

# Creating LEAP-LDS Lessons

## Overview

This document defines two ways to build a new lesson in LEAP- Learning Development System.

The Learning Development System has two standard ways to start a new lesson. For this procedure document the two methods will be referred to as:

- Create Lesson and
- Duplicate Lesson

In addition this document will address opening and checking out a lesson as well as some other lesson creation details.

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# Create Lesson

## Overview

Creating a new lesson in LDS is defined in this procedure. This procedure utilizes predefined parameters for scoring, navigation, and GUI of the lesson. These parameters must be defined by a system administrator.

## Create Lesson Procedure

Follow the steps in the table below to create a new lesson.

Step	Action						
1	Log on to LDS						
2	Click <b>Course Development</b>						
3	<table border="1"> <thead> <tr> <th>IF the course...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>you want the lesson attached to exists</td> <td>click on that course and continue with step 4</td> </tr> <tr> <td>the course does not exist</td> <td>click on New button and follow the instructions</td> </tr> </tbody> </table>	IF the course...	THEN...	you want the lesson attached to exists	click on that course and continue with step 4	the course does not exist	click on New button and follow the instructions
IF the course...	THEN...						
you want the lesson attached to exists	click on that course and continue with step 4						
the course does not exist	click on New button and follow the instructions						
4	Click <b>Open</b>						
5	From the Lesson Name page click <b>New</b> (see image 1)						
6	From the New Lesson window type the Name of the lesson.						
7	Type a brief description of the lesson.  <u>Note:</u> This description will be visible to the end-user through a Lesson Description button.						
8	Click <b>Next</b>						
9	Select a Lesson Model  <u>Note:</u> The lesson model must be created prior to the lesson creation. It includes parameters for the scoring, navigation, and GUI of the lesson.						
10	Click <b>Next</b>						
11	On the GUI Layout drop-down select <b>GUI</b> (see image 2 below)						
12	On the Layout Type dropdown select <b>Topics Left</b>						
13	Click the desired GUI <table border="1"> <thead> <tr> <th>IF you are developing a lesson for ...</th> <th>THEN click ...</th> </tr> </thead> <tbody> <tr> <td>GBIP</td> <td><b>GUI_GUI_GUI</b></td> </tr> <tr> <td>general Lilly use</td> <td><b>Lilly_Generic_1</b></td> </tr> </tbody> </table>	IF you are developing a lesson for ...	THEN click ...	GBIP	<b>GUI_GUI_GUI</b>	general Lilly use	<b>Lilly_Generic_1</b>
IF you are developing a lesson for ...	THEN click ...						
GBIP	<b>GUI_GUI_GUI</b>						
general Lilly use	<b>Lilly_Generic_1</b>						
14	Click <b>Finish</b>						

