

# Exercise 6: Add a New Lesson



Cumulative time: 0 hours, 10 minutes

Time to complete this lesson: 3 minutes



Complete this exercise to go from this:

Introduction		Facilitator-Guide	
<b>Welcome</b>			
Facilitator	Notes		
Cumulative time: xxx Time to complete this lesson: 15 minutes		Facilitator-Guide Introduction 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	
Say something like: Hello and welcome.			
Run the activity.			
Do this: Walk to the center of the room.			
Ask: Which of these describes you? Raise your hand and keep it up as you hear your status. ■ Contractor ■ New Employee	<b>Watch for:</b> Those who do not raise their hand.		

To This:

Introduction		Facilitator-Guide	
<b>Welcome</b>			
Facilitator	Notes		
Cumulative time: xxx Time to complete this lesson: 15 minutes		Facilitator-Guide Introduction <b>Ice-breaker</b>	
Say something like: Hello and welcome.			
Run the activity.			
Cumulative time: xxx Time to complete this lesson: ## minutes			

## Exercise 6: Add a New Lesson, continued

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### Quick Steps:

1. Go to the **last page** of your Facilitator Guide and place your **cursor** by a **paragraph mark** that is **above/before** the **red text** and **not** in a Content Block.
2. Click **Lesson** in the **Module/Lesson Control** group on the **LGPro ribbon**.
  - a. You will see the **Add a New Lesson** dialog box.
  - b. **Type** over New Lesson with: Agenda & Learning Objectives.
  - c. Click **OK**. You will be taken to the **top of the next page** where you will see the start of your new Lesson.
3. **Add** time into the **Lesson Time** block:
  - a. Place your cursor in the **blue pound sign marks ###** and **Type** in: 30
  - b. Carefully delete the **blue pound sign marks ###** leaving only the number **30**
4. **Update** the **Module time** by clicking **TAG** in the **Controls** group on the **LGPro ribbon**.
  - a. You will be taken to the **Training at a Glance** page. It will reflect the additional time you have added.
  - b. **Hover** your cursor over the Module Name: **Introduction** and use **Ctrl+Click** to go to the Module page, where you see that the **Module Time** block has been updated.
  - c. Scroll to your **Agenda & Learning Objectives** lesson and notice that the **Cumulative time** in the **Lesson Time** block has been updated.
5. **Update** the **Table of Contents**:
  - a. Click **Update All fields** in the **Controls** group on the LGPro ribbon.
  - b. Click **Go To > Table of Contents**
  - c. You will be taken to the **Table of Contents** page, where you will see your **Agenda & Learning Objectives Lesson**.

### Detailed Steps



- Use the detailed steps that follow for more guidance.
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## Exercise 6: Add a New Lesson, continued



Go to the last page of your Facilitator Guide:

- Place your **cursor** by a **paragraph mark** that is:
  - **Above**/before the **red text**.
  - And **not** in a Content Block.

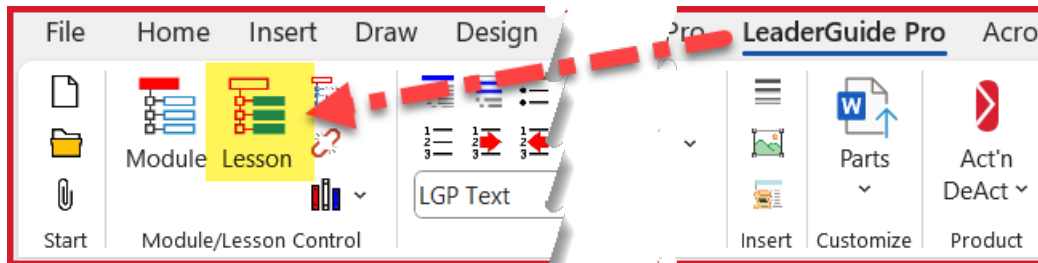
	<p><b>Ask:</b></p> <p>Which of <u>these best</u> describes you?</p> <p>Raise your hand and keep it up as you hear your status.</p> <ul style="list-style-type: none"> <li>■ → Contractor</li> <li>■ → New employee</li> <li>■ → Supervisor</li> <li>■ → Manager</li> </ul>	<p><b>Watch for:</b></p> <p>Those who do not raise their hand.</p>
<div style="border: 1px solid red; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em; margin: 0 5px;">¶</span> </div> <div style="margin-top: 5px;"> <span style="font-size: 1.5em; margin: 0 5px;">¶</span>  <span style="font-size: 1.5em; margin: 0 5px;">¶</span>  <span style="font-size: 1.5em; margin: 0 5px;">¶</span> </div>		<p style="color: red; font-size: 0.8em; margin: 0;">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</p>

