Exercise 5: Work with a Lesson Page

Cumulative time: 0 hours, 8 minutes

Time to complete this lesson: 2 minutes

Complete this exercise to go from this:

To this:

Exercise 5: Work with a Lesson Page, continued

Quick Steps:

1. Go to your **Welcome Lesson** page and take a moment to look at it.

   a. Notice that the Lesson is **a table**.

   b. Also notice the red text.

2. Push the red text further down the page.

   a. Place your **cursor by** the **paragraph mark** below the **Lesson Time block.**

   b. Press **Enter** a few times to push the red text further down the page, because the red text should always be the final thing in your Facilitator Guide or Participant Guide.

3. Add a **Say Block**:

   a. Place your **cursor in** the **Lesson Time block**.

   b. Click **Instructor-led (ILT)** on the **LGPro ribbon**.

   c. Click **Say This** in the drop-down list of icons.

   d. **Your cursor** will be sitting next to the **end of cell** symbol (one of Word's formatting marks).

   e. **Type** in: Hello and welcome.

4. Add a **Do block**:

   a. With your **cursor** in the **Say block**, click **Virtual ILT** in the **Content Blocks** group.

   b. Click **Do This**

   c. **Your cursor** will be sitting next to a **paragraph mark** (one of Word's formatting marks).

   d. **Type** in: Do this.

   e. Press **Enter** and **type** in: Walk to the center of the room.

   f. Notice the **two different** text **styles**.

Exercise 5: Work with a Lesson Page, continued

Quick steps, continued.

5. Add a **Q&A block**:

   a. With your **cursor** in the **Do** block, click **Instructor-led (ILT)** and then click on **QA** in the drop-down list.

   b. Your **cursor** will be sitting next to the "**end of cell**" symbol.

   c. **Type** in: Which of these describes you?

   d. Press **Enter** & **type** in: Raise your hand and keep it up as you hear your status.

   e. Press **Enter** & **type** in: Contractor

   f. With your **cursor** in or next to "Contractor" click **Bullet 1** in the **Text and Table Formatting** group on the **LGPro ribbon**.

   g. Press **Enter** & **type** in: New employee

   h. Press **enter** & **type** in: Supervisor

6. **Look** at your **Q&A block**. Place your **cursor by** the **paragraph mark** in the **third column** and

   a. **Type** in: Watch for:

   b. Hit **enter** & **type** in: Those who do not raise their hand.

7. Add an **Activity block** in between the Say block and the Do block:

   a. Place your **cursor** in the **Say block** and click **Instructor-led ILT** in the **Content Blocks** group. Click **Activity**.

8. Add a **Slide block**:

   a. Place your cursor in the last Content Block in the Lesson, which will be the Q&A Block

   b. Click **Instructor-led (ILT)** on the **LGPro ribbon**

   c. Click **PPT Slide** in the drop-down list.

   d. A **Slide block** is added to your lesson page as a placeholder.

   e. Do **not** add anything into the Slide block cells right now. We will import a slide into this placeholder in a later exercise.

Detailed Steps

Use the detailed steps that follow for more guidance.

Exercise 5: Work with a Lesson Page, continued

1
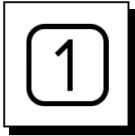
Go to your Welcome Lesson page.

■ Take a moment to look at it.

Introduction	(A) →		Facilitator·Guide¶
·**Welcome**¤ (B)			¤
¤	**Facilitator**¤	(C)	**Notes**¤ ¤
(D) [clock icon] ¤	**Cumulative·time:··0·hours,·0·minutes**¶ **Time·to·complete·this·lesson:··15·minutes**¶ ¤	¶ ¤	

¶
(E) END·OF·MODULE·SECTION·--·DO·NOT·DELETE·OR·ALTER·THIS·PARAGRAPH·AND·BOOKMARK·--·INSERT·ALL·MODULE·AND·LESSON·CONTENT·PRIOR·TO·THIS·RED·NON-PRINTING·PARAGRAPH·AND·BOOKMARK¶
¶

Notice that:

A. The **page header** shows the name of the **Module** (Introduction) the Lesson is in, as well as the **type of guidebook** you are in (Facilitator Guide).

