CENTER FOR
TEACHING, LEARNING, AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call (309) 438-2542 if you have questions.

ReggieNet: Lessons – Adding Content

Video - Adding Basic Content in Lessons

You can add content to your Lessons page by accessing the **Add Content** menu in the following ways:

- clicking on the **Add Content** drop down menu at the top – this will add the new item at the end of the page
- clicking on the Plus symbol in the bottom right corner of a section – this will add the new item to the end of that section
- clicking on the Plus symbol in any item menu bar ☑ 🗑 ＋ - this will add the new item just above the chosen one.

The following types of basic content can be added:

- **Add Text** - Enter text into an editor.
- **Embed content on page**- Add an item that will show on the page, such as a video or Flash presentation.
- **Add Content Links** - Upload document and/or add links to existing documents and web sites.
- **Add Subpage** - Create another page to contain content, and link it to this one.
- **Add Resources Folder** – Add a list of all files in a particular folder in Resources. The list will update automatically to reflect any changes in the folder.

- **Link to an assignment** - Choose an assignment from ReggieNet's Assignment tool, and add it to this page.
- **Embed Calendar** – Embed the course calendar on the page.
- **Link to a test or quiz** - Choose an assignment from ReggieNet's Tests and Quizzes tool, and add it to this page.
- **Link to a forum or topic** - Choose a forum or topic from ReggieNet's Forums tool, and add it to this page.
- **Embed Announcements** – embed a widget displaying recent items from the **Announcements** tool.
- **Embed Forums Conversations** – Embed a widget displaying recent posts in the **Forums** tool.

- **Add Checklist** – Embed a checklist that students can check off.

- **Add Question** – Embed a single question (multiple choice or short answer) for students to answer.
- **Add Comments Tool** – Provide a space for participants to leave comments.
- **Add Student Content** – Creates a page for each participant to add content to.
- **Upload Content from a Zip File** – A zip file containing resources may be uploaded.
- **Add External Tool** – Some integrations can be added to ReggieNet as an "External Tool"; some of these can be added to a Lessons page

Add Text

Select **Add Text** from the Add Content menu to add text to the page. A rich text editor will appear if you are using a web browser that supports it. Enter your text and click **Save** at the bottom of the page. If you prefer to work with HTML, use the **Source** button at the top left corner of the editor. If you have groups, you will also be able to select which group(s) can view the text.

You can add as many text items as you want.

Editing Text Items – Click the **Edit** icon ⬚ in the item menu bar for the text item you want to change; make your changes in the dialogue box; click **Save**.

Deleting Text Items – Click the **trashcan** icon ⬚ in the item menu bar next to the text item 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.*)

Embed content on page

To add multimedia items to your page, select **Embed content on page** from the **Add Content** drop-down menu.

If you have the multimedia file stored on your computer:

1. Click the Choose files button
2. Navigate to the correct file, and click Open
3. Click Save

Note: When you add a file in this way, Lessons will create a folder named for the lesson in the Resources and Materials tool and place the file there.

If you have previously added the file to *Resources*

1. Click **Or select existing files from resources**
2. Locate the file you wish to use and click the **Select** link to the right of the file name
3. Click Continue

If the multimedia is located on another server or website:

1. Copy and paste the URL for the item into the box under **Or add a URL or "embed code"**
2. Click Save

Editing Embedded Items – Click the **Edit** icon in the item menu bar for the multimedia item you want to change; make your changes in the pop-up dialogue box; click **Save.** Note that the options will vary depending on what type of item was embedded.

Deleting Embedded Items – Click the **trashcan** icon in the item menu bar next to the multimedia item 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.*)

Add Content Link

Adding Content Link is the same process as embedding content. You can choose to add files from your computer, from Resources and Materials, or you can add a link to a URL.

Editing Content Link – Click the **Edit** icon in the item menu bar for the resource you want to change; you can:

- change the file;
- provide a description
- select which group(s) can see the item
- choose whether to release the resource based on completion of prerequisites
- choose to require an item

When all changes are made, click **Update Item**.

