Exercise 4: Work with Module & Lesson Time

Cumulative time: 0 hours, 6 minutes

Time to complete this lesson: 2 minutes

Quick Steps:

1. **Ignore** the Time block on the **Module page** for now.

2. On the **Welcome lesson** page, in the **Time block**:

   Type the number **15** into the **blue pound sign marks ###**

   a. Carefully delete the **blue pound sign marks ###** leaving only the number **15**

   b. For this exercise, delete the yellow phrase "Optional 25 word or less overview"

3. On the **LGPro ribbon**, in the **Controls** group, click **TAG**

4. You will be taken to the **Training at a Glance** page.

   a. It will reflect the time you have added as well as some of the other information you have added to the Introduction Module page.

5. **Hover your cursor** over the module name, **Introduction**, and use **Ctrl + Click** to navigate back to your **Introduction module** page.

   a. Notice that the Module Time block is now updated with the time associated with the only Lesson in this Module so far, as well as the number of Lessons in this Module so far.

6. Go to the next page, your **Welcome lesson**:

   a. Notice that the Lesson Time block is now updated with the **Cumulative Time** for the training program so far, as well as the 15-minute Lesson time you added.

   b. The **Cumulative Time** is **0 hours and 0 minutes** because this lesson is the start of your training program.

   c. The next Lesson you add will show a **Cumulative Time** of 15 minutes.

Detailed Steps

- Use the detailed steps that follow for more guidance.

Exercise 4: Work with Module & Lesson Time, continued

1 **Ignore the Time block on the Module page for now.**

Time to complete: ### hours, ## minutes

Number of lessons: ##

2 **On the Welcome lesson page:**

■ In the Lesson Time block:

·Welcome¤

¤	**Facilitator¤**
	Cumulative·time:·xxx¶ Time·to·complete·this·lesson:·###·minutes¶ [Optional·25·word·or·less·overview]¶ ¤

 – Type the number 15 into the **blue pound sign marks ###**

 – Carefully delete the **blue pound sign marks ###** leaving only the number **15**

 – Delete the yellow phrase "Optional 25 word or less overview"

■ The time you enter must stay in the **blue Lesson Time** style.

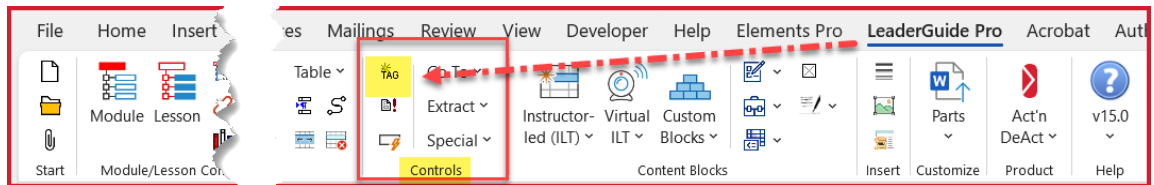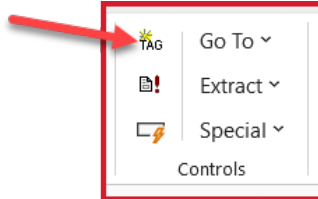■ Do **not** type anything into the **Cumulative Time** placeholder.

·Welcome¤

¤	**Facilitator¤**
	Cumulative·time:·xxx¶ Time·to·complete·this·lesson:·15·minutes¶ ¤