B. The **Lesson table** begins with a **heading row** that shows the **Lesson name**.

C. The **next row** contains **column headings** for column two (**Facilitator**) and column three (**Notes**). Column headings are only found in a **Facilitator Guide**. They can be **customized** in the **Start a New Guidebook** dialog box, which you use as you start a new Facilitator Guide.

D. The **next row** is the first **Content Block**, in this case a **Lesson Time block**. This block is automatically insert as you add a new Lesson. You can change this by clicking **Parts > LeaderGuide Pro Preferences**.

   i. The **first cell** in the Content Block table row holds a **LeaderGuide Pro icon**.

   ii. The **second & third cells** are available for you to **add content**, including images.

E. In a **new Facilitator Guide** or **Participant Guide** you will see **the red text** on the **New Lesson** page.

   Always work above/before the red text. It should always be **the final thing** in your Facilitator Guide or Participant Guide.

Exercise 5: Work with a Lesson Page, continued

②

Push the red text down the page.

- Place your **cursor** at the **paragraph mark** below the **Lesson Time** block

	Facilitator¤	Notes¤
·Welcome¤		
🕐	Cumulative·time:·0·hours,·0·minutes¶ Time·to·complete·this·lesson:·15·minutes¶ ¤	¶ ¤

END·OF·MODULE·SECTION---DO·NOT·DELETE·OR·ALTER·THIS·PARAGRAPH·AND·BOOKMARK·--INSERT·ALL·MODULE·AND·LESSON·CONTENT·PRIOR·TO·THIS·RED·NON-PRINTING·PARAGRAPH·AND·BOOKMARK¶

- Press **Enter** a few times to push the **red text** further down the page.

Introduction → Facilitator·Guide¶

	Facilitator¤	Notes¤
·Welcome¤		
🕐	Cumulative·time:·0·hours,·0·minutes¶ Time·to·complete·this·lesson:·15·minutes¶ ¤	¶ ¤

END·OF·MODULE·SECTION---DO·NOT·DELETE·OR·ALTER·THIS·PARAGRAPH·AND·BOOKMARK·--INSERT·ALL·MODULE·AND·LESSON·CONTENT·PRIOR·TO·THIS·RED·NON-PRINTING·PARAGRAPH·AND·BOOKMARK¶

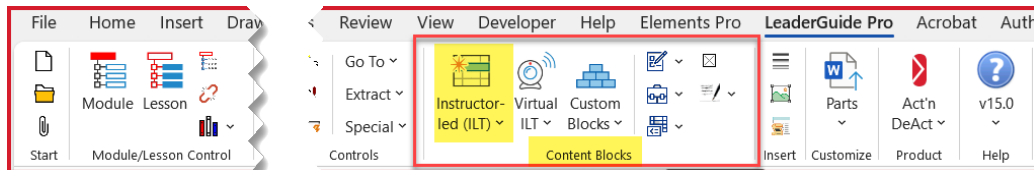Always work above/before the red text.

- The **red text** should always be the final thing in your Facilitator Guide or Participant Guide.

