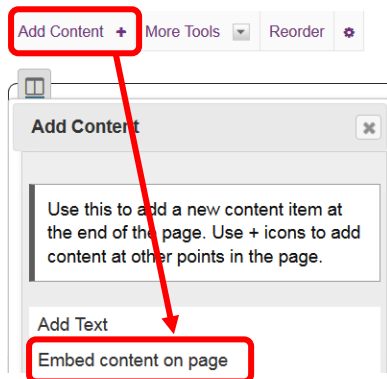
In **YouTube** locate the video, Click on the **Share** tab under the video clip.



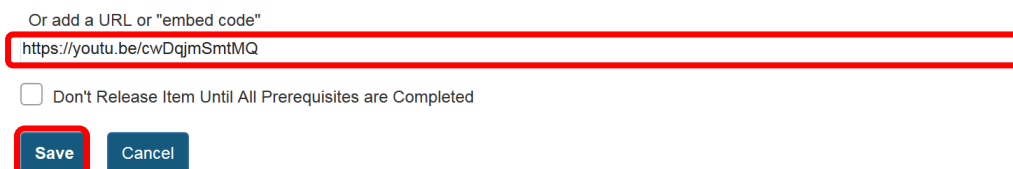
Copy the **YouTube URL** into the clipboard (CTRL+C for PC or CMD+C for Mac).

Back in the **eFundi** site click on the **Lessons** tool.

Click on **Add Content**, then **Embed Content on Page**.



Paste the **YouTube URL** into the box marked **Or add a URL or "embed code"**.



**Tip:** Before clicking Save, you might need to change "http" to "https" as some browsers (Firefox) do not display "http" link. Click **Save**

To add a description to the video. Click on **Edit**.



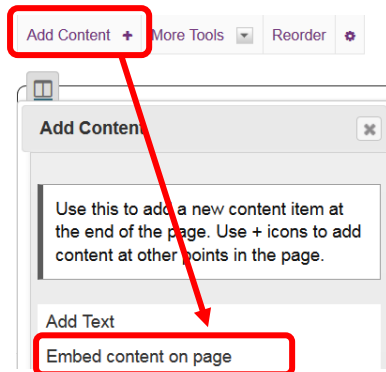
Enter the desired **Width** (320) and **Height** (240) for your video in number of pixels or percentage of screen, and/or enter a description in the **Item Description text box**. Then, click **Update item** to save your changes and return the display to the **Lessons** Page with the embedded video and description visible on the **Lessons** page.

## How do I embed an audio file on a Lessons page?

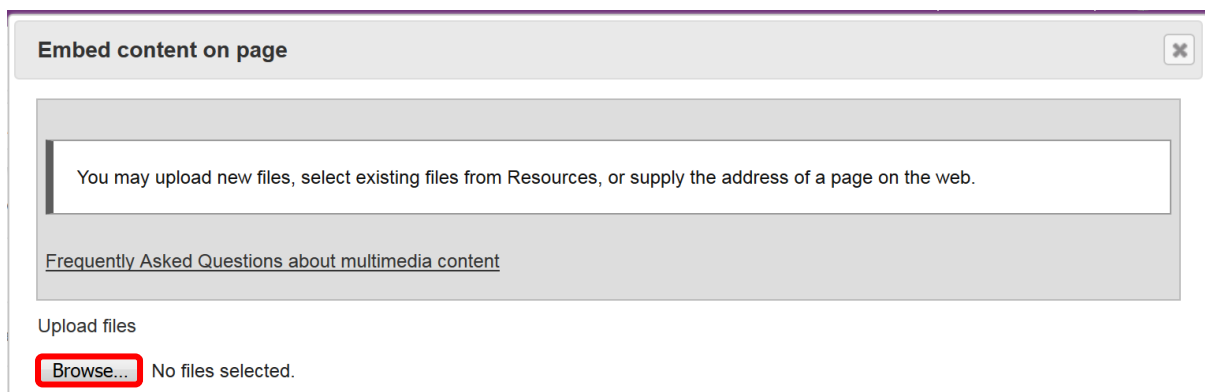
Site Instructors can add an embedded audio at any point in a Lessons Page.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

From the **Add Content** drop-down menu, select **Embed content on page**.



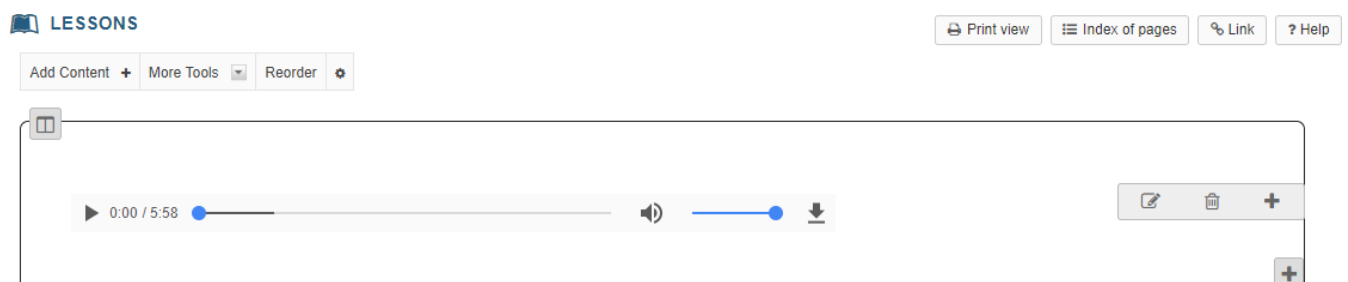
Click **Browse...**



Locate the audio file (mp3) on your Computer, select it and click **Open**. Click **Save**.

**Note:** The file you have selected will appear listed above the Choose Files button. View embedded audio.

The audio file will display embedded on the page.



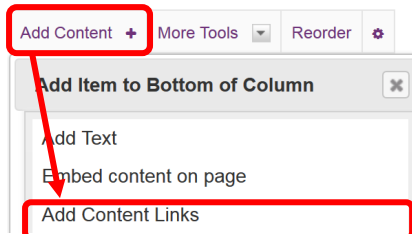
**Note:** The audio file is not streamed to the user. The larger the audio file, the longer it will take for the audio file to load on the Lessons page.

## How do I add a website link to a Lessons page?

Site Instructors can add links to Internet websites on a Lessons page.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

From the **Add Content** drop-down menu, select **Add Content Links**.



Type (or copy and paste) the web address for the website in the text box labelled, **Or add a URL**.

A screenshot of the 'Add Content Links' dialog box. It features a text area with the instruction: 'You may upload new files, select existing files from Resources, or supply the address of a page on the web.' Below this, there are three options: 'Upload files' with a 'Browse...' button (highlighted with a red box), 'Or select existing files from Resources', and 'Or add a URL:' followed by a text box containing 'https://sakaiproject.org/' (highlighted with a red box). There is also an unchecked checkbox for 'Don't Release Item Until All Prerequisites are Completed' and 'Save' and 'Cancel' buttons at the bottom.

Click **Save**. Saving returns, the display to the Lessons page with the link to the website.

To add a description, click **Edit**, then click **Update Item**.



## How do I add a file from Resources to a Lessons page?

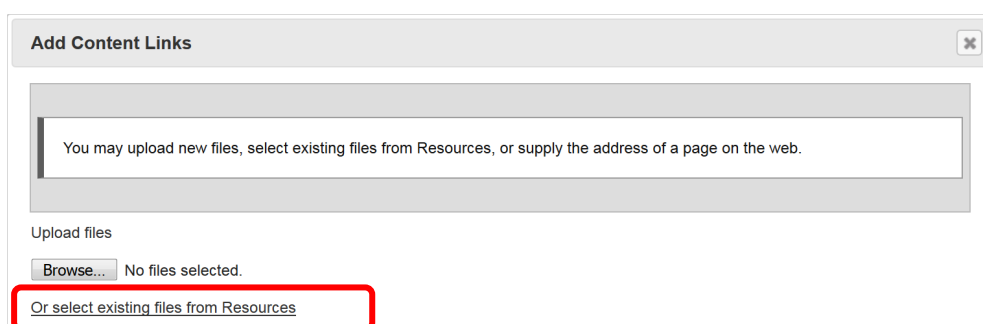
Whenever you add either a new URL or a newly uploaded file through this option, the Lessons tool will add that resource as content in the Resources tool. It also creates a folder in the Resources tool matching the name of the first level Lessons page you are adding the resource to. This could result in a Resources tool folder organisation that's not exactly what you want.

If you want to keep the Resources tool organised in a different way. Upload all files you use in your module into the **Resources** tool, and then use the **Add Content Link** option in the **Lessons** tool to create links to those already uploaded files (using the **Or select an existing resource** option to select each file from its location in the Resources).

**Note:** Create URLs as **Web Links** in **Resources**, then link to those links in the Lessons tool. You can link to a Resources web link just as you would link to a Resources file.

To upload a new file from Resources, click **Add Content**, then **Add Content Links**.

Click the **Or select an existing files from Resources** link to choose from your Resources.



Locate the file in **Resources** that you want to link to, then click the **Select** link (to the right of the file) to choose that file.

**Location:**  **Lessons 111 NWU Year 2019 Resources**

Title	Actions
 Lessons 111 NWU Year 2019	<ul style="list-style-type: none"><li>Add </li></ul>
 Lessons	<ul style="list-style-type: none"><li>Add </li></ul>
 Lighthouse.jpg	<a href="#">Select</a>

The file you have selected will appear listed at the top of the screen. Click **Continue**.