Deleting Content Link– Click the **trashcan** icon in the item menu bar next to the resource 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.*)

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** icon [image] 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 [image] 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.*)

Add Resources Folder

This option allows you to add a listing (with links) for a folder within Resources. This listing is dynamic; as you add or delete files in the Resources tool, the listing will update automatically.

Editing Resources Folder - Click the **Edit** icon [image] in the item menu bar for the folder you want to change; you can then chose a different folder, or choose whether to release based on completion of prerequisites.

Deleting Resources Folder listing – Click the **trashcan** icon [image] in the item menu bar next to the Resources folder 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.*) This will not delete the material in the **Resources** tool, only the listing on the Lessons page

Link to an assignment

You can create a link to an assignment in the **Assignments** tool. To create a new assignment, use the **Create new assignment using Assignments** link at the top of the page. This will open the Assignments tool and allow you to create a new assignment or modify an existing one. After creating or editing an assignment, click the **Continue with Add Assignment** link at the top of the page to return to the list of assignments. Select the assignment you wish to add to Lessons and click **Use selected item**.

Editing an Assignment - Click the **Edit** icon [image] in the item menu bar for the assignment you want to change;

- **Item Name** - Edit the name of the link to the assignment.
- **Item Description** - Edit the description of the assignment. The description will appear beneath the link to the assignment.
- **Change Assignment** - Change the chosen Assignment to a different one.
- **Edit Assignment** - This will open the settings page for the chosen assignment, allowing you to modify the assignment. After editing the assignment, click **Post** to save your changes and then click **Return to Lessons**, after you have finished editing the item link at the top of the page to return to Lessons.
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to be accessible only after previously required items have been completed.
- **Require that the student submit this assignment** - Select this option to make this item a required item; this means that students must complete this item before progressing further in Lessons.
- **Require that the student receive _____ points on this assignment** - Select this option to make a minimum score a requirement in order to continue. This option can only be selected if the item is Required.
- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen groups. Students who are not in one of the chosen groups will not see this item at all.

Deleting Assignments – Click the **trashcan** icon [image] in the item menu bar next to the assignment 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.*)

Embed Calendar

Selecting this option will automatically embed the course calendar on the page. The **Calendar** tool must be added to the course to be able to add any items to the calendar.

Editing Calendar - Click the **Edit** icon [image] in the item menu bar for the Calendar item

- **Item Name** – Provide a name for the item.
- **Item Description** – Provide a description for the item.
- **Select groups for which this item should be shown** - If you have groups in the site, there will be a list of groups with a checkbox for each one. This allows you to make the calendar visible only to chosen groups. Students who are not in one of the chosen groups will not see this item at all.

Deleting Calendar – Click the **trashcan** icon in the item menu bar next to the calendar; 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.*)

Link to a test or quiz

You can create a link to an assessment in the Tests and Quizzes tool. To create a new assessment, use the **Create new quiz using Tests and Quizzes** link at the top of the page. This will open the Assignments tool and allow you to create a new assessment or modify an existing one. After creating or editing an assessment, click the **Continue with Add Quiz** link at the top of the page to return to the list of assessments. Select the assessment you wish to add to Lessons and click **Use selected item**.

Editing Quizzes - Click the **Edit** icon in the item menu bar for the quiz you want to change;

- **Item Name** - Change the name of the text on the link to your quiz on the main Lessons page.
- **Item Description** - Change/add a description to your quiz, which will appear beneath the link to the quiz.
- **Change Quiz** - Change the assessment to a different one in your Tests & Quizzes section.
- **Edit Quiz** - Opens the current assessment in the Tests & Quizzes tool and allows you to modify it.
- **Edit Quiz Settings** - Opens the settings page for the current assessment in the Tests & Quizzes tool and allows you to edit the settings.
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require that the student submit this assessment** - Select this option to make this item a 'Required' item for later on in the Lessons plan.
- **Require that the student receive _____ points on this assessment** - Select this option to make it necessary to score a certain number of points on the assessment to continue. This option can only be selected if the item is Required.
- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen group. Students who are not in one of the chosen groups will not see this item at all.

Deleting assessment links – Click the **trashcan** icon in the item menu bar next to the assessment 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.*)

Link to a forum or topic

You can create a link to a forum or topic in the **Forums** tool.

