

Organizing Lessons and the Course Menu

Streamlined, organized Sakai sites are easier for students to navigate – which means less confusion for students and fewer questions for the instructor to answer!

This handout provides info to help you organize the Lessons area AND the main course menu in your Sakai site. It explains how to hide weekly subpages until you are ready for students to see them and how to rearrange items within Lessons. It also covers how to hide course menu items that students don't need and how to reorder items on the course menu.

Step 1: Hide a Lessons subpage from students

Instructors can control when weekly subpages in Lessons become visible to students. This allows you to hide a weekly subpage that you are still building or that you are not yet ready for students to access.

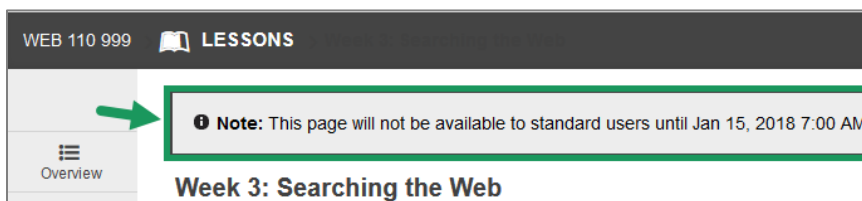
1. In **Lessons**, click on a **subpage** you want to hide – so that you are ON that subpage!
2. At the top, click on the **Settings** icon, which looks like a gear.



3. In the dialog box, you'll see the subpage title and two options for hiding that subpage:
 - **Hide this page from users** – Check this box if you are not yet sure exactly when you want students to see the subpage. (When you are ready for students to see it, you'll need to return here and un-check the box.)
 - **Hide page until the following date** (*see below*) – Check this box to make the subpage automatically become visible to students at a specific day and time. Then type or use the calendar to pick the *date and time* you want your subpage to be available, as shown below.



4. Click **Save**. A message appears at the top of the subpage letting you know it is unavailable to students.



5. Click on the *Lessons* link at the top of the page to return to the main page of Lessons.



6. Beside the subpage link, you'll see red italicized text in brackets:

- *[Not released]* – indicates the subpage is set to become visible to students at a specific day/time
- *[Hidden]* – indicates the subpage is hidden from students, with no release date



REMINDER: For any pages marked *[Hidden]* you will need to manually "un-hide" them when you are ready for students to access them. To do that, go to the subpage, click on the **Settings** icon (gear), uncheck the "hide" box, and click **Save**.

Step 2: Reorder content on a Lessons page

When you add a new content item in Lessons, most often it is appended to the bottom of the page. Use *Reorder* to move content where you like on your subpage.

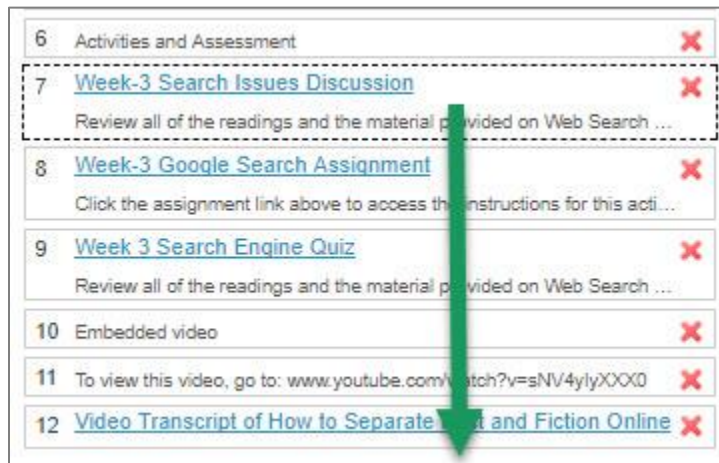
1. In *Lessons*, click on a subpage that contains more than one content item.
2. At the top, click **Reorder**.



The *Reorder Page Items* screen appears, which lists all content items from the subpage.

3. To reorder items:

Simply "drag and drop" a content item where you want it to go.