This returns the display to the **Lessons** Page with a link to the uploaded file.

Click **Edit**, to add a description, then click **Update Item**.

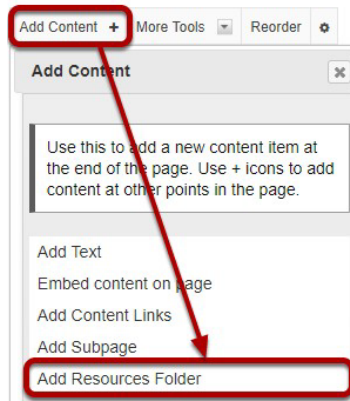


Updating returns the display to the Lessons page with a link to the uploaded file and a description.

## How do I add a resources folder on a Lessons page?

Site instructors can add a link to an existing Resources folder on a Lessons page. This will display a listing of the folder contents on the page.

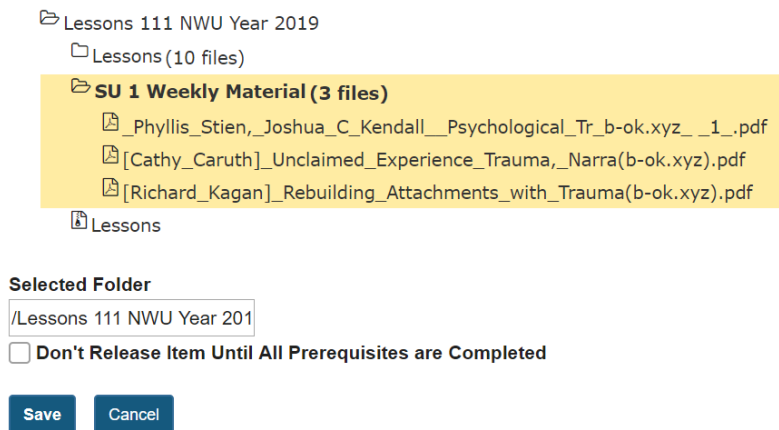
From the **Add Content** drop-down menu, select **Add Resources Folder**.



Select the **Resources** folder that you want to add to the **Lessons** page.

### Embed folder listing: Lessons

Choose a folder to embed, clicking on a file will allow you to preview the contents.



Browse the directory listing of your existing **Resources** folders. Once you have located the folder you want to link on the **Lessons** page, click on the folder name to select it.

Notice that the folder path appears in the Selected Folder field.

Click Save to save your selection.

The folder contents will display on the Lessons page.





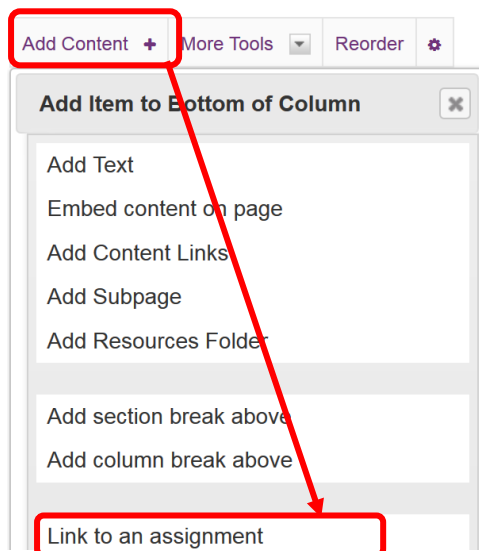
## How do I add an Assignment to a Lessons page?

Site Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

**Note:** These links will automatically update to maintain links to published activities if you copy your module content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Click on the **Lessons** page title in the Tool Menu to display the page.

Click **Add Content**, then **Link to an assignment**.



Select the assignment from the list of existing assignments, then click **Use selected item**.

### LESSONS

## Pick an Assignment

Create new assignment using Assignments

### Existing Assignments

Assignment	Due Date
<input checked="" type="radio"/> <a href="#">Assignment 1</a>	16 Jan 2019 5:00 PM

The page will now display a link to the assignment.



## How do I add tests and quizzes to a Lessons page?

Instructors in a site may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages. See the **Test & Quizzes tutorial** for more on information on creating and publishing an assessment in the Test & Quizzes tool.

**Note:** These links will automatically update to maintain links to published activities if you copy your module content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

From the **Add Content** drop-down menu, select **Link to a test or quiz**.

Select the assessment from the list of existing quizzes, and click Use Selected Item.

### Pick a Quiz

[Create new quiz using Tests and Quizzes](#)

### Existing Quizzes

☒ [Test 1/Toets 1](#)

Use selected item

Cancel

**Note:** Only PUBLISHED assessments will display in the existing list. You can also select the **Create new quiz using Tests and Quizzes** link to create or publish an assessment in the Test & Quizzes tool.

The link to the **Test and Quizzes** assessment will be displayed on the **Lessons** page.

### LESSONS

Add Content + More Tools ▼ Reorder ⚙



☒ [Test 1/Toets 1](#)

Students will only be able to submit the assessment through the link in **Lessons**. To view feedback, students must still go to the **Tests & Quizzes** tool itself.

## How do I add a Forum topic to a Lessons page?

Site Instructors may add links to site activities (i.e. Assignments, Forums, Test & Quizzes) on Lessons pages.

**Note:** These links will automatically update to maintain links to published activities if you copy your course content to a new site, as long as you do not change the name of the activity. However, you will need to publish your activities in the new site for the links to become active.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

From the **Add Content** drop-down menu, select **Link to a forum or topic**.

Select a forum or topic from the list of existing topics. Click **Use Selected Item**

### Pick a Forum or Topic

[Create new forum or topic using Forums](#)

### Existing Forums and Topics

- ☐ [Forum: Small Group Discussions](#)
- ☐ [Topic: Private Topic - Group B](#)
- ☒ [Topic: Private Topic - Group A](#)

**Note:** You can also select the **Create new topic using Forums** link to and create a new topic in the Forums tool.

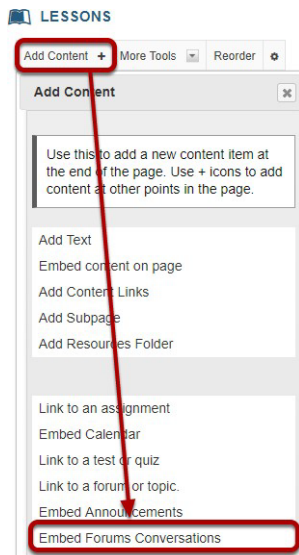
The page will now display a link to the topic

The screenshot shows the 'LESSONS' page interface. At the top, there is a header with the title 'LESSONS' and a book icon. To the right of the header are four buttons: 'Print view', 'Index of pages', 'Link', and 'Help'. Below the header is a toolbar with four buttons: 'Add Content +', 'More Tools', 'Reorder', and a gear icon. The main content area is a large white box with a thin border. Inside this box, on the left, is a small icon of a document with a speech bubble, followed by the text 'Chapter 1 Case Studies'. On the right side of this box, there is a small toolbar with three icons: a pencil (edit), a trash can (delete), and a plus sign (add). Below this box, there is a small toolbar with a plus sign and a minus sign.

## How do I embed forums conversations on a Lessons page?

Site instructors can embed forum conversations on a Lessons page. This can be useful if you wish to call attention to recent forum activity.

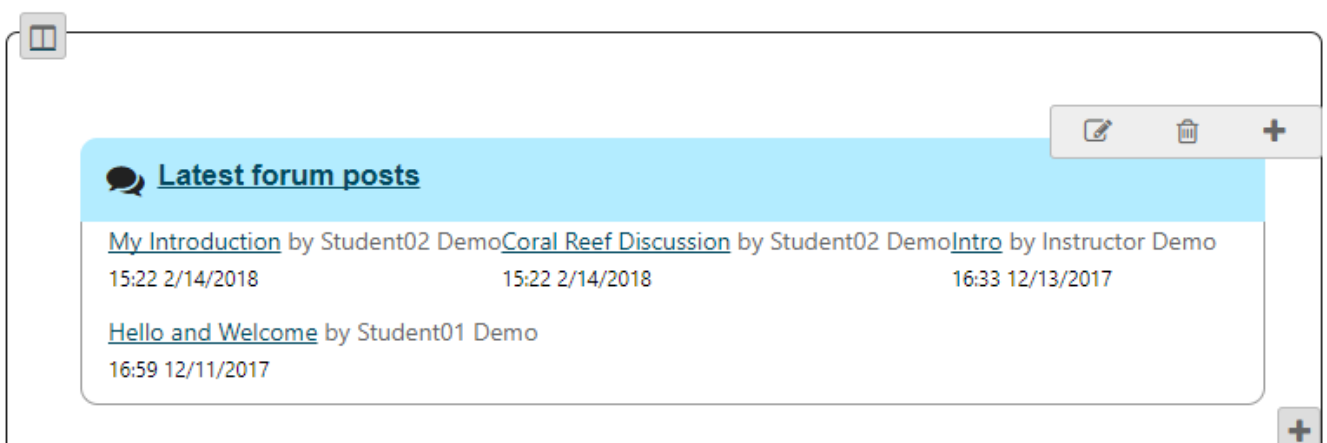
Click **Add Content**, then **Embed Forums Conversations**.



