



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 - sections

Video - [Working with Sections in Lessons](#)

The **Lessons** tool can be used to create, organize and integrate a wide variety of content on a page. As such, it offers a number of organizational layout features.

Sections and Columns

Lessons page content can be divided into sections and columns. Each region is surrounded by an outline


The screenshot displays the ReggieNet interface with several annotated features:

- SECTION:** A yellow-bordered region containing a title "Features" and a list of upgrade features. An "Item menu bar" with edit, delete, and add icons is located in the top right corner.
- Section title:** A label pointing to the "Features" title.
- Activities:** A label pointing to the "Activities" icon in the bottom left corner.
- Column Properties:** A label pointing to the "Column Properties" icon in the bottom left corner.
- Join adjacent regions:** A label pointing to the "Join adjacent regions" icon in the bottom left corner.
- Add content to end of this region:** A label pointing to the "+" icon in the bottom right corner of the "Items to complete" region.
- COLUMN:** A label pointing to a blue-bordered region titled "Project progress" containing a checklist of tasks.
- COLLAPSIBLE SECTION:** A label pointing to the "COLLAPSIBLE SECTION" icon in the bottom right corner.


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  at the top left of any section or column. This will merge that region with the previous one (retaining all content from both).

Section and Column Properties


You can edit the section or column properties by clicking on the “Column Properties” icon  at the top left of any section or column.

Double width – This option will double the proportional width of that column. Widths of the other columns will be adjusted automatically. If there are two columns, the widths will be 67% and 33%. If there are three, the widths will be 50%, 25% and 25%.

Two columns inside this one – This option will display content as two columns of text *within* the section or column, like newspaper columns

Column color scheme – This options allows you to put a background color on the section or column. If you select Transparent from the dropdown list, the background color will not change, but the line around the region will no longer be displayed.

Section Title – Enter a title, which will be displayed above the section at the left margin. If there are columns, the title is still displayed at the left margin; you cannot enter separate titles for the columns in a row.

Collapsible – Selecting this option makes the section collapsible; in other words, the content can be shrunk to display just the title. if this option is chosen, a **Section title** must be provided. An indicator icon will be displayed by the right margin . When the cursor is moved over the title bar, it will be highlighted; clicking anywhere on the bar will cause the section to expand or collapse. If there are columns, they will all expand / collapse together.

A secondary option also allows you to have the section initially collapsed – **Start closed**.