IMAGE 1

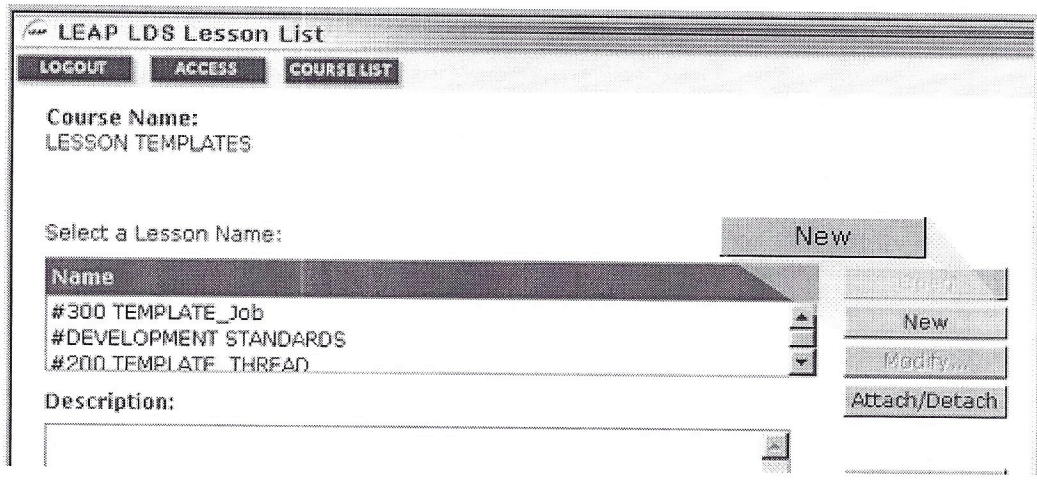
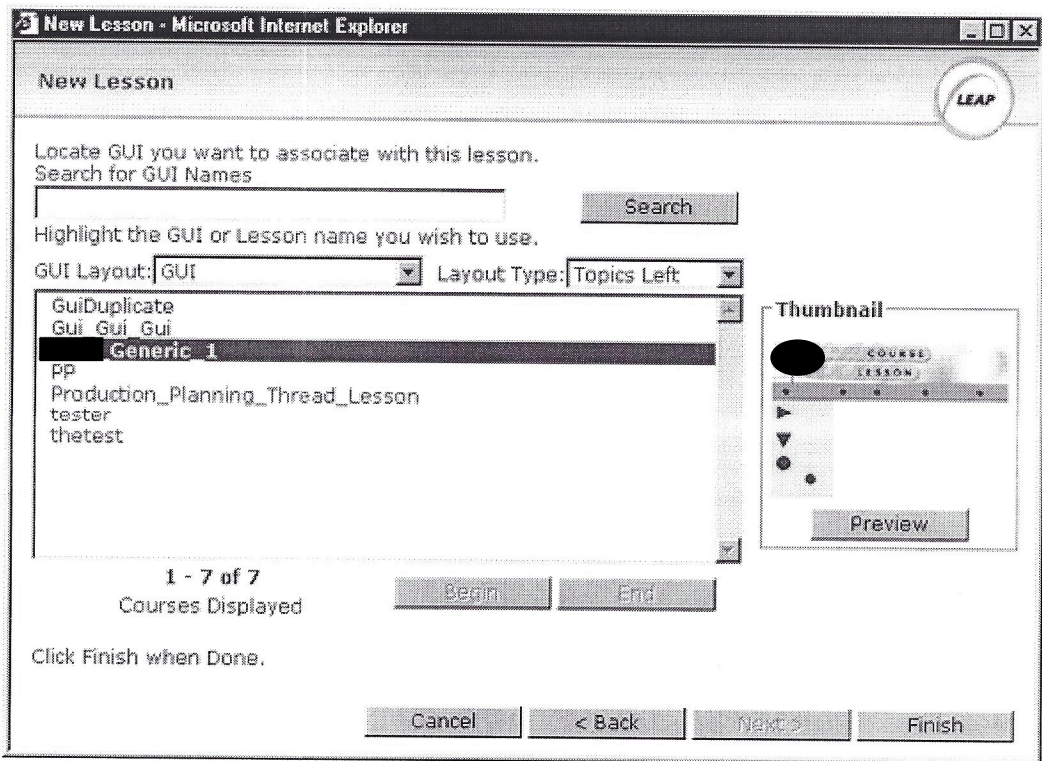