Specify the number of conversations to display, and then **Save**.



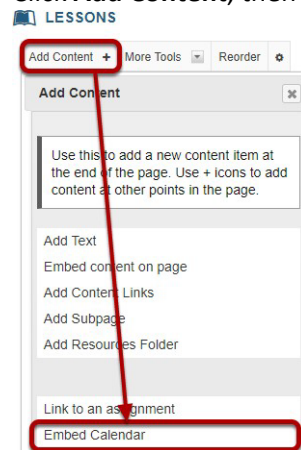
The titles of the most recent forum posts, up to the number specified in the prior step, will display on the page. Click on the title of a post to view the entire conversation.



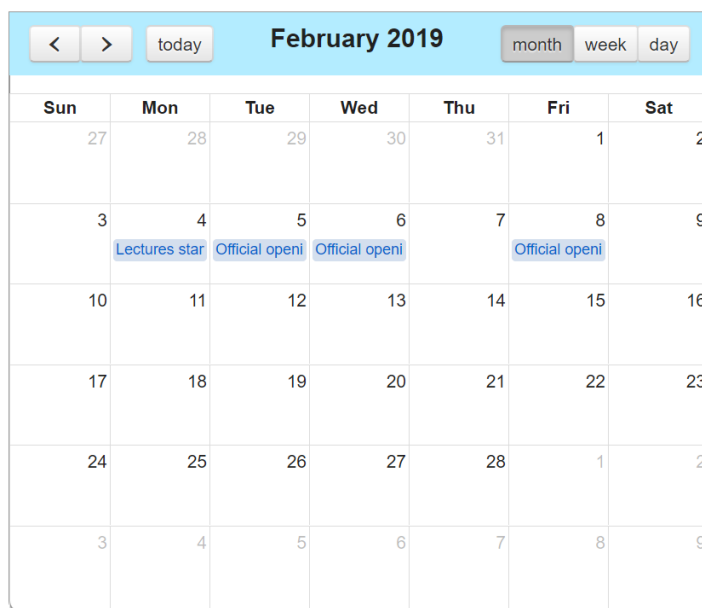
## How do I embed the Calendar on a Lessons page?

Instructors can embed the module calendar on a Lessons page. This can be useful if you are using Lessons as your module information page, and wish to call attention to module deadlines within your content Lessons pages.

Click **Add Content**, then **Embed Calendar**.



The calendar will display on the page.

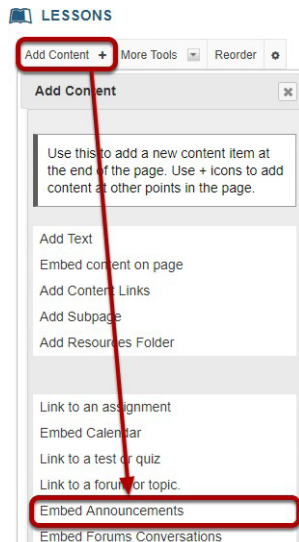


Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4 Lectures start	5 Official openi	6 Official openi	7	8 Official openi	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

## How do I embed announcements on a Lessons page?

Site instructors can embed module announcements on a Lessons page. This can be useful if you are using Lessons as your Module Information page, or if you wish to call attention to upcoming announcements within your Content Lessons pages. Embedded announcements will automatically update according to the visibility dates specified in the Announcements tool.

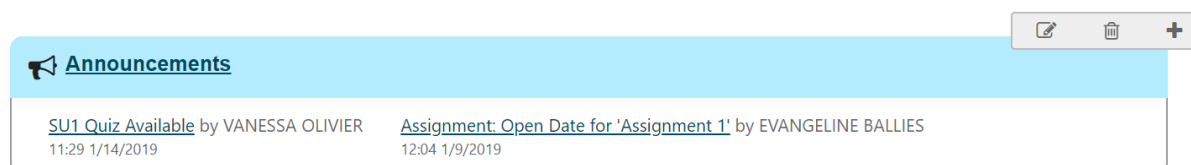
Click **Add Content**, then **Embed Announcements**.



Specify the number of announcements and then Save.



Existing module **announcements**, up to the number specified in the prior step, will display on the **Lessons** page. Click on the title of an announcement to view details.



## How do I add an in-line Multiple Choice question to a Lessons page?

Site instructors can add either a Multiple Choice question or a Short Answer question directly to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

Click on the **Lessons** page title in the **Tool Menu** to display the page.

Click **Add Content**, then **Add Question**.

Select **Multiple Choice**.

Edit Question Section

☒ Multiple Choice ☐ Short Answer

Add the question text and any additional settings as needed.

Edit Question Section

☒ Multiple Choice ☐ Short Answer

1 Question Text:

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

2 Possible Answers:

☐ Red-winged Blackbird

3 ☒ European Starling

☐ Brown-headed Cowbird

4 Add New Answer

5 ☐ Show students a graph of how others responded after they answer the question

6 ☐ Grade this question.

Title in Gradebook:

Maximum points:

Text shown if answer is correct:

7 Text shown if answer is incorrect:

8 ☐ Don't Release Item Until All Prerequisites are Completed

9 ☐ Require This Item

10 Save

Cancel

Delete

1. Enter the **Question text**.

2. Enter the **Possible Answer** choices.

3. Place a checkmark to the left of the correct answer.

**You may also decide to:**

4. Click **Add New Answer** to add additional Multiple Choice answers if needed.

5. Check the box for **Show student a graph of how others responded after they answer the question**.

6. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool.

7. Add feedback for correct student answers if desired.

8. Add feedback for incorrect student answers if desired.

9. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict access to this item.

10. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items.

11. Click **Save** to save your question and return to the Lessons page.

View question on the page.

## LESSONS

[Print view](#)[Index of pages](#)[Link](#)[? Help](#)[Add Content +](#)[More Tools ▾](#)[Reorder](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- ☐ 1 : Red-winged Blackbird
- ☐ 2 : European Starling
- ☐ 3 : Brown-headed Cowbird

[Submit Answer](#)[Show Poll](#)

To see student responses, click **Show Grading Pane** icon.

## LESSONS

[Print view](#)[Index of pages](#)[Link](#)[? Help](#)[Add Content +](#)[More Tools ▾](#)[Reorder](#)

Which bird species was first introduced to North America by Shakespeare enthusiasts in the nineteenth century?

- ☐ 1 : Red-winged Blackbird
- ☐ 2 : European Starling
- ☐ 3 : Brown-headed Cowbird

[Submit Answer](#)[Show Poll](#)



## How do I add an in-line Short Answer question to a Lessons page?

Site instructors can add either a Multiple Choice question or a Short Answer question directly to a Lessons Page. The questions can either be in poll form (no correct answer) or in graded form (correct answer).

Click on the **Lessons** page title in the **Tool Menu** to display the page.

Click **Add Content**, then **Add Question**.

Select **Short Answer** from the **Edit Question Section** dialog box.

Edit Question Section

☐ Multiple Choice ☒ Short Answer

Add the question text and any additional settings as needed.

Edit Question Section

☐ Multiple Choice ☒ Short Answer

Question Text:

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

1

2 Possible Answers:

Lark

lark



3

Add New Answer

4

☐ Grade this question.

Title in Gradebook:

Maximum points:

5

Text shown if answer is correct:

6

Text shown if answer is incorrect:

7

☐ Don't Release Item Until All Prerequisites are Completed

8

☐ Require This Item

9

Save

Cancel

Delete

1. Enter the **Question Text**.

2. Enter the **Possible Answer** choices. All of the answers you list will be correct answers. (If this is a Short Answer poll with no correct answer, you may leave the answer boxes blank.)

3. Click **Add New Answer** to add additional Multiple Choice answers if needed.

4. Check the box next to **Grade this Question** if you want the question to be automatically graded and recorded in the Gradebook tool. Also, enter a gradebook item title and point value in the boxes provided.

5. Add feedback for correct student answers if desired.

6. Add feedback for incorrect student answers if desired.

7. Check the box next to **Don't release until all prerequisites are completed** if you want to restrict this item based on completion of a prerequisite.

8. Check the box next to **Require this item** if you want to require students to complete the item before they can move on to subsequent Lessons pages or items.

9. Click **Save** to save your question and return to the Lessons page.

View question on the page.

## LESSONS

Print view Index of pages Link Help

Add Content + More Tools Reorder

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

Submit Answer

To see student responses, click **Show Grading Panel** icon.

## LESSONS

Print view Index of pages Link Help

Add Content + More Tools Reorder

What type of bird does Romeo refer to in Act III, Scene 5 that "heralds the morn"?

Answer:

Submit Answer

This will display the student grades and responses.

## How do I allow comments to be posted on a Lessons page?

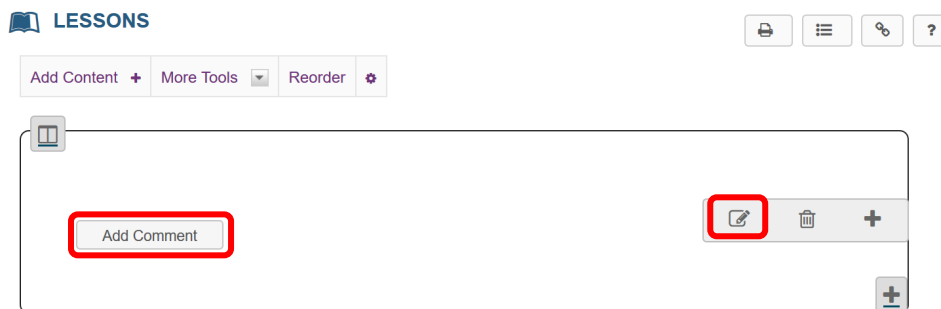
Instructors can allow students to add comments to a Lessons page. The comments can either be anonymous or have the student's name attached. The comments can be graded and either required or optional.