## Exercise 6: Add a New Lesson, continued

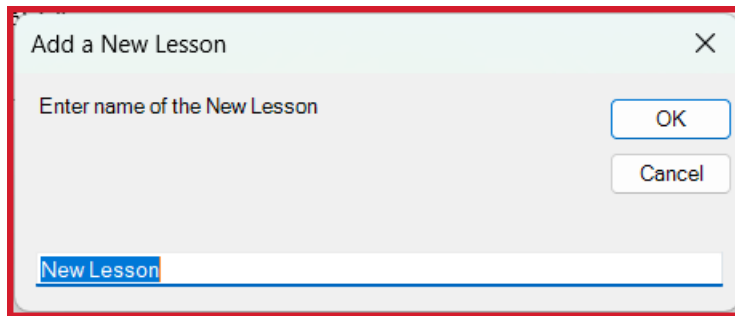
2

### Add a new Lesson

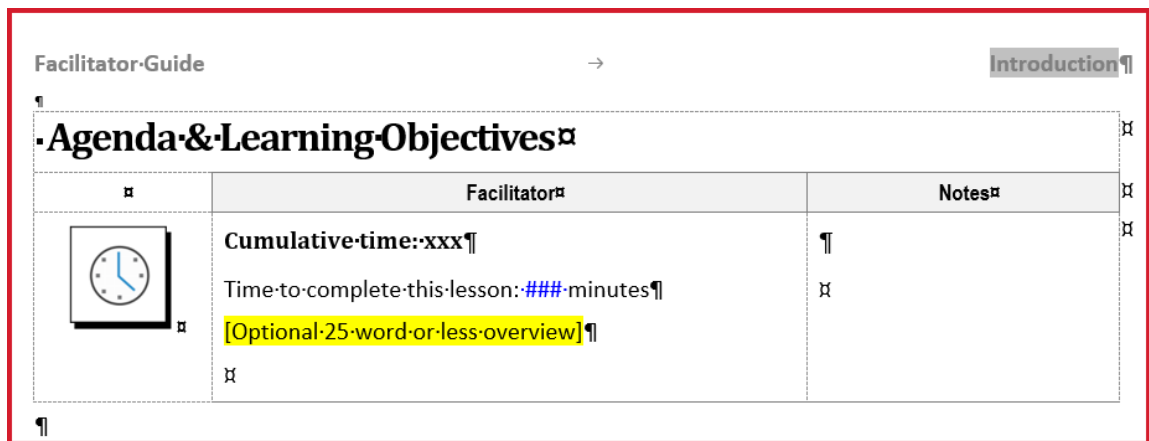
- Click **Lesson** in the **Module/Lesson Control** group on the **LGPro ribbon**.



- You will see the **Add a New Lesson** dialog box.



- Type over **New Lesson** with: **Agenda & Learning Objectives**.
  - Click **OK**
- You will be taken to the top of the next page where you will see the start of your new Lesson.



## Exercise 6: Add a New Lesson, continued




In the Lesson Time block:

- Place your cursor in the **blue pound sign marks ###** and
  - Type in: 30
  - Delete the **blue pound sign marks ###** leaving only the number 30.

Facilitator-Guide → Introduction

**Agenda & Learning Objectives**

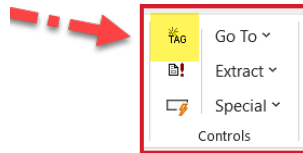
	Facilitator	Notes
	Cumulative time: xxx Time to complete this lesson: 30 minutes [Optional: 25 word or less overview]	

## Exercise 6: Add a New Lesson, continued



### Update the Time:

- Click TAG in the Controls group on the LGPro ribbon.




- You will be taken to the Training at a Glance page. The Module time will reflect the time you have added.

**Training at a Glance**


Time	Module	Description
0 hours, 45 minutes	Introduction	Welcome participants, review the agenda and learning objectives and run the ice-breaker.

- Hover your cursor over Introduction and use Ctrl+Click to go to the Module page, where you see that the Module Time block has been updated.

 Time to complete: 0 hours, 45 minutes  
Number of lessons: 2

- Use Go To > Next Lesson and then Go To > Repeat previous to go your Agenda & Learning Objectives lesson. The Cumulative time is updated.

**Agenda & Learning Objectives**

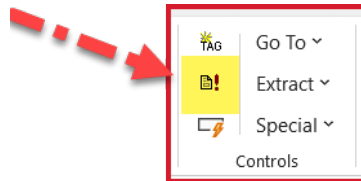
	Facilitator	Notes
	Cumulative time: 0 hours, 15 minutes Time to complete this lesson: 30 minutes [Optional 25 word or less overview]	

## Exercise 6: Add a New Lesson, continued

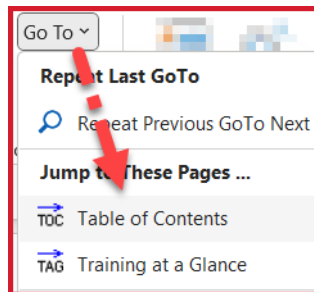


### Update the Table of Contents:

- Click **Update All fields** in the **Controls** group on the **LGPro ribbon**.



- Click **Go To > Table of Contents**



- You will be taken to the **Table of Contents** page, where you will see your **Agenda & Learning Objectives Lesson**.

Facilitator-Guide		→	Table-of-Contents
<b>Table-of-Contents</b>			
<b>INTRODUCTORY-MATERIALS</b>			
<b>Getting-Started</b>	→		<b>ii</b>
• About-This-Guide	→		<b>ii</b>
• The-Program-in-Perspective	→		<b>v</b>
• Program-Preparation	→		<b>vi</b>
<b>Training-at-a-Glance</b>	→		<b>vii</b>
<b>MODULES</b>			
<b>Introduction</b>	→		<b>1</b>
• Welcome	→		<b>2</b>
• Agenda-&Learning-Objectives	→		<b>5</b>

## Exercise 6: Add a New Lesson, continued

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### 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](mailto:info@GreatCircleLearning.com)
  - Call us at 239-389-2000
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