Exercise 2: Set Up Your First Module & Lesson

Cumulative time: 0 hours, 1 minute

Time to complete this lesson: 2 minutes

Complete this exercise to go from this:

To This

Exercise 2: Set Up Your First Module & Lesson,
continued

And from this:

To this:

# Exercise 2: Set Up Your First Module & Lesson,
continued

Quick Steps:

Update the **Module and Lesson names** in the **new Facilitator Guide** you just created:

1. Go to the page with the heading "**New Module**"

2. Overwrite **New Module** with **Introduction** – being careful to maintain the text style.

3. Go to the next page and overwrite **New Lesson** with **Welcome**.

4. On the **LGPro ribbon,** in the **Controls group**, click **Update All Fields**.

    a. **TIP:** Hover your cursor over the buttons on the **LGPro ribbon** to see what they do.

5. On the **LGPro ribbon,** in the **Controls group**, click **Go To > Table of Contents.**

6. **Notice** that your **Introduction module** and **Welcome lesson** are shown in the Table of Contents.

7. **Hover your cursor** by the **page number** associated with your Introduction module and use **Ctrl + Click** to **navigate** back to the **Introduction** module page.

Detailed Steps

■ Use the detailed steps that follow for more guidance.

Exercise 2: Set Up Your First Module & Lesson, continued

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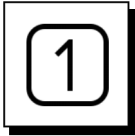
1 **Go to the page with the heading "New Module"**

| Facilitator Guide | New Module |

New Module

Goal
[In 75 words or less describe the module's goal and objective.]

Time to complete: ### hours, ## minutes
Number of lessons: ##

Overview
[In 50 words or less describe what occurs in the module]

Materials Needed
■ [List of required materials]

References and Resources
■ [List of references and resources]

About the New Module Page:

■ This page only appears in a Facilitator Guide.

■ Every time you click Module on the LGPro ribbon you get a page like this, followed by a Lesson page – because every Module has at least one Lesson.

■ The Module page provides the facilitator with a concise overview of the topic about to be taught.

  – A Module is a level one topic in your course outline.

    • Set up a Module for each terminal learning objective.

      o The enabling objectives become your Module's Lessons.

Exercise 2: Set Up Your First Module & Lesson, continued

Replace the phrase New Module

- Place your **cursor** in the phrase New Module or highlight it to overwrite it.
  - Stay inside the brackets you will see.
  - Do not delete the paragraph mark at the end of the phrase New Module. This will make sure that you maintain the style of the text in this spot.
- **Type in** the word **Introduction** and delete/overwrite the letters that spell New Module.

Note:

- The extra symbols you are seeing are Word's Formatting Marks.
- They are non-printing.
- **LeaderGuide Pro** turns on the Formatting Marks in Word.

Go to the next page – "New Lesson"

- Place your **cursor** in the phrase New Lesson or highlight it to overwrite it.
- **Type in** the word **Welcome** and delete the letters that spell New Lesson.
  - You are typing inside a table row.
  - The circle/square symbol you see is Word's End of Cell symbol.
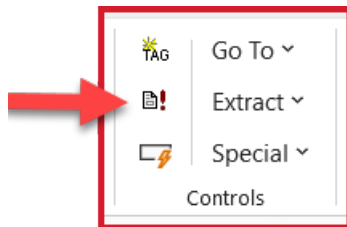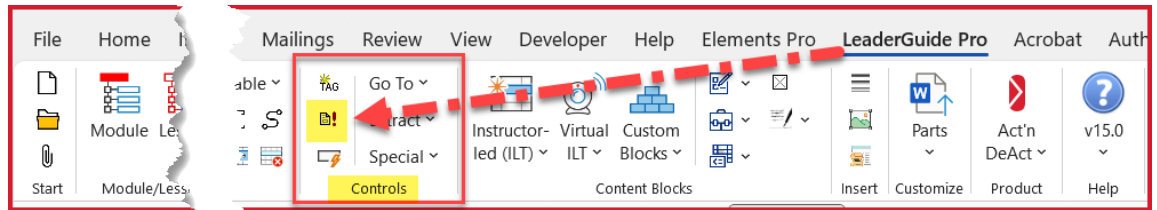

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Exercise 2: Set Up Your First Module & Lesson, continued

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On the LGPro ribbon

- In the **Controls** group:
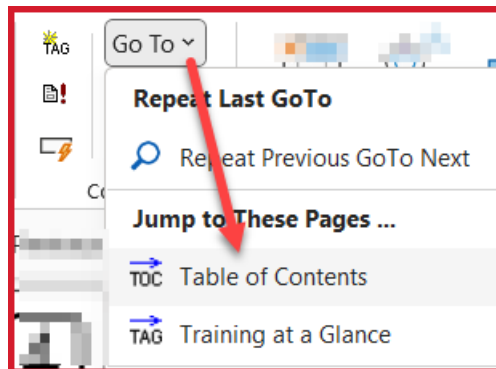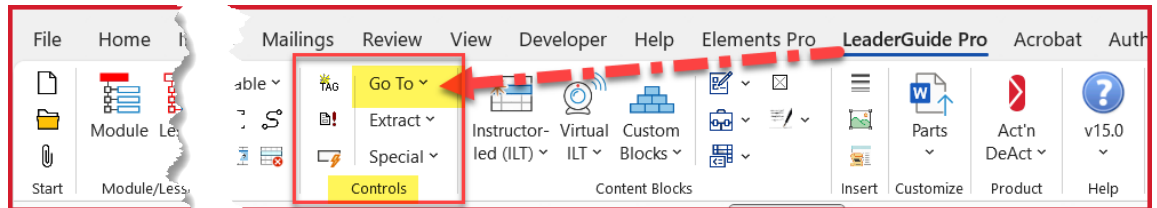   - Click **Update All Fields**

Exercise 2: Set Up Your First Module & Lesson, continued

On the LGPro ribbon

■ In the **Controls group**:

– Click **Go To > Table of Contents**

Exercise 2: Set Up Your First Module & Lesson, continued

6	**In the Table of Contents:** ■ **Notice** that your **Introduction module** and **Welcome lesson** are shown under the Modules heading.

Facilitator Guide   Table of Contents

Table of Contents
INTRODUCTORY MATERIALS
Getting Started   **ii**
  About This Guide   ii
  The Program in Perspective   v
  Program Preparation   vi
Training at a Glance   **vii**

MODULES
Introduction   **1**
  Welcome   2

7	**Navigate back to the Introduction module** ■ **Hover your cursor** by the **page number** associated with your **Introduction module** ■ Use **Ctrl + Click** to navigate back to the Introduction module page.

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MODULES¶

. **Introduction** → 1¶

. Welcome → 2¶

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Current Document
Ctrl+Click to follow link

Exercise 2: Set Up Your First Module & Lesson,
continued

If you need more help:

- **Chat** with us at **https://www.greatcirclelearning.com**
- **Contact Us** from **https://www.greatcirclelearning.com/contact**

Use the Contact Us form to attach a file if you need us to look at something

- **Email** us at **info@GreatCircleLearning.com**
- **Call** us at 239-389-2000