**Note:** Students have 30 minutes to edit or delete their comments. Instructors can edit or delete a student comment at any time.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

Click **Add Content**, then **Add Comments Tool**.

View **Comments tool** on page.



Click the **Edit** Icon. (Optional)

Click **Edit** to view or modify the comment properties.

**Edit Comments Section**

1

☐ Keep Comments Anonymous

2

☒ Create Gradebook items for these  
Maximum points:

3

☐ Don't Release Item Until All Prerequisites are Completed

4

☒ Require This Item

Update Item

Cancel

Delete

1.To make comments anonymous, check the box next to **Keep Comments Anonymous**.

2.Check the box next to **Create Gradebook items** for these, if you would like to grade the comments, and enter a maximum point value.

3.If you would like to restrict this item based on a prerequisite, check the box **for Don't release item until all prerequisites are completed**.

4.If students are required to add comments before moving on to a different Lessons item, check the box next to **Require This Item**.

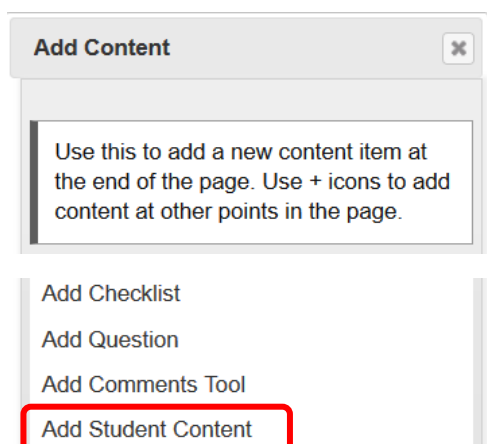
Click **Update Item**. This will return the display to the **Lessons** Page with the Add Comments displayed on the **Lessons** page.

To view comments, click on the **Grading Pane** icon. If the comments are graded, you may enter grades directly on the comment page, or click on the **Grading Pane** icon to enter scores there.

## How do I allow students to add content to Lessons?

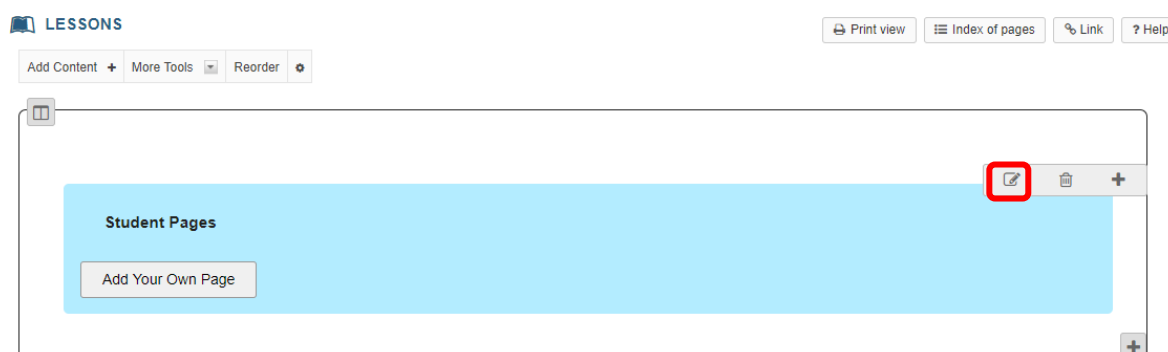
This option creates a section on any subpage where any student in your class can build their own area in the Lessons tool, with the ability to add subpages, files, links, text, etc. These pages are open to all students, but can be anonymous, or connected to the **Gradebook**.

To add **Student Content** to **Lessons**, click **Add Content**, then **Add Student Content**.



The **Student Content** Item is displayed on **Lessons**.

Click **Edit** if you would like to modify the **Student Content** settings.



Edit the Student Content Section Properties as needed.

**Edit Student Content Section**

1

☐ Make these student pages anonymous

☒ Create Gradebook items for these

Maximum points:

3

☒ Add a comments section to each page

☐ Make these comments anonymous

5

☐ Grade these comments

Maximum points:

2

1. Check **Make these student pages anonymous** if you want the student pages to remain anonymous.

2

2. Check **Create gradebook item for these** if the student content pages are to be graded and enter maximum points.

3

3. Check **Add comments section to each page** if you will allow other students to comment on the student pages.

4

4. Check **Make these comments anonymous** if you want student comments to be anonymous.

5

5. Check **Grade these comments** if you want to grade student comments on other student pages.

6 ☒ Add a peer review rubric to each page  
Please select a rubric

7 ☐ Sample Peer Evaluation  
[Create a new rubric](#)

\* Open Date

02/09/2018 11:00 am

\*

02/16/2018 11:00 am

8

9 ☐ Allow self-grade

☐ Student pages will be jointly owned by all members of a group rather than an individual. 10

11 ☐ Use rubric for students within a group to evaluate each other

☐ Students only see their own page 12

13 ☐ Don't Release Item Until All Prerequisites are Completed

☒ Require This Item 14

**Update Item** **Cancel** **Delete**

6. Check **Add a peer review rubric to each page** if you want to allow students to grade other student pages based on a rubric.

7. Select a rubric. The Sample Peer Evaluation rubric (selected by default), or you may click **Create a new rubric** to create one.

8. Set the Open/Due dates for peer evaluation.

9. If you want students to be able to review their own pages, check the box for **Allow self-grade**

10. Check **Student pages' will be jointly owned by all members of a group rather than an individual** to allow site groups (rather than individuals) to create Student Pages. Each group member will be allowed to add/edit content on the group's Student Pages.

11. Check the box for **Use rubric for student within a group to evaluate each other** if you would like groups to use rubrics.

12. Check the box for **Students only see their own page** if you want the student pages to be visible only to the instructor and the author of the page.

13. Check the box for **Don't release item until all prerequisites are completed** if you want to restrict access based on a prerequisite.

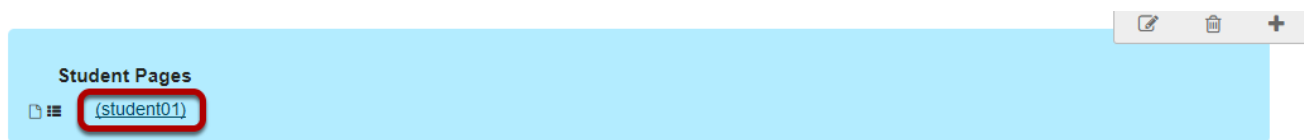
14. Check **Require this item** to require the creation of Student Pages before moving on to a different Lessons item.

**Note:** All of the settings listed above are optional.

When finished, click **Update item**.

Updating will return the display to the Lessons page with the Student Pages section shown.

To view a student's page, click on the student's name.



Example of a Student Page.

LESSONS

Add Content + Remove Page Reorder ⚙

Lessons > student01

Print view Index of pages Link ? Help

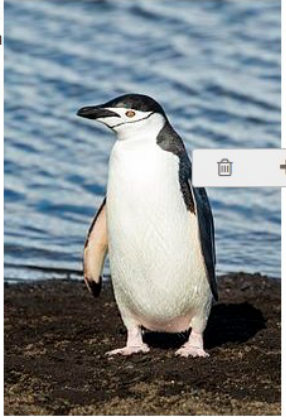
Back < Points: / 10 Submit

Welcome to my page!

Penguins (order Sphenisciformes, family Spheniscidae) are a group of aquatic, flightless birds. They live almost exclusively in the Southern Hemisphere, with only one species, the Galapagos penguin, found north of the equator. Highly adapted for life in the water, penguins have countershaded dark and white plumage, and their wings have evolved into flippers. Most penguins feed on krill, fish, squid and other forms of sea life caught while swimming underwater. They spend about half of their lives on land and half in the oceans.

Add Comment

Display Peer Evaluation



Students can add text, link to documents, link to web pages, embed images, embed video, embed audio, create sub-pages, add comments (if allowed) and peer review (if allowed).

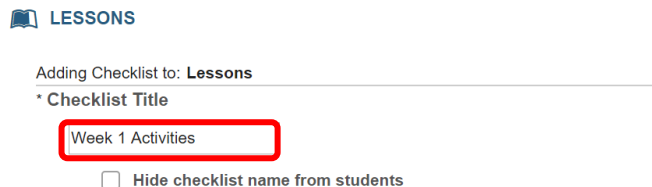
Click **Back** to return to the Lessons page. The **Back** button is located in the top right corner of the student's page.

## How do I add a checklist on a Lessons page?

Site instructors can add Checklist items to a Lessons page. Checklists allow site participants to manually check off items as they complete them.

Click **Add Content**, then **Add Checklist**.

In the **Adding Checklist** window, enter a title.



