The Lessons Tool is the main way to present content in Sakai. The Lessons Tool provides a way to bring new content into a page, or pull existing content from any current or previous course. You can add assignments, tests and quizzes, multimedia, and discussion topics to a Lesson and assign prerequisites to provide your students with a path through the material.

- To organize material by topic or unit, add a new instance of Lessons to the menu for each topic or unit.
- To organize material within a topic, add a subpage for content about specific subtopics, all linked from the same main page.

An example of a Unit created with the Lessons tool:
Using the Lessons Tool to Present Content

Adding a Lesson

1. Click on Site Info in the left tool menu.
2. Click on the Edit Tools button at the top of the page.
3. Select “Lessons” to add a new instance of Lessons. You can add as many instances of Lessons as you need; each one will appear as a separate link in the course menu.

4. If you have more than one Lessons tool, you will want to rename each one in the Title box. There is a limit of 15 characters in the Title box, but if you prefer a longer name, you can always enter a short name now, and then enter a longer name in Edit Tools > Page Order.

Drop down the More Lessons Tools menu to add multiple Lesson instances simultaneously and rename each tool instance if you wish.

5. Click Continue.
6. Click Finish to confirm the addition of the tool(s).
Using the Lessons Tool to Present Content

Edit Lesson Items

After you add content to your Lesson page, you'll find Edit buttons next to each item where you can adjust the size of multimedia objects, change titles, add descriptive text, etc.

Editing will also provide a way to specify the groups for which the item should be shown, require an item as a prerequisite, release an item only after prerequisites are completed, and delete the item.

Reordering Content

You may find that you want to add a new item after others have been created, but you want the item to appear before others on the page, such as an item you require as a prerequisite. You can reorder content on the same page, or you can reorder items across pages, using the Reorder button at the top of the page.
Using the Lessons Tool to Present Content

Drag and drop an item where you want it; you can drag and drop items below the hyphen markers to remove them.

Remember to **Save** your changes.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome to Unit 1</td>
</tr>
<tr>
<td>2</td>
<td><img src="https://youtu.be/s5gvk_SUNic" alt="YouTube Video" /></td>
</tr>
<tr>
<td>3</td>
<td><img src="Publish_Course_in_Sakai.docx" alt="Document" /></td>
</tr>
<tr>
<td>4</td>
<td>DMV test</td>
</tr>
<tr>
<td>5</td>
<td>Unit 1 Additional Info</td>
</tr>
<tr>
<td>6</td>
<td>Unit 1 Assignment</td>
</tr>
<tr>
<td>7</td>
<td>Ask a question</td>
</tr>
</tbody>
</table>

Add items from another page

Add items from another page

Save Cancel

Click on the x to delete an item