IMAGE 2



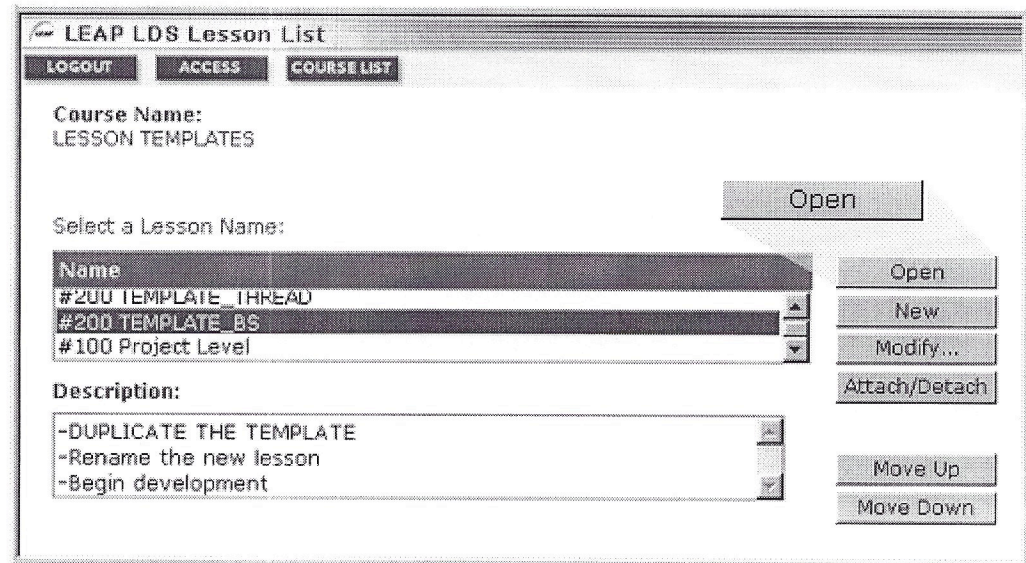


**Opening a Lesson Procedure**

Whether you are opening an existing lesson or a lesson you have just created the steps are the same. Follow the steps in the table below to open a lesson.

Step	Action								
1	Select the desired lesson from the Lesson List screen								
2	Click Open to advance to the Release List screen (see image 3 below)								
	<table border="1"> <thead> <tr> <th>If you want to...</th> <th>Then click ...</th> </tr> </thead> <tbody> <tr> <td>open the lesson</td> <td><b>Open</b> and continue with "Checking Out a Lesson" step 1 of this document</td> </tr> <tr> <td>modify the lesson name</td> <td><b>Modify</b></td> </tr> <tr> <td>attach or detach the lesson from a specific course</td> <td><b>Attach/Detach</b></td> </tr> </tbody> </table>	If you want to...	Then click ...	open the lesson	<b>Open</b> and continue with "Checking Out a Lesson" step 1 of this document	modify the lesson name	<b>Modify</b>	attach or detach the lesson from a specific course	<b>Attach/Detach</b>
If you want to...	Then click ...								
open the lesson	<b>Open</b> and continue with "Checking Out a Lesson" step 1 of this document								
modify the lesson name	<b>Modify</b>								
attach or detach the lesson from a specific course	<b>Attach/Detach</b>								

**IMAGE 3**



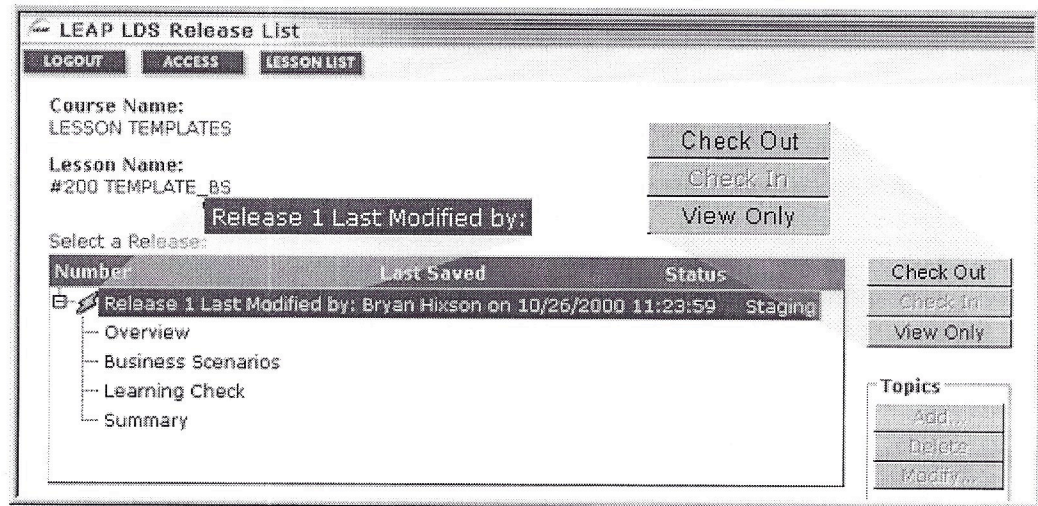


**Checking Out a Lesson Procedure**

You must check out a lesson in order to edit it. Checking out a lesson restricts editing privileges to one person at a time. A lesson must be in Development status and cannot be checked out by you, if another developer has it checked out. Follow the steps in the table below to check out a lesson.

