

Lessons

Description

The **Lessons** tool is used to assemble the structure of the content for your course.

Purpose

By building lessons for your course, you can establish the direction of your course so students will be aware of what you expect from them at pre-determined intervals.

Figure 1 displays the **Course Lessons** screen (following the addition of four lessons).

Title	Start Date	Action
Lesson Number 1 Summation # 1	12/29/2008	
Lesson # 2 Week 2	12/29/2008	
Lesson # 3 (Hidden Lesson) Week 3	12/29/2008	
Lesson # 4 Summary # 4	12/29/2008	

Figure 1

You can create or add lessons in Epsilon by using one of two basic paths: 1) using the **Lesson Wizard** to create lessons with multiple sections, or 2) **designing your own lesson structure** without sections.

Add Lessons – Lesson Wizard

1. Click the **Lessons** button in the left-side menu.
2. Click the **Add Lesson** button in the left-side menu, or the **Add New Lesson** button in the body of the page.
3. Click **Use the Lesson Wizard (4-Step Process)**.
4. The Introduction page gives a brief overview of the Wizard. Review and click **Continue**.
5. The Details page allows you to enter basic information related to the lesson. Complete the fields as described in the following table:

Field	Function
Title	Enter a title for the lesson.
Subtitle	Enter a subtitle for the lesson (if desired).
Summary	Give a brief overview of the lesson content.
Keywords/Outcomes	Add keywords related to this lesson.
Start Date	Set the date you would like for this lesson to begin appearing to students.
Hidden	Check this box to hide this lesson from students. (You may want to hide the lesson until a certain date or until an objective is reached.)
Announcement	Check this box (it is checked by default) to add an announcement for this lesson. This will also add a link from the Announcements page to the lesson.

Figure 2 displays the **Lesson Module: Details** screen.