LESSONS

Adding Checklist to: Lessons

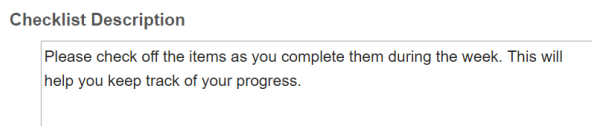
\* Checklist Title

Week 1 Activities

☐ Hide checklist name from students

If you don't want students to see the name of the checklist, you may check the box to hide the name. Students will still see the description and checklist items, but not the title.

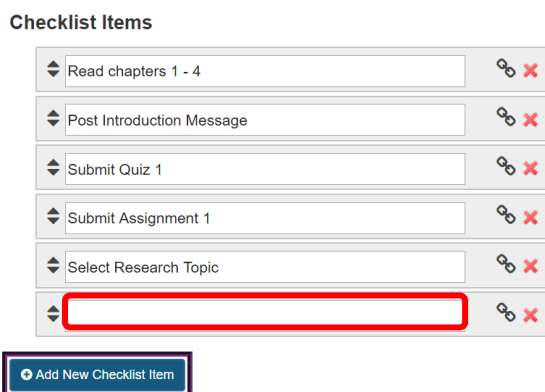
Enter a checklist description. The description typically explains the purpose of the checklist.



Checklist Description

Please check off the items as you complete them during the week. This will help you keep track of your progress.

Add checklist items. Enter the item title in the empty text field, and then repeat the process to add additional items.



Checklist Items

Read chapters 1 - 4

Post Introduction Message

Submit Quiz 1

Submit Assignment 1

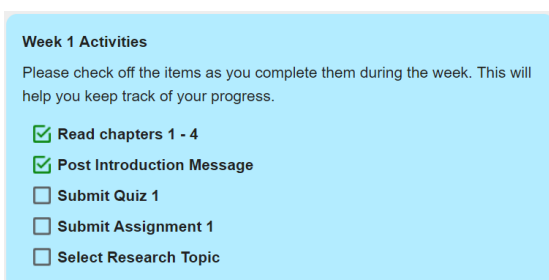
Select Research Topic

Add New Checklist Item

If you need to remove an item from the list, click on the red **X** to the right of the item.

If you need to reorder items, click on the arrows to the left of the item, and then drag it into the desired order in the list.

Click **Save**. The checklist will display on the page.



Week 1 Activities

Please check off the items as you complete them during the week. This will help you keep track of your progress.

☒ Read chapters 1 - 4

☒ Post Introduction Message

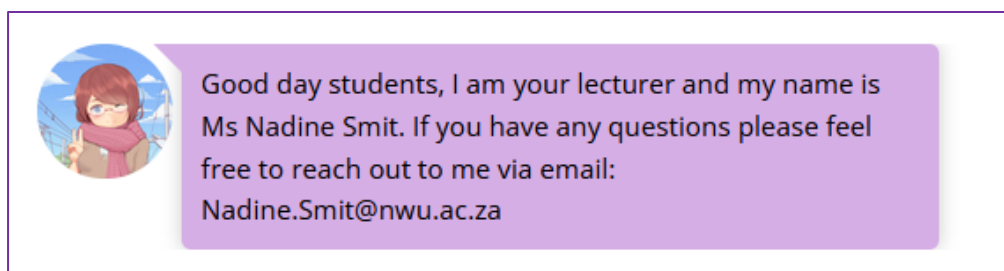
☐ Submit Quiz 1

☐ Submit Assignment 1

☐ Select Research Topic

## How do I add a speech bubble with standard text on a Lessons page?

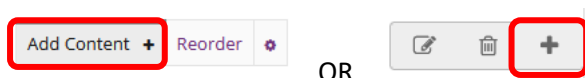
By adding a speech bubble to your eFundi Lessons page you help personalise the online experience of students.



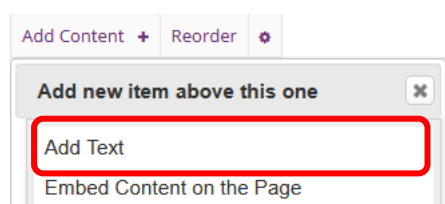
Here follows the steps to add a standard speech bubble:

**Step 1:** Add your profile picture in the Resources tool under a folder called Admin. This folder need not be visible to students, but its content should. To do this see [this tutorial](#) on Resources.

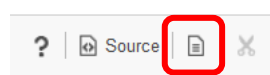
**Step 2:** Go to the Lessons page where you want to add the speech bubble and click the plus-sign/ Add Content button.



**Step 3:** Select to **Add Text** from the drop-down menu.

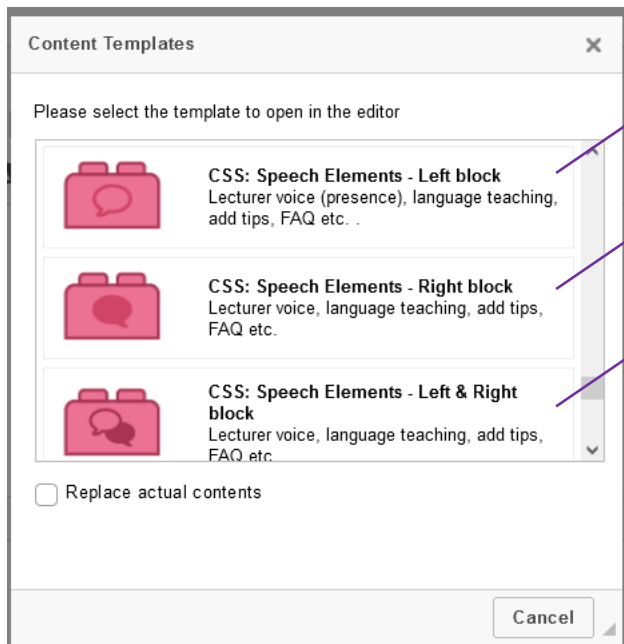


**Step 4:** Click on the Templates button (see below).



**Step 5:** Scroll through the list and choose which type of speech bubble you want. There are three options. The first has the speaker's image to the left with the bubble to the right. The second option has the speaker's image on the right and the bubble to the left as if in answer to the first. The last is a combination of both option one and two.





**Option 1**

**Option 2**

**Option 3**

### Option 1: Image left aligned

In the text box	Final view
<p>Text should be kept within this block</p>	<p>Text should be kept within this block</p>

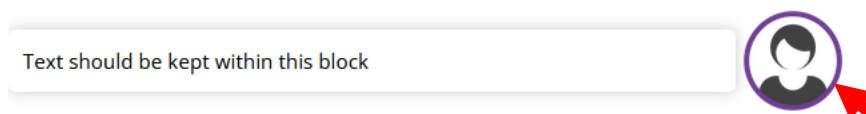
### Option 2: Image right aligned

In the text box	Final view
<p>Text should be kept within this block</p>	<p>Text should be kept within this block</p>

### Option 3: Both combined

In the text box	Final view
<p>Dear students, thank you for your hard work throughout the semester!</p> <p>I have to agree, the students worked really hard! But I would also like to thank the lecturer for their expertise and dedication as well!</p>	<p>Dear students, thank you for your hard work throughout the semester!</p> <p>I have to agree, the students worked really hard! But I would also like to thank the lecturer for their expertise and dedication as well!</p>

**Step 6:** Once chosen the template will load. Double click on the image icon in order to add your image.





**Step 7:** in the pop-up, click on "Browse Server" and search for your image. (If you stored it in Resources under a folder named Admin the file path will be: Resources/ Admin). Click on the green OK button once your image has been selected.

Image Properties

URL  
\_Images/Speech\_1.png Browse Server

Alternative Text  
Instructor speaking

Width: 50 Height: 50  

Align  
☒ None ☐ Left ☐ Center ☐ Right  
☐ Captioned image

OK Cancel

1

OK Cancel

Name	Permissions	Modified	Size	Type
Assignments	read	unknown	-	Folder
Dropbox	read and write	Nov 02, 2022 06:52 PM	3 b	Folder
Forums	read	unknown	-	Folder
Resources	read and write	Feb 17, 2022 11:17 PM	31 b	Folder
Test & Quizzes	read	unknown	-	Folder

2

OK Cancel

Name	Permissions	Modified	Size	Type
Avatar 1.png	read and write	Today 08:30 AM	446 KB	PNG Image
Avatar 2.png	read and write	Today 08:30 AM	283 KB	PNG Image



3

**Step 8:** You need not adjust the picture size as it will automatically be adjust to fit. Therefore simply click on the green OK button.

Image Properties

URL  
Admin/Avatar%201.png Browse Server


Alternative Text  
Instructor speaking

Width: 500 Height: 500  


Align  
☒ None ☐ Left ☐ Center ☐ Right  
☐ Captioned image

OK Cancel

**Step 9:** Fill the speech bubble section with text. Remember that to keep it one bubble you need to type in one line. If you click enter a new bubble will appear and this will break the effect of a speech bubble. Once done click on Save.



Dear students, thank you for your hard work throughout the semester!



I have to agree, the students worked really hard! But I would also like to thank the lecturer for their expertise and dedication as well!

body div ul li div p


Words: 204, Characters (with HTML): 2094/1000000

☐ Don't Release Item Until All Prerequisites are Completed
 [Edit the groups for which this item should be shown](#)

Save


Cancel

The final look will put the images in the opposite position from the edit view. See below:




Dear students, thank you for your hard work throughout the semester!

I have to agree, the students worked really hard! But I would also like to thank the lecturer for their expertise and dedication as well!