Step	Action
1	Select the desired release on the Release List screen (see image 4)
2	Click the <b>Check Out</b> button  <u>Result:</u> the button label changes to Open
3	Click <b>Open</b> to begin editing the lesson

**Image 4**



**Viewing a Lesson Procedure**

A lesson that is already checked out can not be concurrently edited by another developer. However, anyone can view the lesson in View Only mode but will not have access to the editing tools. Follow the steps in the table below to view a lesson.

Step	Action
1	Select the desired release on the Release List screen
2	Click the <b>View Only</b> button to open the lesson and begin viewing it. (see image 4)

**Changing Lesson Name, Description or Layout Procedure**

From the Release List page there are several things that can be done with a lesson including changing the:

- lesson name
- lesson description
- layout

Follow the steps in the table below to change the lesson name, description or layout.

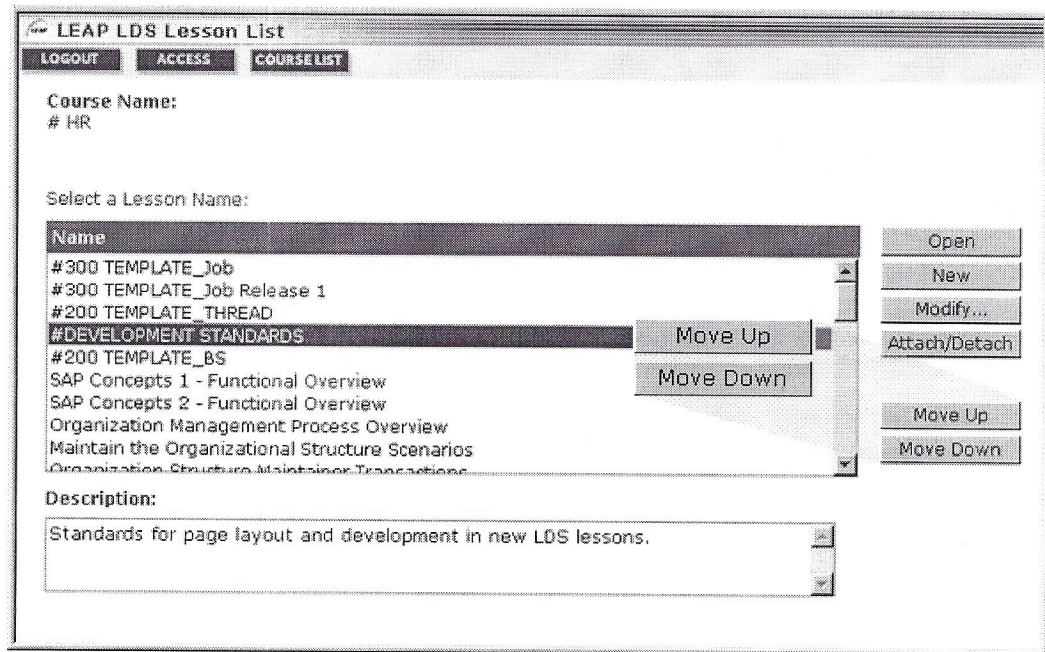
Step	Action
1	Select desired lesson on the Release List
2	Click <b>Modify</b> (see Modify button on image 3)
3	Make necessary changes to the lesson layout, lesson name, and description.
4	Click <b>OK</b> to return to the Release List

**Changing Lesson Order Procedure**

Lessons can be moved within a course to display in the desired order. Follow the steps in the table below to move lessons up or down in the list.