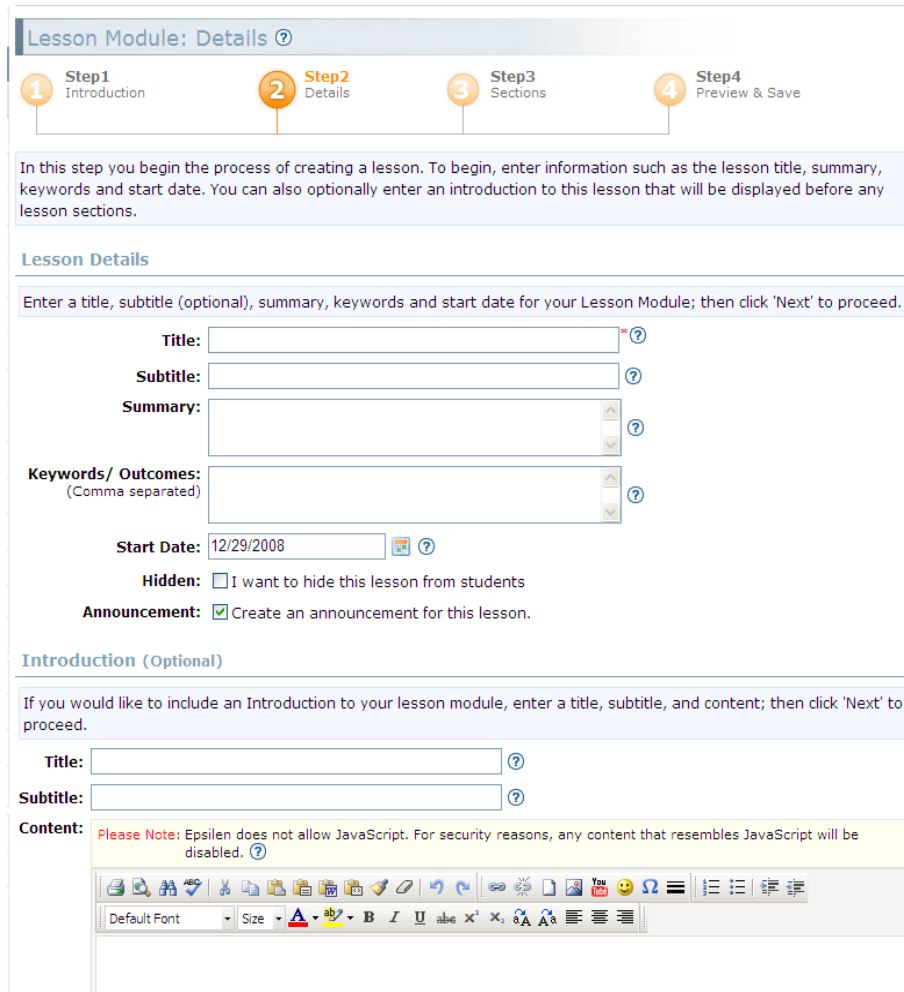



Figure 2

6. If you would like to include an Introduction to the lesson:
 - a. Enter a **Title**.
 - b. Enter a **Subtitle** (if desired).
 - c. Enter **Content** for the introduction using the HTML editor. (For more information, see "Using the HTML Editor.")
7. Click **Continue**.
8. The Sections page allows you to add content for each section of a lesson.
 - a. Enter a **Title** for the lesson section.
 - b. Enter a **Subtitle** for the lesson section (if desired).
 - c. Add **Keywords** related to this lesson section.
 - d. Click the **NYTKN Content** box to add content from The New York Times Knowledge Network Content Repository. (For more information, see "Using The New York Times Knowledge Network Content Repository.")
 - e. Enter **Content** for the lesson section using the HTML editor. (For more information, see "Using the HTML Editor.")
 - f. Check the box to attach a **Rubric** to this section.
 - i. If **Browse** (to Select Rubric) is clicked, a popup window appears showing the rubrics you have created or bookmarked. Click  to select a rubric.
 - ii. If **Create** (for Create Rubric) is clicked, a popup window appears allowing you to create a rubric. Complete the process and click **Save Rubric**.
 - g. Check the box to attach a list of **Resources** to this section.
 - i. If desired, click the **Select Resources** link.
 - ii. A popup window appears showing the resources added to the course thus far. Check the boxes next to any appropriate resources for this lesson and click **Add Resources**.
 - h. Check the box to attach a **File** to this section.
 - i. If **Upload new file** is selected, click **Upload File** to browse and select.
 - ii. If **Select a file** is selected, click **Upload Existing** to browse among files you have previously added to Epsilen.
 - i. Check the box if you want to attach a **Web Address (URL)** to this section.
 - i. Enter a **Title** for the web site in question.
 - ii. Enter a **URL** for the web site in question.
 - j. Click **Save Section**.
 - k. This section is now complete. Click **Add Sections** to return to Step 8a to create additional sections.
 - l. Once multiple sections have been added, you can drag-and-drop sections to sequence them as desired.
 - m. Click **Continue**.
9. The Preview & Save page shows a list of the sections in the lesson, with a clickable link for each.
 - a. If you wish to edit the lesson as a whole, click **Edit Lesson**.
 - b. If you wish to edit a specific section, click **Edit Section**.
10. Click **Finish**.
11. This lesson is now complete. Click **Add New Lesson** to return to Step 3.
12. Once multiple lessons have been added, you can drag-and-drop lessons to sequence them as desired.

Add Lessons – Design Your Own

1. Click the **Lessons** button in the left-side menu.
2. Click the **Add Lesson** button in the left-side menu, or the **Add New Lesson** button in the body of the page.
3. Click **Design Your Own Structure**.


Figure 3 displays the Design Your Own: **Add Lesson** screen.

The screenshot shows the 'Add Lesson' interface. At the top, there is a title bar 'Add Lesson' with a help icon. Below it is a light blue instruction box: 'Enter the lesson title, keywords that define the lesson, a summary, and the content of the lesson.' The form contains the following elements:

- Lesson Title:** A text input field containing 'DIY Lesson'.
- Keywords/ Outcomes:** A text input field containing 'DIY keywords' with a dropdown arrow and a help icon.
- Show Keywords to students
- Provide dynamic ShareIt search link based on Keywords
- Provide dynamic MERLOT search link based on Keywords
- Provide dynamic Google search link based on Keywords
- Lesson Summary:** A text input field containing 'DIY summary' with a dropdown arrow and a help icon.
- Start Date:** A date input field containing '12/29/2008' with a calendar icon and a help icon.
- NYTKN Content:** A checkbox labeled 'I want to add content from the NYTKN repository.' with a help icon.
- Content:** A rich text editor area with a yellow warning message: 'Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.' The editor toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, list, and indent, along with font settings like 'Times New Roman' and 'Size'.

Figure 3

4. Enter a **Lesson Title**.
5. Enter **Keywords/Outcomes** related to this lesson.
6. Check the box if you wish to **Show Keywords to Students**.
7. Check the box if you wish to **Provide dynamic ShareIt search link based on Keywords** entered in Step 5.
8. Check the box if you wish to **Provide dynamic MERLOT search link based on Keywords** entered in Step 5.
9. Check the box if you wish to **Provide dynamic Google search link based on Keywords** entered in Step 5.
10. Enter a Lesson Summary to give a brief overview of the lesson content.
11. Set the **Start Date** that you would like for this lesson to begin appearing to students.
12. Click the **NYTKN Content** box to add content from The New York Times Knowledge Network Content Repository.

13. Enter **Content** for the lesson using the HTML editor. (For more information, see "Using the HTML Editor.")
14. Check the box to attach a **Rubric** to this lesson.
 - a. If **Browse** (to Select Rubric) is clicked, a popup window appears showing the rubrics you have created or bookmarked. Click  to select a rubric.
15. Check the box to attach a list of **Resources** to this section.
 - a. If desired, click the **Select Resources** link.
 - b. A popup window appears showing the resources added to the course thus far. Check the boxes next to any appropriate resources for this lesson and click **Add Resources**.
16. Check the box to attach a **File** to this section.
 - a. If **Upload new file** is selected, click **Upload File** to browse and select.
 - b. If **Select a file** is selected, click **Upload Existing** to browse among files you have previously added to Epsilen.
17. Check the box if you want to attach a **Web Address (URL)** to this lesson.
 - a. Enter a **Title** for the web site in question.
 - b. Enter a **URL** for the web site in question.
18. Check the box if you want to associate a **Calendar Entry** with this lesson.
 - a. Enter a **Title** for the entry.
 - b. Select a start time/date (or "all day").
 - c. Select an end/time date (or "all day").
 - d. Select an entry from the **Repeats** drop-down menu ("Does not repeat" is default).
 - e. Select an entry from the **Category** drop-down menu ("Lesson" is default).
 - f. Enter a **Location** if desired.
 - g. Enter a **Description** to provide details to the students.
 - h. Select an entry from the **Reminder** drop-down menu ("5 minutes before" is default).
 - i. Click the box to create an **Email Alert** if desired.
19. Check the box if you wish to **Hide** this lesson from students.
20. Check this box (it is checked by default) to add an **Announcement** for this lesson. This will also add a link from the Announcements page to the lesson.
21. Click **Save**.
22. This lesson is now complete. Click **Add New Lesson** to return to Step 3.
23. Once multiple lessons have been added, you can drag-and-drop lessons to sequence them as desired.