



## ReggieNet: Organization and Layout in Lessons

Facilitators: Mayuko Nakamura (mnakamu), Charles Bristow (cebrist) & Linda Summers (lsummer)

In this workshop, we will introduce the organizational layout features of the Lessons tool. The Lessons tool can be used to create, organize, and integrate course content, resources, assessments, and media into one ReggieNet tool.

**Unit 2** LINK ? HELP

ADD CONTENT + MORE TOOLS REORDER TIPS [Settings]

**Features**  
 ReggieNet's Spring 2017 upgrade features several changes to improve both user experience and student learning:

- A new, responsive user interface (new icons, easier navigation, favorite courses)
- A better experience on mobile devices
- A new Gradebook for Fall 2017
- Enhancements to the Lessons tool (a more flexible display, multiple columns, section break)
- Individual student activity reports in the Tests & Quizzes tool
- A new checklist feature in the Lessons tool
- A new trash feature in the Resources tool now prevents accidental deletion

[Introduction to ReggieNet.docx](#)

**Items to complete**  
 You must read the pdf before you can begin the assignment.

- \* [Assessment Workshop.pdf](#)
- [Homework 3 \[Has prerequisites\]](#)

**Project progress**

- Project idea
- Project Plan
- Report first draft
- Report final draft

[week 2](#)


[Quiz 4](#)

## Adding more top level pages.

Once the first lesson page has been added, you can add either by using the Edit Tools option in Site Info (as you did with the initial page), or you can use the **More Tools | Add More Pages** option on any existing Lessons page.

- **Page Title** – Enter a title for the new page. 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.
- **Number of Pages** – enter a number
- **Make new pages copies of the current one** – copies content from the current page to the new page(s). This is useful if you set up a basic template for your pages to start with
- **Put existing page in the left margin** – allows you to choose an already existent page from a list.

## Editing Page Settings

To edit page settings, click on the tool icon  at the far right of the action button bar at the top. You can edit the following:

- **Page title** – edit the page title
- **Don't Release Page Until All Prerequisite Pages are Completed** - Select this option if you would like the page to appear/be accessible only after previously 'Required' pages have been completed/accessed. You can use this on both subpages and top-level pages (pages that appear in the left margin). If you use it on a subpage, the student won't be able to click on the page until all prerequisites have been completed. If you use it on a top-level page, the student will be able to click on the page in the left margin, but will get a message listing the pages that have to be completed first.
- **Require this page** - This page must be completed before the student can access later pages.
- **Hide this page from users.** - Use this when you're not ready for students to see the page yet. It will not appear in the left margin.
- **Hide this page until the following date** - Use this when you want a page to become available at a certain date or time. Note that the page will show in the left margin before then, but won't be usable. (There is no way to specify release dates for items in the left margin.)
- **Create gradebook entry when page is completed.** \_\_\_\_\_ points. - This option will create a Gradebook entry with the same name as the Lessons page worth the amount of points entered into the points field.
- **Custom CSS File** - This permits you to supply a style sheet to be used with the page. This can be used to change fonts, add backgrounds, and make other style adjustments. Because preparing style sheets can be difficult, your system administrator may choose to prepare style sheets for you. If they have done so, the menu will show a list of system-wide style sheets. You may also upload your own. They will be available for any page in the site. If you name the file default.css, it will be the default for your site, i.e. it will be used for any page that doesn't specify a style sheet. Your system administrator may supply a system-wide default. It will be used for any page that doesn't specify a style sheet if you don't have your own default.

- **Don't show download links for embedded videos, etc.** – embedded media will have an associated download link if this option is not chosen.

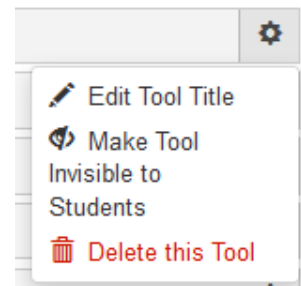
## Tool Order Function

### Reordering Top Level Pages

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Drag and Drop items to rearrange the page order.
4. Click Save at the bottom of the screen to save your reorder.