Exercise 4: Work with Module & Lesson Time, continued
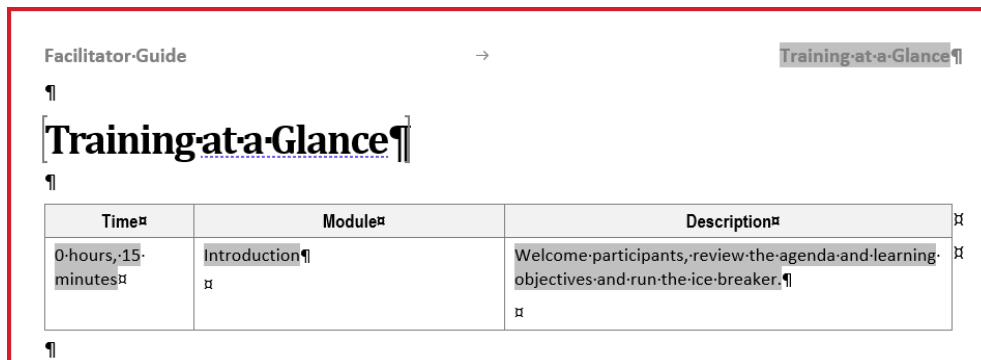
③

Update the Module time:

■ Click **TAG** In the **Controls** group on the **LGPro ribbon.**

④

Training at a Glance

■ You will be taken to the **Training at a Glance** page.

– It will reflect the time you just added and some of the other information you have added to the **Introduction module** page.

FYI:

■ The **Training at a Glance** page is only found in a Facilitator Guide.

■ It provides a module-by-module overview of the training program, built from the information you add to the Module pages.

■ To **build or update** the **Training at a Glance**, click the **TAG** button.

– To **edit** this page, go to the relevant Module page and make your edits

– Then click **TAG** to update the **Training at a Glance**.

⑤ **Navigate back to the Introduction module page.**

■ On the Training at a Glance page, **hover your cursor** over the **Module name.**

■ Use **Ctrl + Click** to **navigate** back to your **Introduction module** page.

■ Notice that the **Module Time block** is now updated with:

– the time associated with the only Lesson in this Module so far

– and the number of Lessons in this Module so far.

FYI:
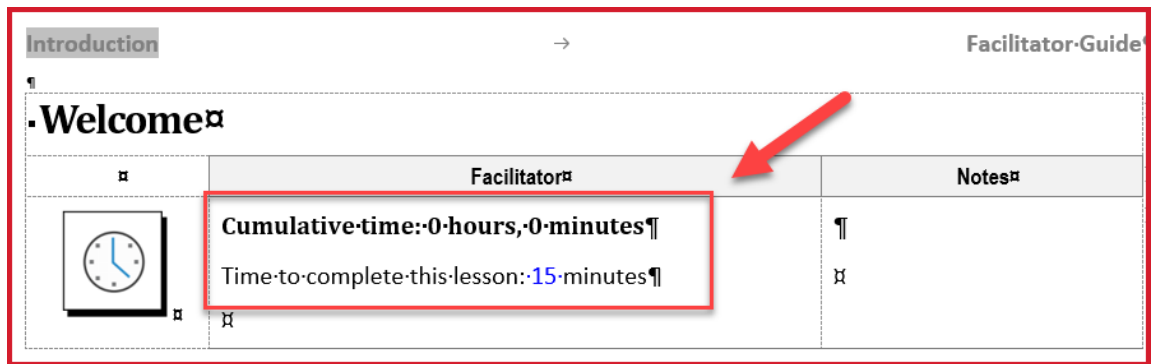
■ As you add Lessons and Lesson times to this Module:

– Click **TAG** to update

• this page and

• the Training at a Glance.

Exercise 4: Work with Module & Lesson Time, continued

Go to the Lesson on the next page

- Go to the next page, your **Welcome lesson**
- Notice that the **Lesson Time block** is now
  - Updated with the **Cumulative Time** for the training program so far,
  - As well as displaying the 15-minute Lesson time you added.

Introduction	→	Facilitator·Guide
·Welcome¤		

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

How to update the time?

- Simply **type over the number of minutes** with your updated time.
- Then **click TAG** in the **Controls** group on the **LGPro ribbon**.

Note:

- **Lesson Time** must be entered in **minutes** only.
  - For a lesson that requires an hour and a half, enter the time as 90 minutes.

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