## How do I add a speech bubble with a voicenote on a Lessons page?

You can also make use of the speech bubble template to add your message as a voicenote.


**Audio message**

**Instructions:** Please have a listen.



▶

◌

0:00 / 5:58

🔊

◌

The steps are a little easier though since you can simply copy and paste the code below. Follow the steps to see how:

**Step 1:** Add your voicenote (mp3 or m4a file) to the Resources tool. See [this tutorial](#) on how to add items to the Resources tool.


**Resources**

Once uploaded copy the URL by right-clicking on the resource and choosing "Copy Link". Paste the link in a notepad to keep it for later.

**Step 2:** Go to the Lessons Page where you want to add the voicenote and click on Add Content or the Plus-sign where you want to add the speech bubble.

Add Content +

Reorder

⚙️

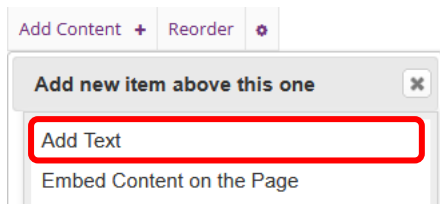
OR

✎

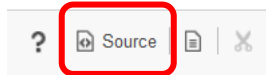
🗑

+

**Step 3:** Click to Add Text



**Step 4:** Click on the Source button.



**Step 5:** Copy the source code below and paste it into the text box.

```
<p>

<style type="text/css">*.insight-section ul li { list-style: none; margin-top: 10.0px; } *.insight-
section ul { padding: 0.0px; } *.left-insight img, *.right-insight img { width: 70.0px; height:
70.0px; float: left; margin: 0.0px 5.0px; border-radius: 50.0%; } *.right-insight img { float: right;
} *.left-insight, *.right-insight { overflow: hidden; } *.left-insight p, *.right-insight p { box-
shadow: 0px 0px 10px #cccccd; padding: 10.0px; color: black; border-radius: 5.0px; float: left;
width: 60.0%; margin-bottom: 20.0px; margin-left: 0.0px; } *.right-insight p { float: right; box-
shadow: 0px 0px 10px #cccccd; color: black; margin-right: 2.0px; }

</style>

</p>

<div class="insight-section">

<ul>

<li>

<div class="left-insight">

<p>

<audio controls=""><source src="AUDIO URL HERE" type="audio/mpeg" /> Your browser does
not support the audio element.</audio>

</p>

</div>

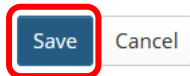
</li>

</ul>

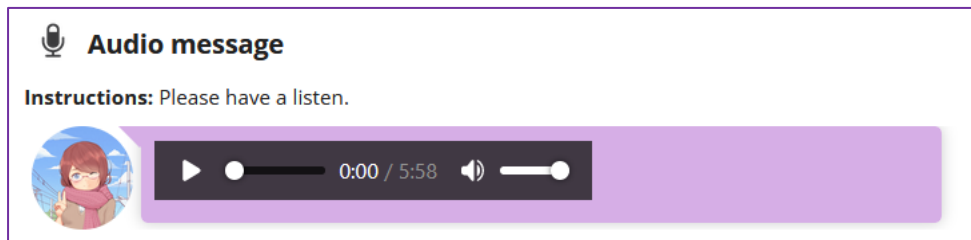
</div>
```

**Step 6:** Go get the url of your voicenote from the notepad you copied it to. Once copied, paste it in the section in the source code section the says: AUDIO URL HERE

**Step 7:** Click on Save.



**Step 8:** Play the voicenote to test if it works. Also ask someone else (like a student) to test it as well, just to be sure.



## How do I limit access to Lessons page items to groups?

Site Instructors can limit access (i.e. specify conditional release) to items added to a **Lessons** page or subpage by group.

**Note:** The site must have existing groups in order to limit items to groups.

Click on the **Lessons** page title in the **Tool Menu** to display the page.

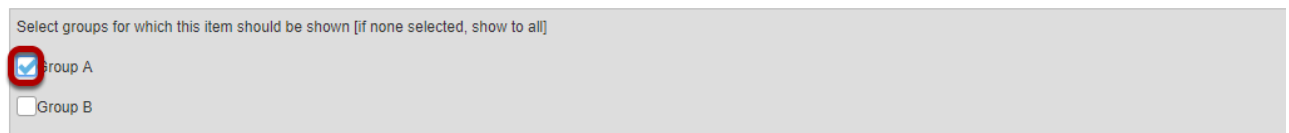
Click **Edit** next to the item you want to restrict to a group or groups.



Scroll down and click **Edit the group for which this item should be shown**.

This will display a list of the site's existing groups.

Select the group(s), then click **Update Item**.



View item on the page.



Items which are restricted based on specified criteria indicate the criteria in red next to the item, e.g.

**[Group A]**

**Note:** All items that can be added to a Lessons page can be limited to a selected group (or groups) via the Edit button.

## How do I require completion of a Lessons item?

Most of the items that can be added to a Lessons page can be made "required". That is, students must open (if the item is a resource) or complete (if the item is a forum posting, quiz, assignment, question, comment or student page). Further, the Lessons tool allows instructors to require students to complete one item in the list before allowing access to another item in the list.

Click **Edit** for item that will be required.



In the **Edit Item** window, check **Require that the student submit this assessment**, then click **Update Item**.

A screenshot of the 'Edit Item' window. It contains three checkboxes: 'Don't Release Item Until All Prerequisites are Completed' (unchecked), 'Require that the student submit this assessment.' (checked, with a red box around the checkbox), and 'Require that the student receive' (unchecked). Below the third checkbox is a text input field with the placeholder 'points on this assessment.' At the bottom of the window are three buttons: 'Update Item' (highlighted with a red box), 'Cancel', and 'Delete'.

Notice the asterisk.



Required items are indicated with an asterisk \* to the left of the item.

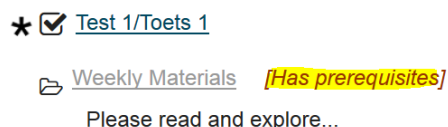
To conditionally release based on prerequisites:

Click **Edit** for the item to be restricted.

In the **Edit Item** window, check **Don't Release Item Until All Prerequisites are Completed** option, then click **Update Item**.

A screenshot of the 'Edit Item' window. It contains two checkboxes: 'Don't Release Item Until All Prerequisites are Completed' (checked) and 'Require This Item' (unchecked). At the bottom of the window are three buttons: 'Update Item' (highlighted with a red box), 'Cancel', and 'Delete'.

Notice prerequisite text.



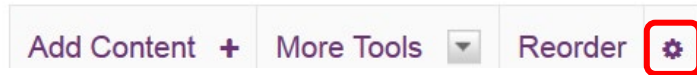
The items that are conditionally released display **[Has prerequisites]** in red text next to the item.

In the example shown above, the Weekly Materials cannot be opened until the required Test 1/Toets 1 Quiz has been submitted.

## How do I set date release for a Lessons Page?

The Lessons tool allows you to automatically set a start date for any page or subpage. To make a page disappear, you must manually change the settings when you are ready to hide this page.

To set a start date on a page. Click the **Settings** icon.



Check Hide this page until the following date

Click on the calendar icon and set the available date and time.

**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 Markbook entry when page is completed.  points

Click **Save**.



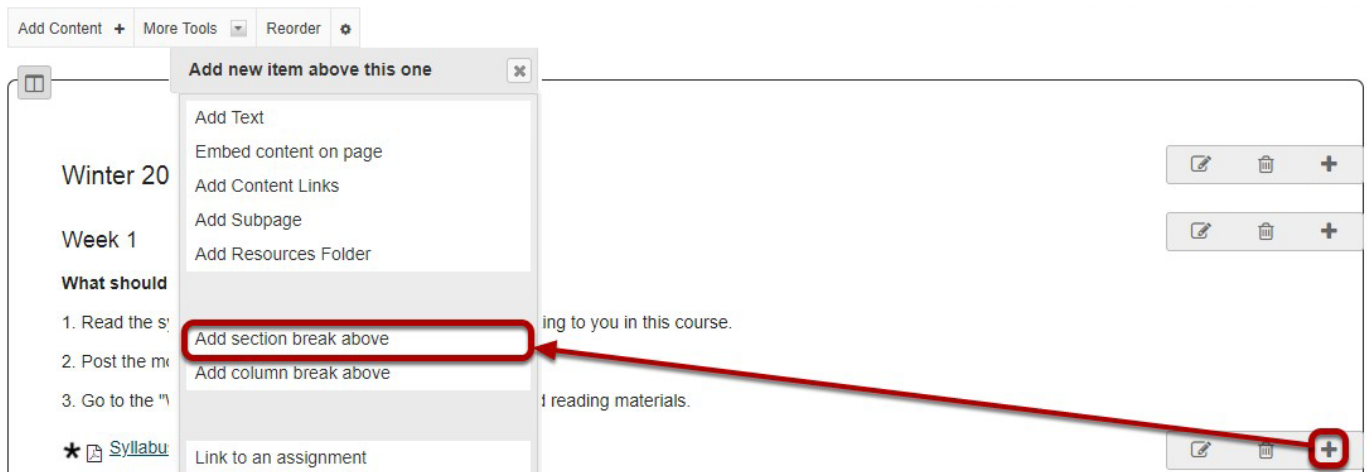
## How do I create multiple sections on a Lessons page?