### Hiding and renaming

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. To hide the tool, click on “Make Tool Invisible to Students.”
5. To unhide the tool, click on “Make Tool Visible to students”.
6. To rename the tool, click “Edit Tool Title.”
7. To remove the tool, click



### Disabling a tool

Some tools can be disabled for students. If you disable the Announcements tool, students will not be able to access it by any means. The tool is automatically hidden in the Tool Menu if it is disabled

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. Click “Lock Access to this Tool.”

### Removing a tool

Tools can also be removed on the Tool Order page. It has the same effect as removing a tool using the ManageTools option in Site Info.

1. Click **Site Info** in the left-hand navigation of your site.
2. Click the **Tool Order** tab.
3. Click the gear icon to the right of the tool name.
4. Click “Delete this Tool.”

## Sections and Columns

Lessons page content can be divided into sections and columns.

**Features**

ReggieNet's Spring 2017 upgrade features several changes to improve both user experience and student learning:

- o A new, responsive user interface (new icons, easier navigation, favorite courses)
- o A better experience on mobile devices
- o A new Gradebook for Fall 2017
- o Enhancements to the Lessons tool (a more flexible display, multiple columns, section breaks)
- o Individual student activity reports in the Tests & Quizzes tool
- o A new checklist feature in the Lessons tool
- o A new trash feature in the Resources tool now prevents accidental deletion

[Introduction to ReggieNet.docx](#)

**Activities**

**Section title**

**Item menu bar**

**Join adjacent regions**

**Column Properties**

You must read the pdf before you can begin the assignment.

- \* [Assessment\\_Workshop.pdf](#)
- [Homework 3](#) [Has prerequisites]

**Add content to end of this region**

**Project progress**

- Project idea
- Project Plan
- Report first draft
- Report final draft

**COLUMN**

**Assignments**

**COLLAPSIBLE SECTION**

## Adding Sections and Columns

To add a section or column:

1. Click the plus sign either in the lower right-hand corner of an existing column or section, or in any item menu bar
2. Select "Add section break above" or "Add column break above".

You can delete a section or column break by clicking on the "Join adjacent regions" icon in the top left of any section or column. This will merge that region with the previous one (retaining all content from both).

### Column Settings

Column settings allows you to

- double the width of any column – other columns will be adjusted automatically
- specify use of two columns of text *within* the column (like newspaper columns)
- specify a background color


- specify a title that will appear above the section
- make the section collapsible (title must be specified) and whether open or closed by default

## Add Subpage

Each Lesson can have multiple pages associated with it. These are called subpages. You can add the same kinds of content to subpages as you can to top level pages.


To add a subpage:

1. Click **Add Subpage** in the **Add Content** menu
2. Provide a name (or you can choose an already existing page)
3. Choose the **Next page** option if you want the **Next** button at the top of the page to go to this Subpage instead of to the next Lessons page.
4. Choose whether to show as a button rather than link
5. Click **Create**

**Editing Subpages** – Click the **Edit**  button in the item menu bar for the subpage you want to change; you can:

- change the title
- choose the **Next page** option if you want the **Next** button at the top of the page to go to this Subpage instead of to the next Lessons page
- choose whether to show as a button rather than link
- select which group(s) can see the item
- choose whether to release the resource based on completion of prerequisites
- choose to require an item

Click **Update Item** when you are finished making changes.

**Deleting Subpages** – Click the **trashcan** icon  in the item menu bar next to the subpage link you want to delete; click **Delete** in the confirmation pop-up. (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)

## Reorder page items

To change the order of items on a page, click **Reorder** in the action bar at the top. You can then drag and drop items to put them in the desired order. Note that changing the order may affect any items that are required.