

Exercise 7: Add a New Module



Cumulative time: 0 hours, 13 minutes

Time to complete this lesson: 2 minutes



Complete this exercise to accomplish this:

The screenshot shows two side-by-side views of the Facilitator-Guide editor. The left view shows a 'Topic-1' section with fields for Goal, Time-to-complete, Overview, Materials-Needed, and References-and-Resources. The right view shows a 'Topic-Introduction' section with a table for Facilitator and Notes, and a red non-printing paragraph and bookmark at the bottom.

And this:

The screenshot shows the Table of Contents of the Facilitator-Guide. It lists sections like Getting Started, About This Guide, and Modules. The Modules section is expanded to show Introduction, Welcome, Ice-breaker, Topic-1, and Topic-Introduction with their respective page numbers.

Section	Page
Getting Started	ii
About This Guide	ii
MODULES	
Introduction	1
Welcome	2
Ice-breaker	3
Topic-1	4
Topic-Introduction	5

Exercise 7: Add a New Module, continued



Quick Steps:

1. On your **Agenda & Learning Objectives** Lesson page, place your **cursor** by a **paragraph mark** that is:
 - a. **Above**/before the **red text**.
 - b. And **not** in a Content Block.
2. Click **Module** in the **Module/Lesson Control** group on the **LGPro ribbon**.
 - a. You will see the **Add a New Module** dialog box.
 - b. **Type** over New Module with: Topic 1
 - c. Click **OK**. You will see the **Add a New Lesson** dialog box.
 - d. **Type** over New Lesson with: Topic Introduction.
 - e. Click **OK**
 - f. You will be taken to the **top of the next page** where you will see the start of **your new Module**.
 - g. Go to the **next page**. You will see your **new Lesson**.

Detailed Steps

- Use the detailed steps that follow for more guidance.
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Exercise 7: Add a New Module, continued

1

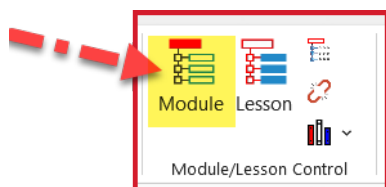
Get set to add a New Module

- On your **Agenda & Learning Objectives Lesson** page:
 - Place your **cursor** by a **paragraph mark** that is:
 - **Above**/before the **red text**.
 - And **not** in a Content Block.

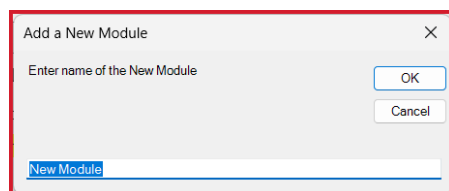
2

Add a New Module

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

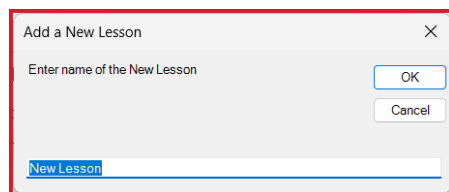


- You will see the **Add a New Module** dialog box.



- **Type** over New Module with: **Topic 1**
- Click **OK**.

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



- **Type** over New Lesson with: **Topic 1 Introduction**.
- Click **OK**

- You will be taken to the top of the next page where you will see the start of your new Module.
- Go to the next page and you will see your new Lesson.

Exercise 7: Add a New Module, 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
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