To create a new topic, use the **Create new forum or topic using Forums"** link at the top of the page. This will open the Forums tool and allow you to create a new topic or modify an existing one. After creating

or editing a discussion, click the **Continue with Add Forum Topic** link at the top of the page to return to the list of assessments. Select the discussion topic you wish to add to Lessons and click **Use selected item**.

Editing a Forum topic - Click the **Edit** icon in the item menu bar for the forum topic you want to change.

- **Item Name** - Change the name of the text on the link to your topic on the main Lessons page.
- **Item Description** - Change/add a description to your topic, which will appear beneath the link to the topic.
- **Change Forum or Topic** - Change the topic to a different one in your forums tool.
- **Edit Forum or Topic** - Call the forum tool, to allow you to modify the settings for the topic.
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require that the student submit a posting to this topic** - Select this option to make this item a 'Required' item for later on in the Lessons plan.
- **Edit the groups for which this topic should be shown** - If you have groups in the site, allows you to make this topic visible only to some groups. Students who are not in one of the checked groups will not see this item on their page at all.

Deleting Forum Topic links – Click the **trashcan** icon in the item menu bar next to the forums 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.*)

Embed Announcements
Selecting this option will automatically embed items from the **Announcements** tool on the page. You can specify how many announcements should be shown.

Editing Announcements - Click the **Edit** icon in the item menu bar for the announcements item; you can change how many announcements should be shown.

Deleting Announcements– Click the **trashcan** icon in the item menu bar next to the calendar; 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.*)

Embed Forums Conversations
Selecting this option will automatically embed items from the **Forums** tool on the page. You can specify how many conversations should be shown.

Editing Forums Conversations - Click the **Edit** icon in the item menu bar for the Forums Conversations item; you can change how many conversations should be shown.

Deleting Forums Conversatons– Click the **trashcan** icon in the item menu bar next to the calendar; 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.*)

Add Checklist

Create an embedded checklist where students can mark off items that they have completed. You can review what students have checked off. The checklist is not connected to any other ReggieNet tools that will automatically fill in an item that has been completed. The student must actively check things off themselves.

- **Checklist Title** – provide a title for the checklist. You can also opt to hide the title from students
- **Checklist Description** – provide a description about the checklist
- **Add New Checklist Item** – select this to add an item. Once an item has been added, you can change the order by drag-and-drop (click on the up/down indicators on the left), and delete an item by selecting the red X on the right.
- **Appearance** – set the indent level
- **Groups** – If you have groups in the site, allows you to make this topic visible only to some groups. Students who are not in one of the checked groups will not see this item on their page at all.

Editing a checklist – Click the **Edit** icon in the item menu bar for the checklist you want to change. You can change any of the options listed above.

View progress – Click the **View Progress** icon in the item menu bar for the checklist. A table showing student names and which items they have checked off will be displayed. Select **Back** to return.

Deleting a checklist– Click the **trashcan** icon in the item menu bar next to the calendar; 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.*

Add Question

Embed a single question (multiple choice or short answer) for students to answer.
- Select question type, multiple choice or short answer
- **Question Text** – enter the question
- **Possible answers** – enter a potential answer. Click the checkbox if this is a correct answer. Select "Add New Answer"; click the red **X** to delete an answer

- **Show students a graph** – option to display a graph of how other students responded
- **Grade this question** – you can choose to grade the question; if you do so, an item will automatically be created in the **Gradebook,** and you must enter both a label for the Gradebook item, and the number of points
- **Feedback** – options to show feedback for correct or incorrect answers
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require this item** - Select this option to make this item a 'Required' item for later on in the Lesson page.
- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen group. Students who are not in one of the chosen groups will not see this item at all.

Editing a question – Click the **Edit** icon in the item menu bar for the question you want to change. You can change any of the options listed above.

Review student answers – Click the **Show Grading Pane** icon in the item menu bar for the question. A table showing student names their answers, and their points will be displayed. You can override the points for a given student; you can also give zeros to all students who have not submitted an answer. Select **Go Back** to return.