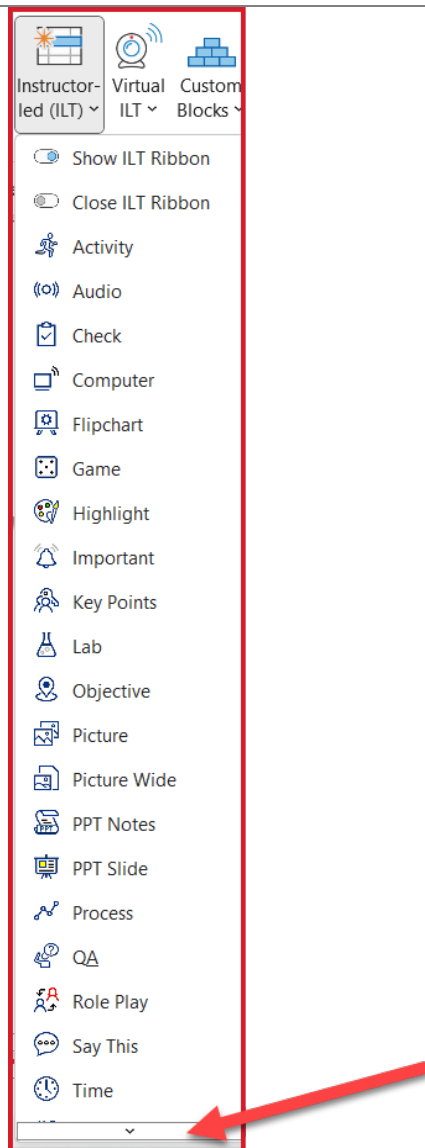## Exercise 5: Work with a Lesson Page, continued

③

Get ready to insert a Content Blocks

■ Place your cursor in the **Lesson Time block**

■ Click **Instructor-led (ILT)** in the **Content Block** group on the **LGPro ribbon**.

■ You will see a drop-down list of icons and their intended meaning.

    − Click the little arrow at the bottom of the list to reveal a few more icons.

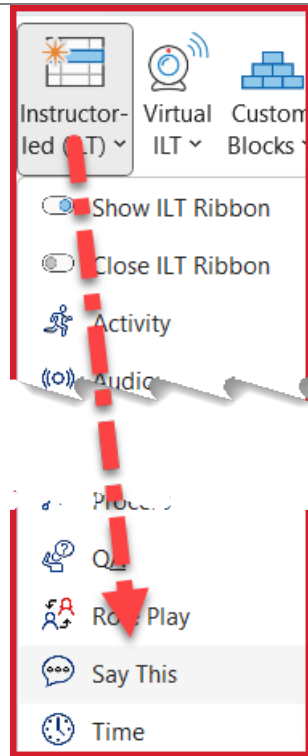## Exercise 5: Work with a Lesson Page, continued

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Insert a Say Block

- Click **Say This** in the drop-down list of **Instructor-led (ILT) Content Block** icons.

Continued

Exercise 5: Work with a Lesson Page, continued

- A "**Say block**" is added to your **Lesson page**, immediately below the Lesson Time block, as part of the Lesson table.

- Your cursor will be sitting next to the end of cell symbol (one of Word's formatting marks.)

- **Type** in: Hello and welcome.

	Cumulative·time:·0·hours,·0·minutes¶ Time·to·complete·this·lesson:·15·minutes¶ ¤	¶ ¤
	Say·something·like:¶ Hello·and·welcome.¶ ¤	¶ ¤

Exercise 5: Work with a Lesson Page, continued

④

Add a Do block:

- With your cursor in the Say block, click **Virtual ILT** in the **Content Blocks group**.

- Click **Do This** in the drop-down list.

- Your cursor will be sitting next to a paragraph mark (a Word formatting mark.)

- **Type** in: Do this.

- Press **Enter** and **type** in: Walk to the center of the room.

- Notice the **two different** text **styles**.

  – The **first line** of text in a **Content Block** is an eye-catching directive **headline**.

  – **The rest** of the text is in a **body text** style that is easy to read.

·Welcome¤			¤
¤	Facilitator¤	Notes¤	¤
🕐	Cumulative·time:·xxx¶ Time·to·complete·this·lesson:·15·minutes¶ ¤	¶ ¤	¤
💬	Say·something·like:¶ Hello·and·welcome.¶ ¤	¶ ¤	¤
⚡	Do·this:¶ Walk·to·the·center·of·the·room.¶ ¤	¶ ¤	¤

LeaderGuide Pro Content Blocks:

- Start with an icon to visually cue the facilitator.