Step	Action
1	Select the lesson to be reordered on the Lesson List
2	Click <b>Move Up</b> or <b>Move Down</b> . The new order will automatically be reflected. (see image 5)

**Image 5**



# Duplicate Lesson

## Duplicate Lesson

In order to enforce greater consistency across hundreds of lessons, [REDACTED]-Learning Solutions utilizes this method by duplicating pre-populated template lessons.

A lesson can be duplicated and modified as desired. The duplicate can be created as a new lesson within

- the same course, or
- a different course

A duplicated lesson becomes a completely new copy and holds no associations to the original lesson. The selected lesson must be checked-in for the Duplicate feature to be available.

Note: Duplication can take several minutes. Do not perform this operation if you are working from a dial-in connection.

## Options for Duplicating Lessons

This procedure assumes you know how to navigate to the Release List screen as defined in the Create Lesson portion of this document. This section will define two different duplication procedures. They are:

- Duplicating a lesson and adding it as a new lesson or release within the same course, and
- Duplicating a lesson and adding it to a different course.

## Duplicate in Same Course Procedure

Follow the steps in the table below to duplicating a lesson and add it as a new lesson or release within the same course,

Step	Action
1	Select the desired release from the Release List screen.
2	Click <b>Duplicate</b> (see image 6)
3	Select the radio button next to Add to this Course.
4	Click <b>Next</b>
5	Select the radio button next to <b>Add as a New Release</b> or <b>Add as a New Lesson</b> , and enter the appropriate information. (see image 7)
6	Click <b>Next</b>  <u>Result:</u> It will take a couple minutes for the lesson to duplicate. You will not see anything happening so be patient. When the duplicate is complete the Finish button will become active.
7	Click <b>Finish</b>