Deleting a question– Click the **trashcan** icon in the item menu bar next to the calendar; 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.*)

Add Comments Tool

Provide a space for participants to leave comments. When you add the Comments option, a button labeled "Add comment" will be displayed. Participants can click the button to open the editor. Once a comment has been added, the author has 30 minutes to edit or delete the comment. Instructors can edit or delete any comment at any time. Note that the comments will be displayed in full at the point on the page where the tool was added, forcing any content below it further down as more comments are added. For this reason it is recommended to add Comments as the last item on a page.

Editing Comments - Click the **Edit** icon in the item menu bar for the Comments section you want to change.

- **Keep Comments Anonymous** – hide comment author names from other students. Instructors can still see names
- **Create Gradebook item for these** – you can choose to grade the comments; if you do so, an item will automatically be created in the **Gradebook,** with the label "PageName Comments"; if no point value is entered, it will be 1 point by default.

- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require this item** - Select this option to make this item a 'Required' item for later on in the Lesson page.
- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen group. Students who are not in one of the chosen groups will not see this item at all.

Grading Comments – You can enter points directly on the comments page, or you can click the **Show Grading Pane** icon in the item menu bar for the comments. A table showing student names, how many comments they have added, their points will be displayed. There is a button (Toggle Comments) that will display the comments for a particular student; you can also give zeros to all students who have not submitted a comment. Click "Update Points" to save any changes. Select **Go Back** to return.

Deleting Comments – Click the **trashcan** icon in the item menu bar next to the item; click **Delete** in the confirmation pop-up. All existing comments will be deleted permanently (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)

Add Student content

Creates a page for each participant to add content to. When you add the Student Content option, a list of available pages (as links), a list of missing pages (instructor only), and a button to **Add Your Own Page**. Once a participant has added their own page, that button is no longer present. To edit their page, they simply click the link for that page.

Editing Student Content Section - Click the **Edit** icon in the item menu bar for the Student Content you want to change.

- **Make these student pages anonymous** – hide page owner names from other students. Instructors can still see names
- **Create Gradebook item for these** – you can choose to grade the comments; if you do so, an item will automatically be created in the **Gradebook,** with the label "PageName Comments"; if no point value is entered, it will be 1 point by default.
- **Add a comments section to each page** – a comments section will be added, similar to page comments described above; these can be anonymous and/or graded
- **Add a peer review rubric to each page** – allows students to evaluate other student pages.
- **Students only see their own page** – makes the pages private.
- **Don't Release Item Until All Prerequisites are Completed** - Select this option if you would like it to appear/be accessible only after previously 'Required' items have been completed/accessed.
- **Require this item** - Select this option to make this item a 'Required' item for later on in the Lesson page.

- **Edit the groups for which this item should be shown** - If you have groups in the site, you can click this in order to reveal checkboxes for each group. This allows you to make the assignment available only to chosen group. Students who are not in one of the chosen groups will not see this item at all.

Grading Student content – If you are grading the page content, you enter points in a box at the top right when you are viewing a particular student's page. To grade comments, you click the **Show Grading Pane** icon [icon] in the item menu bar. A table showing student names, how many comments they have added, their points will be displayed. There is a button (Toggle Comments) that will display the comments for a particular student; you can also give zeros to all students who have not submitted a comment. Click "Update Points" to save any changes. Select **Go Back** to return.

Deleting Student Content– Click the **trashcan** icon [icon] in the item menu bar next to the item; click **Delete** in the confirmation pop-up. Deleting student pages permanently deletes all their content. (*Note: you can also click Delete in the edit screen; no warning confirmation will be given when you use this method.*)

Upload Content from a ZIP File

The "Upload Content from a ZIP File" dialog allows you to add content from a file. There is specific support for packages created by certain programs such as Camtasia, but any ZIP file containing resources may be uploaded. Content will be uploaded into a folder in Resources. Where possible a link will be added in the Lesson to the content. In order for ReggieNet to add a link to the content, identify a particular file from the upload must be identified that is the "starting point." For files not from a supported program, ReggieNet will use index.html or index.htm if it exists. In other cases, Lessons will upload the content, and then add a link to the zipfile itself. You may use "Add Content Link" or "Embed Content on Page" with "Choose Existing File" to locate files that were uploaded and add them to your lesson.

Add External Tool

Some integrations can be added to ReggieNet as an "External Tool"; some of these can be added to a Lessons page.