



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Lessons Overview

Video - [Adding Basic Content in Lessons](#)

The **Lessons** tool can be used to create, organize, and integrate course content, resources, assessments, and media into one ReggieNet tool.

Some key features of the **Lessons** tool include,

1. Easy content management – when adding content to a page, instructors can link to existing resource items or import new items, which are automatically added to a folder in Resources labeled with the name of that page.
2. The ability to add links to existing assignments, discussion topics, and assessments, which students access from within Lessons; instructors can also create and edit new items for these other tools from within Lessons
3. The ability to add multiple instances of the tool to a course which will appear in the left-hand navigation, and edit the tool name for each instance. Subpages can also be added, with several navigation options for users.
4. A video player is provided for video files; YouTube videos can be embedded in pages by supplying links instead of embed codes.
5. Organize the content in **Sections** and **Columns**; each of these is outlined by a box. See *ReggieNet: Lessons – Sections* for more information about managing sections and columns.
6. Make certain items required, and make the availability of other items dependent on completion of those required items. See *ReggieNet: Lessons – Prerequisites*

Lessons pages that are linked in the left-hand navigation menu are referred to here as “top level pages”, to distinguish them from subpages.

UNIT 2

Print view Index of pages Link Help

Add Content + More Tools Reorder Drop-down action menus Expand All

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 breaks)
- 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

Text

Content Link

Activities

Items to complete

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

* Assessment Workshop.pdf Stars indicate prerequisites

Homework 3 [Has prerequisites] Link to Assignment Shading indicates previous item required

Project progress

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

Assignments

week 2 Link to Forums

Quiz 4 Link to assessment in Tests and Quizzes

Item menu

Adding a top level Lessons pages

You can add top level Lessons pages in **Manage Tools** in **Site Info**. Each top level page will have a link for it added to the left-hand navigation.

1. Go to **Site Info**
2. Click **Manage Tools**
3. Click the check box for Lessons; click **Continue**
4. The dialog box shown here will appear

Lessons

Title

(Suggested length 15 char.)

More Lessons Tools? ▼

Give the Lesson page a title; you also have the option to add multiple top level pages (with their associated Navigation links) at the same time.

5. Click **Continue**; click **Finish**

You can also add new top-level pages by using 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 a previously removed 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 basic options (among others):

- **Page title** – edit the page title
- **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.)

Tool Order Function

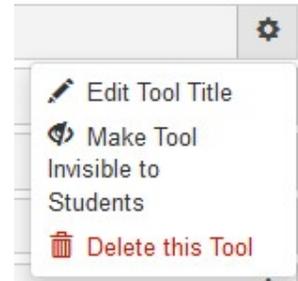
Reordering Top Level Pages

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 “Delete this Tool.”



Adding Content

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 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

See *ReggieNet: Lessons – Adding Content* for more details.

Deleting Pages (and subpages)

Pages can be removed either by selecting **More Tools > Remove Page** from the Lessons page menu; editing what is available through **Site Info > Manage Tools**; or by going to **Site Info > Tool Order**, clicking on the gear icon for a page, and selecting “Delete this Tool”.

Removed pages and their contents are not completely deleted from the site.

Restoring Pages

Top level pages and subpages can be restored. You can view what pages have been deleted by going to any existing **Lessons** page and selecting **Index of Pages** near the top right. You will see a list of “Pages in Current Site”, followed by a section labeled “The following pages are currently not in use”.

To restore a page, go to any existing page and selecting **More Tools > Add More Pages**. At the bottom of the dialogue box, select **Put existing page in the left margin**. Select the removed page from the bottom part of the list (Pages currently not in use) and select “Use selected item”.

You can do the same thing when adding a subpage.