Image 6

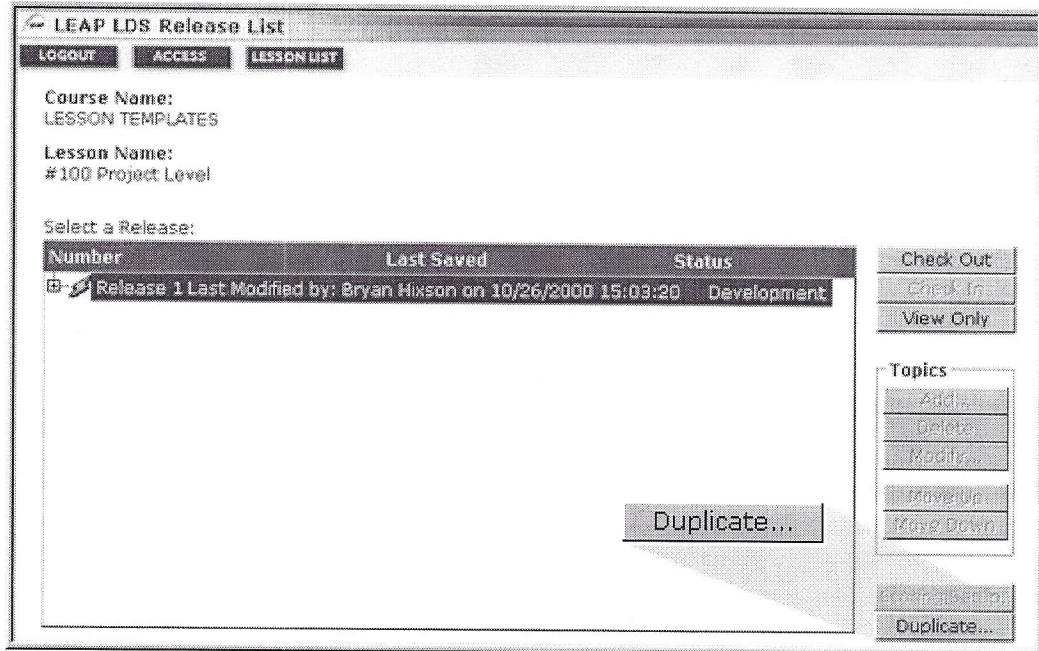
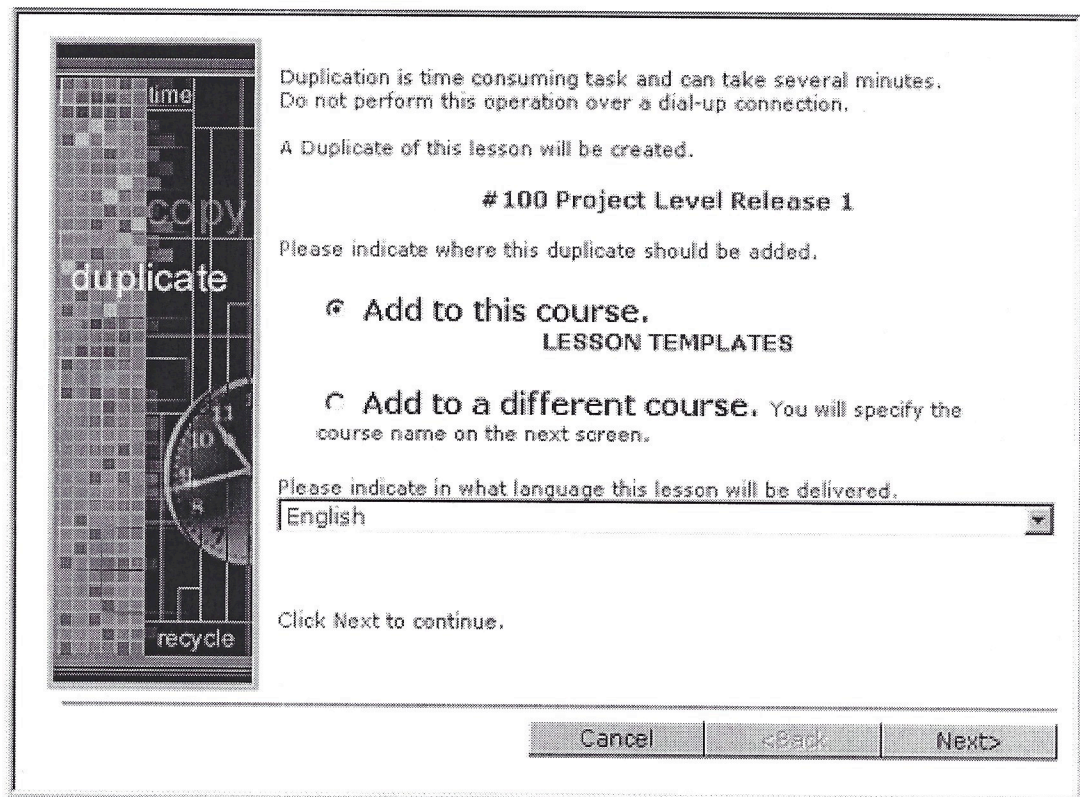


Image 7



**Duplicate in  
Different  
Course  
Procedure**

Follow the steps in the table below to duplicate a lesson and add it to a different course.

Step	Action
1	Select desired release from LDS Release List
2	Click <b>Duplicate</b>
3	Select the Add to different course radio button
4	Click <b>Next</b>
5	Select the course that the duplicated lesson is to be added to
6	Click <b>Next</b>
7	Enter a new lesson name and a lesson description
8	Click <b>Next</b>
9	Click <b>Finish</b>

**Image 8**

A Duplicate of this lesson will be created.

**# 100 Project Level Release 1**

The duplicate will be added to this course.

**LESSON TEMPLATES**

Please indicate where this duplicate should be added.

**Add as a New Release.** (A new release will be added to the Release List)  
Enter a new release number:

**Add as a New Lesson.** (A new lesson will be added to the Lesson List)  
Enter a new lesson name:  
  
Enter a lesson description:

Click Next to start the duplication process.