When content items are added to a Lessons page, everything is displayed in a linear order vertically in one block with rounded-corner borders. Visually, it appears as one block.

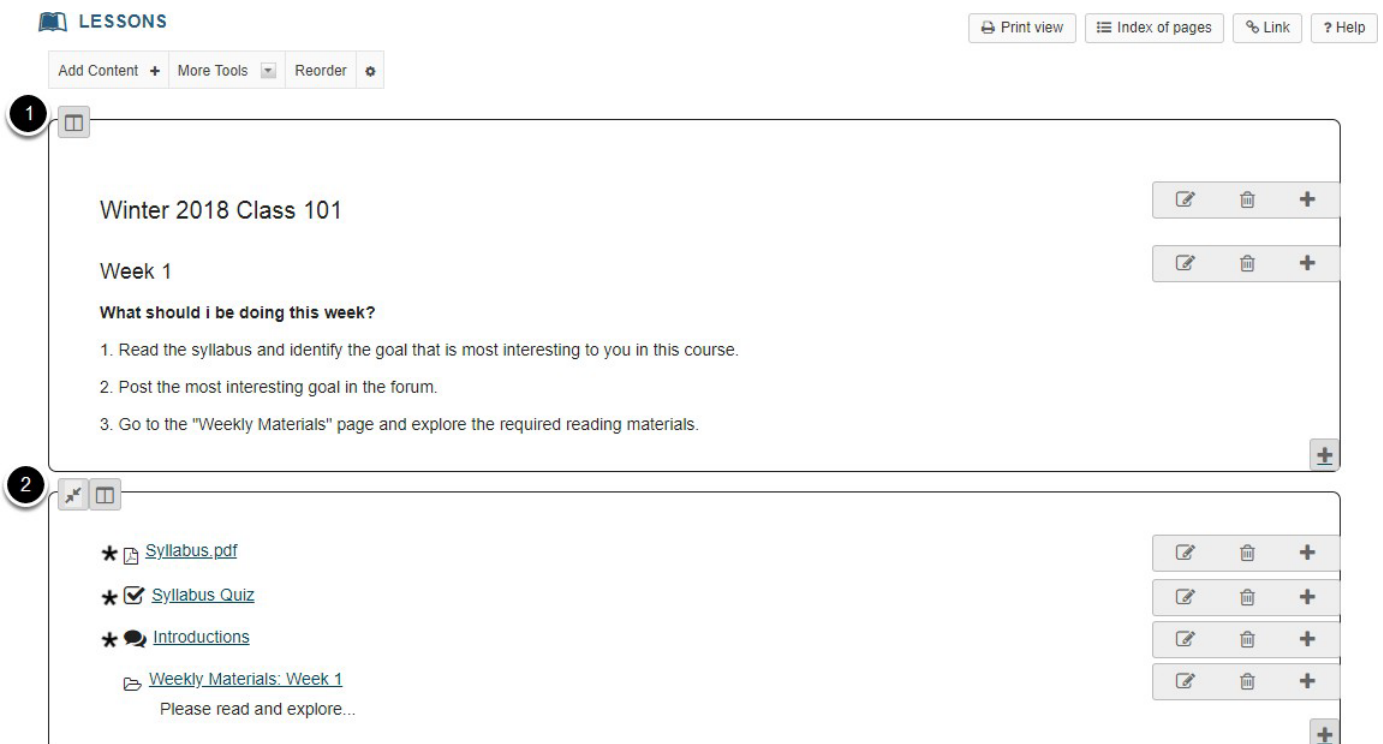
Adding multiple sections on a Lessons page breaks up this one big block into smaller blocks so that the page is more readable and visually more appealing.

A section is defined as one block with rounded-corner borders from the left edge to the right edge of one Lessons page. One section may contain one or multiple columns.

Use the + button to the right of the item to which you want to add a section break above. This will open the **Add menu**. Click **Add section break above**.



This will break the big block into two sections. Each section has a few content items surrounded by rounded-corner borders.



## How do I create two columns on a Lessons page?

Adding two columns on a Lessons page breaks up one big block or one section into smaller pieces so that the page is more readable and flows better. It also makes better use of the white space on the page.

Identify how you want to group the items in a section into two columns.

Click the + button and **Add Column Break Above**.

The screenshot shows the 'LESSONS' page editor interface. At the top, there are buttons for 'Print view', 'Index of pages', 'Link', and 'Help'. Below these are 'Add Content +', 'More Tools', and 'Reorder' buttons. A dropdown menu titled 'Add new item above this one' is open, showing options: 'Add Text', 'Embed content on page', 'Add Content Links', 'Add Subpage', 'Add Resources Folder', 'Add section break above', 'Add column break above' (highlighted with a red box), and 'Link to an assignment'. A red arrow points from the highlighted 'Add column break above' option to a red circle around a plus button in the bottom right corner of the page editor.

View two-column layout.

The screenshot shows the 'LESSONS' page editor in a two-column layout. The left column, labeled '1', contains the text 'Winter 2018 Class 101' and 'Week 1'. Below this is a section titled 'What should i be doing this week?' with a list of three tasks: '1. Read the syllabus and identify the goal that is most interesting to you in this course.', '2. Post the most interesting goal in the forum.', and '3. Go to the "Weekly Materials" page and explore the required reading materials.'. The right column, labeled '2', contains a list of links: 'Syllabus.pdf', 'Syllabus Quiz', 'Introductions', and 'Weekly Materials: Week 1'. Below the links is the text 'Please read and explore...'. Both columns have a plus button in the bottom right corner.

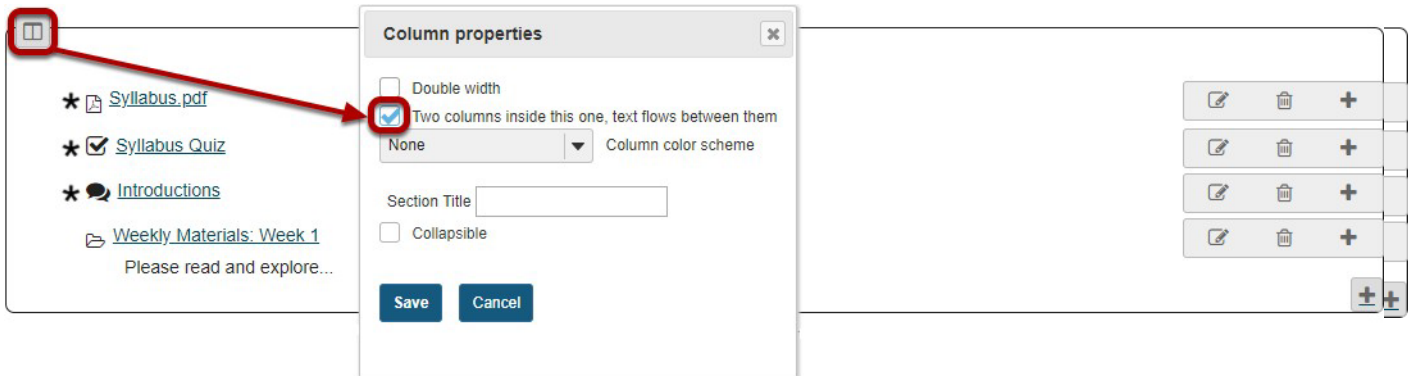
You will see the items are now grouped into two columns on the page. Each is displayed as a block with rounded-corner borders.

## How do I create two columns inside a block on a Lessons page?

Each of the blocks on a Lessons page can be broken into two columns inside its borders. To create two columns inside a block, follow the steps below.

Add at least two content items in one block.

Click the Column Properties button.



The Column Properties button is located in the top left of the content block.

In the Column Properties pop-up window, check the box for Two columns inside this one, text flows between them.

View two columns within the block.

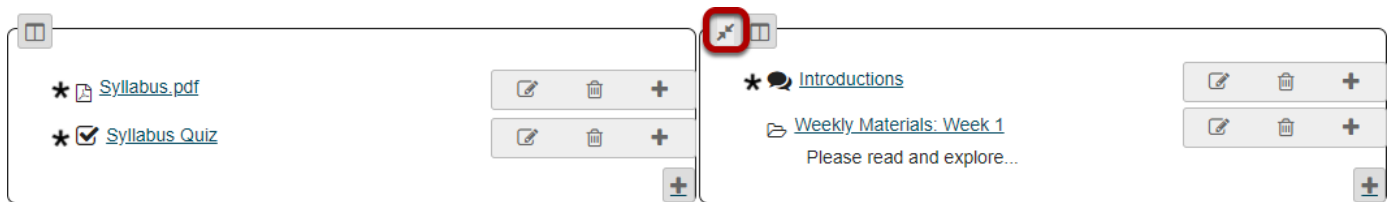


You will now see two columns side-by-side inside the borders of a single content block.

## How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

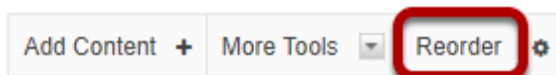
### Method 1: Click the Merge button.



Clicking on the Merge button will merge the selected content block with the block above it.

### Method 2: Click Reorder.

## LESSONS



Click the red X to delete the column/section break.

### Reorder Page Items

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

1	Section break; extra space in background color	
2	<a href="#">Syllabus.pdf</a>	
3	<a href="#">Syllabus Quiz</a>	
4	Column break; items below are displayed in a region to the right of those above	
5	<a href="#">Introductions</a>	

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

Click Save.