- Include a Directive Headline to verbally cue the facilitator.

  – Either automatically added by **LeaderGuide Pro** or added by you.

- Include concise and complete instructions for the facilitator, to ensure consistent delivery no matter which facilitator is running the class.

  – Added by you.

Exercise 5: Work with a Lesson Page, continued

5

Add a Q&A Block:

■ With your **cursor** in the **Do** block, click **Instructor-led (ILT)** on the **LGPro ribbon**.

■ Click on **QA** in the drop-down list.

■ Your **cursor** will be sitting next to the end of cell symbol.

    – **Type** in: Which of these describes you?

    – Press **Enter** and **type** in: Raise your hand and keep it up as you hear your status.

    – Press **Enter** and **type** in: Contractor

    – With your **cursor** in or next to "**Contractor**" click **Bullet 1** in the **Text and Table Formatting** group on the **LGPro ribbon** to make "Contractor" a bulleted item.

    – Press **Enter** and **type** in: New employee

    – Press **Enter** and **type** in: Supervisor

    – Press **Enter** and **type** in: Manager

    – **Notice** that your bulleted list has continued

Ask:¶

Which·of·these·best·describes·you?·¶

Raise·your·hand·and·keep·it·up·as·you·hear·your·status.¶

■→Contractor¶

■→New·employee¶

■→Supervisor¶

■→Manager¶

¤

Exercise 5: Work with a Lesson Page, continued

⑥ Add a note to your facilitator:

- ■ Place your **cursor** by the **paragraph mark** in the **third column**.

- ■ **Type** in: Watch for:

- ■ Press **Enter** and **type** in: Those who do not raise their hand.

	Ask:¶	Watch·for:¶
	Which·of these·best·describes·you?·¶	Those·who·do·not·raise·their·hand.¶
	Raise·your·hand·and·keep·it·up·as·you·hear·your·status.¶	¤
	■→Contractor¶	
	■→New·employee¶	
	■→Supervisor¶	
	■→Manager¶	
	¤	

Exercise 5: Work with a Lesson Page, continued

7

Add an Activity block after the Say block:

- Place your **cursor in the Say block**.

- Click **Instructor-led ILT** in the **Content Blocks** group and click **Activity**.

Say something like: ¶

Hello and welcome. ¶

¤

Run the activity. ¶

¤

Do this: ¶

Walk to the center of the room. ¶

¤

Exercise 5: Work with a Lesson Page, continued

⑧ Add a Slide block:

- Place your cursor in the last **Content Block** on the page, the **Q&A** block.

- Click **Instructor-led (ILT)** in the **Content Blocks** group on the **LGPro ribbon**.

- Click **PPT Slide** in the drop-down list.

- A **Slide block** is added to your lesson page.

    - **Do not add anything** into the Slide block cells right now.

    - And do not change the slide number.

    - We will import a slide into this placeholder in a later exercise.

Introduction	→	Facilitator·Guide¶

·Welcome¤

¤	Facilitator¤	Notes¤
	Ask:¶ Which·of·these·best·describes·you?·¶ Raise·your·hand·and·keep·it·up·as·you·hear·your·status.¶ ■→Contractor¶ ■→New·employee¶ ■→Supervisor¶ ■→Manager¶ ¤	**Watch·for:¶** Those·who·do·not·raise·their·hand.¶ ¤
Slide·1	¶ ¤	¶ ¤

¶

-------------Page Break-------------¶

Exercise 5: Work with a Lesson Page, continued

If you need more help:

- **Chat** with us at **https://www.greatcirclelearning.com**
- **Contact Us** from **https://www.greatcirclelearning.com/contact**
  - The Contact Us form allows you to attach a file if you need us to look at something
- **Email** us at **info@GreatCircleLearning.com**
- **Call** us at 239-389-2000