4. Click **Save** when done. The items on your Lessons page should now appear in the correct order.

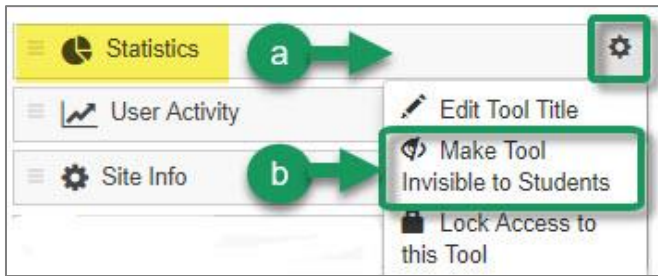
Step 3: Hide and reorder items on the course menu

Now that you've organized your content in Lessons, let's make sure your course menu is streamlined and easy for students to navigate. It's recommended that you move the most important course tools to the top of the course menu, and hide the tools your students do not need to use.

1. On the course menu, click **Site Info**, then click **Tool Order** along the top.
2. Click-and-drag to move the most important tools to the top.
 - The **Overview** tool should always be the first item on the course menu.
 - Drag the following tools below the **Overview** tool:
Announcements, Syllabus, Lessons, Gradebook, and, if using tests, the **Tests & Quizzes** tool.
(The **Tests & Quizzes** tool must be visible in order for students to see feedback on tests.)

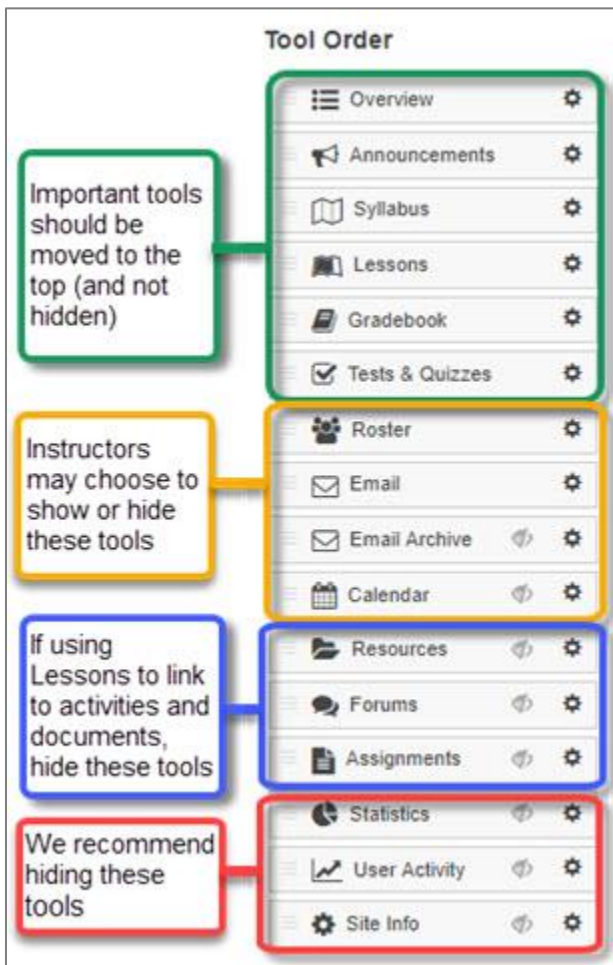


3. Next, hide the tools your students don't need to see. To hide a tool:
 - a. Click on the **gear icon** to the right of a tool name.
 - b. Choose **Make Tool Invisible to Students**.



WHICH TOOLS SHOULD I HIDE FROM STUDENTS?

- It's a good idea to hide *Statistics*, *User Activity*, and *Site Info*
- If using Lessons to link to activities and files, you can hide *Forums*, *Assignments*, and *Resources*
- It's up to you if you want to hide these tools: *Email*, *Email Archive*, *Calendar*, and *Roster*



4. Click **SAVE** at the bottom when finished reordering and hiding tools.

On the instructor's course menu, tools that are hidden from students will be grayed out and marked with the "hidden" icon: 