View merged columns/sections.



The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.

## How do I change the background colour of a block?

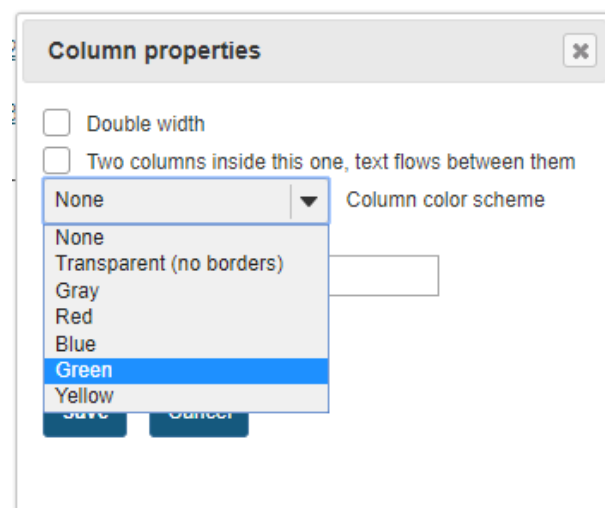
Click on the Lessons page title in the Tool Menu to display the page.

**Note:** The Lesson page must already contain content before you can change the color of the block.

Select the column properties icon in the top left of the block.



Choose the desired colour from the drop-down menu.



Click **Save**.

The selected colour will display.

## How do I create collapsible sections?

Click on the Lessons page title in the Tool Menu to display the page.

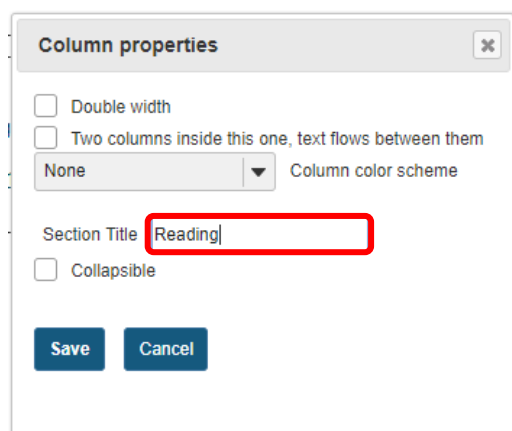
**Note:** The Lesson page must already contain content before you can make a collapsible section.

Select the column properties icon in the top left of the section.



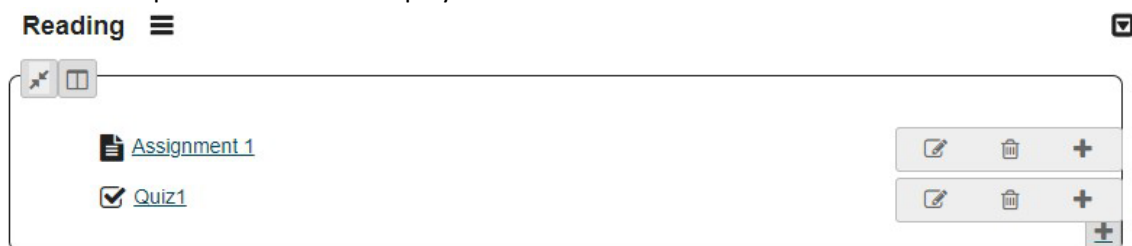
Enter a Section title.

**Note:** Your section must have a title in order for it to be made collapsible.



Optionally select the **Collapsible** box, or you may select the Start Closed option if you prefer for the section to be collapsed upon access. Click **Save**.

The collapsible section will display.



Click on the section heading area to expand or collapse.

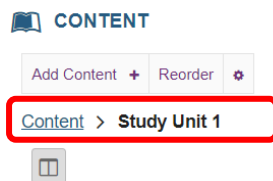


## How do I navigate in Lessons?

You can navigate in Lessons using Breadcrumb Links, Back and Next Buttons or through the Index of Pages.

### Breadcrumb Links

As long as you do NOT add subpages as "Next" pages, breadcrumbs will always appear at the top of the Lessons tool interface, and allow you and students to retrace your steps up the Lessons structure you've created. In the example below, the Breadcrumb link is the "Content" link, and allows you to get from the Study Unit 1 subpage back up the Content page.



#### Week 1

##### What should I be doing this week?

1. Read the Module Overview Document and identify the Module Outcome that is most interesting to you in this module.
2. Post the most interesting Module Outcome in the forum
3. Go to the "Weekly Materials" page and explore the required reading materials

### Back and Next Buttons

As long as you do NOT add subpages as "Next" pages, Back and Next buttons will always appear on every subpage, and allow you and students to get to the previous or next subpage or other item in the order you've created. The back and next buttons appear in two places on every subpage: together at the top right corner of the page (where you can also find a "Print View" option and an "Index of Pages" option; and at the bottom of the page, with the Back appearing on the left side of the page and the Next appearing on the right side.



### Index of Pages

In the top right corner of every Lessons page and subpage will be the Index of pages. Click on this button to view and access each page. All users may view their own progress in the Lesson in the Index of Pages, which displays a green checkmark for each completed page or an hourglass for pages started but not yet completed. Click on the "Show items" link to view all items on each page.

#### Pages in Current Site

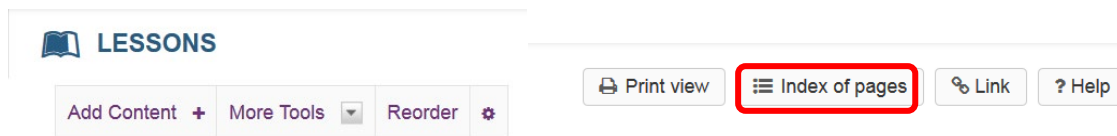
[Show items](#)

- [Content](#) ▾
- [Study Unit 1](#) ▾
- [Study Unit 2](#) ▾

## How do I view the Index of Pages?

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

Click **Index of pages**.



Click **Show Items** to view all items on each page.

### Pages in Current Site

[Show items](#)

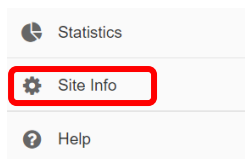
- ✓ [Content](#) ▾
- ✓ [Module information](#) ▾
- ✓ [Study Unit 1: Historical development of social media](#) ▾
  - ✓ [Study section 1.1: Origins and features of social media](#) ▾
  - ✓ [Study section 1.2: The changing social media landscape](#) ▾
- [Study Unit 2: Social media theories and principles](#) ▾
  - [Study section 2.1: Theoretical overview of social media](#) ▾
  - [Study section 2.2: Understanding the relevancy of social media](#) ▾
- [Study Unit 3: Social media platforms](#) ▾
  - [Study section 3.1: Overview and Optimisation of Social Media Platforms](#) ▾
  - [Study section 3.2: Best practices for each of the platforms](#) ▾
- [Study unit 4: Social media strategy & tactics](#) ▾
  - [Study section 4.1: Strategic social media planning](#) ▾
  - [Study section 4.2: Developing a social media strategy](#) ▾

Click on the **Lessons** page title in the breadcrumbs or on any of the page links to return to Lessons view.

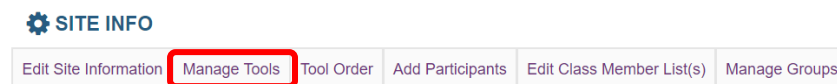


## How do I enable Lessons subpage navigation in the Tool Menu?

Select the Site Info tool from the Tool Menu of your site.



Click Manage Tools.



Check the box to Enable Lessons subpage navigation in the left tool menu. Click Continue.

**Course Site Tools**

Choose tools to include on your site...

**General** 7

- ☒ **Overview**  
For viewing description of the site. Will include recent announcements, discussion, and chat items if appropriate.
- ☒ **Announcements**  
For posting current, time-critical information
- ☒ **Assignments**  
For posting, submitting and grading assignment(s) online
- ☐ **Blogs**  
Blog entries for site participants.
- ☐ **Calendar**  
For posting and viewing deadlines, events, etc.
- ☐ **Chat Room**  
For real-time conversations in written form

**Selected tools** **Remove**

Overview	<a href="#">×</a>
Announcements	<a href="#">×</a>
Assignments	<a href="#">×</a>
Lessons	<a href="#">×</a>
Resources	<a href="#">×</a>
Site Info	
Statistics	

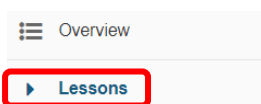
Enable **MathJax** for automatic rendering of LaTeX and AsciiMath in this site. [Learn More.](#)

☐

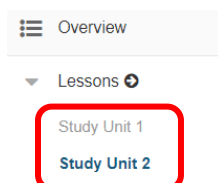
Enable **Lessons subpage navigation** in the left tool menu.

☒

You may now click on the top level Lessons page in the Tool Menu to display its subpages as links in the menu.



The subpages will display.



**Note:** Only one level of subpage will be added to the menu, regardless of how many additional pages are nested within those subpages.

## Need help?

[Back to index](#)

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or contact the eFundi Support HelpDesk:

### eFundi Support Desk:

**Call centre:** 018 285 5930

### Campus support:

<b>Mafeking:</b> Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	<b>Potchefstroom:</b> Tel.: 018 285 2295 Office: Building E8, Room 107A	<b>Vanderbijlpark:</b> Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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**OR**

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