

INTRODUCTION

To use UM.Lessons, you must first log in and create a personal workspace. As “home base” to all of your work, your workspace allows you to create units and navigate from one unit to another. Once you have created a workspace, you will always be directed there when you log in at UM.Lessons.

LOG IN TO UM.LESSONS

- 1 Launch your web browser and go to the UM.Lessons URL:
<http://lessons.umm.umich.edu/2k>
- 2 Click My Workspace in the navigation bar on the left.
- 3 Type your Uniqname and Kerberos Password in the spaces provided.



- 4 Click Log me in!

CREATE A WORKSPACE

- 1 Click Request a Workspace.
- 2 Type in and select the appropriate information in the spaces and pull-down menus.

- 3 Click Request a Workspace.

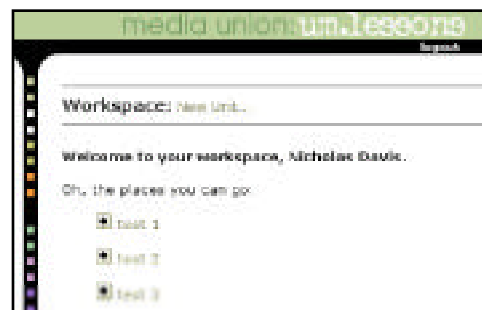
You will be notified by e-mail within 24 hours (Monday - Friday) that your workspace is ready to use.

PARTS OF YOUR WORKSPACE

There are six links in your workspace (five on the left and one at the top):

- 1 UM.CourseTools allows you to go to the UM.CourseTools homepage.
- 2 UM.Lessons Home allows you to return to the UM.Lessons gateway.
- 3 Training displays a list of current workshop dates.
- 4 Help provides online assistance.
- 5 Logout allows you to end your session with UM.Lessons.
- 6 New Unit... allows you to create new units.

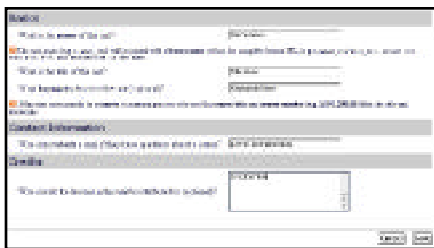
After you create a new unit, a link to it will be displayed in your workspace.



INTRODUCTION

Units allow you to organize lessons into groups. A unit acts as a folder in which lessons, results and resources are stored. Your units will be listed as links in your workspace.

Access is determined at the Unit level. A unit may be anonymous, available to a particular class or classes, or available to only a handful of usernames. It may allow non-Umich users to identify themselves. All lessons within a Unit share the same Access scheme.



CREATE A NEW UNIT

- 1 Click New Unit...
- 2 Type in the appropriate information in the spaces provided.

The **name** becomes part of the URL and cannot include spaces. The **title** can be more user-friendly. **Keywords** are optional.

- 3 Click Save.

You have successfully created a unit. A link to your new unit will now be located in your workspace.

When you create a new unit, the About This Unit page appears. To change any of the previous information, click Unit Settings, then click Edit. Make your changes and click Save.

PARTS OF YOUR UNIT

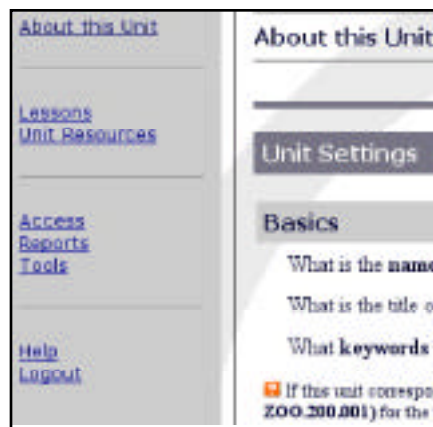
HIERARCHY

The top bar on the page displays the title of your unit. The bar directly below it shows your location in the UM.Lessons hierarchy. You can navigate through your workspace by clicking on these links. For instance, click Workspace to return to the list of all your units.



PARTS OF A UNIT

There are eight links in your unit, listed in the navigation bar on the left side of the screen.



- 1 About This Unit presents the information you provided about your unit. Click Unit Settings, then click Edit. Make your changes and click Save.
- 2 Lessons allows you to access, create, edit, and grade lessons in this unit..
- 3 Unit Resources allows you to access, create, and edit support material such as images, sound, video, web links or text excerpts. Unit Resources are available to all lessons in the unit.
- 4 Access presents information about who can edit your lessons and which students can access them. To change this information, click the Edit button in the yellow Access bar. Make your changes and click Save.
- 5 Reports allows you to generate course statistics for several lessons at a time.
- 6 Tools is currently disabled.
- 7 Help provides online assistance.
- 8 Logout allows you to end your session with UM.Lessons.

INTRODUCTION

A lesson can be designed according to three basic formats. Review tutorials focus on students practicing their knowledge. Quizzes focus on assessing what students know. Surveys focus on the collection of data from students. These types of lessons are very flexible (e.g. a quiz that can be taken more than once). Your lessons will be listed as links in this unit's Lessons page.

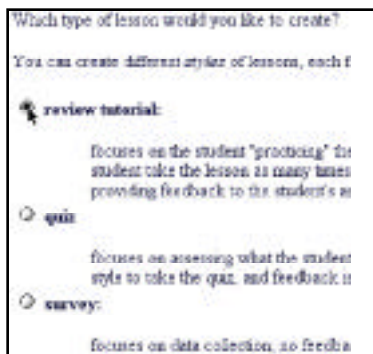
You have successfully created a lesson. A link to your new lesson will now be located in the Lessons page of this unit.

You will see the About this Lesson page of your new lesson site. To change the lesson type for this lesson, click the Edit button in the Lesson Type bar. To change any other information, click the Edit button in the Lesson Settings bar. Make your changes and click Save.

CREATE A NEW LESSON

A lesson can only exist as an element of a Unit. In order to create a lesson, you must first create or open an existing unit.

- 1 Click Lessons in the navigation bar.
- 2 Click New Lesson...



- 3 Select the type of lesson you would like to create and click Continue.
- 4 Type in the appropriate information in the spaces provided.
- 5 Click Save.

PARTS OF YOUR LESSON

HIERARCHY

The bar on the top of the page displays the title of your lesson. The bar directly below it shows your location in the UM.Lessons hierarchy. You can navigate through your workspace by clicking on these links. For instance, click Unit to return to your unit, the list of all lessons in this unit.



LINKS

There are eight links in your lesson, listed in the navigation bar at the left:



- 1 About this Lesson presents information you provide about your lesson, including the title, type of lesson, and presentation of questions. To change the type of lesson and other information, click Settings. Make your changes and click Save.
- 2 Questions allows you to access, create and edit questions. Your Questions page will provide links to all of your questions.
- 3 Resources allows you to access, create and edit lesson support material such as text, images, sound clips, or movies. Your Resources page will provide links to all Lesson-specific Lesson resources.
- 4 Publish allows you to implement your lesson for student use. No lesson is available to anyone else until you publish it.
- 5 Reports allows you to view various statistics on student responses and lesson results.
- 6 Tools allows you to delete past work or copy a lesson.
- 7 Help provides online assistance.
- 8 Logout allows you to end your session with UM.Lessons.