

FOL Standard Lesson Template

Quick
Reference
Guide



Create a Lesson

1. On the **Contents** page, from the **Table of Contents**, click **Add a module** to enter your first module name. E.g. Lesson 1: Descriptive Title
2. Click the **Add dates and restrictions** text to enter scheduling and click the **Update** button.
3. From the main pane, click the **Upload/Create** button and select **Create a File**.
4. From the **Select a Document Template** drop-down menu, choose **Standard Lesson Template** and enter your lesson title as above.
5. Replace all template text with your lesson material using the formatting as demonstrated in the template (e.g. H2 for Lesson heading, H3 for Sub-headings, H5 for Key-boxes etc)
6. Be sure to list all learning materials under the **Learning Tasks** heading as outlined in the template. You will link to these items later. E.g. **What it is:** Succinct Descriptive Title

Brief summary.

Tip: You can click the indent icon to indent each learning task.



Upload Lesson Resources

Before uploading your resources, ensure your files remain organized and easy to find by naming them as they are on the lesson page (minus any spacing or special characters). E.g. VideoKnowyourAudience

1. Select the lesson from the **Table of Contents**.
2. In the main pane, click **Add a sub-module**
3. Enter **L1: Resources** (where L1 = Lesson #)
4. Click the **Upload/Create** button, select **Upload Files** to access your file and click **Open**.
5. **Important:** Click the **Choose Destination** button *before* clicking the **Add** button.
6. In the pop-up window, click **New Folder**
7. In the **Folder Name** entry field enter **L#Resources** and click **Create**.
E.g. **L2Resources** – all resources for Lesson 2 would reside in this folder.
8. Select the appropriate lesson **Resources** folder and click the **Select a Path** button.
9. Click the **Add** button to add the resource.

Enter Lesson Description

1. From the **Table of Contents**, select the lesson.
2. In the main pane, click **Add a description...**
3. Enter the lesson name in style **H2**.
4. Enter "**Outcomes**" in sub-heading style **H3**
5. Enter bulleted list of outcomes.
6. **Bold** key words.
7. Click the **Update** button.

Table of Contents

Search Topics

- Course Information Sheet
- Bookmarks
- Course Schedule
- Table of Contents
- College Policies & Student Support
- Course Information
- Assignment Information
- Weekly Material
- Lesson 2: Effective Communication
- Lesson 3: Business Letters**
- L3: Resources
- Lesson 4: Appropriate Style & Tone
- Lesson 5: Resu...

Main Pane

Lesson 3: Business Letters

Starts Oct 17, 2016 10:00 AM

Business Letters: Structure and Format

Outcomes:

- Critique business documents for proper **style, str**
- Recall the **components** of a properly formatted b
- Draft properly **organized business letters**

Upload / Create Existing Activities Bulk Edit

Lesson 3: Business Letters

L3: Resources

Upload / Create Existing Activities

- Video: Email Recap & Review
- QRG: Writing and Organizing Paragraphs
- Reading: Formatting Positive Messages
- Video: Formatting Business Letters
- QRG: Letter Formatting

1. Lesson
Description

2. Lesson
Link

3. Lesson
Resources

Note: Each lesson has a **Resources** sub-module.

When a student selects a Lesson from the **TOC**, they should consistently see **3 key areas** in the **Main Pane**:

1. Lesson **Description** (brief)
2. Lesson **Link** (one all-encompassing page)
3. Lesson **Resources** (complete list of resources for the lesson)

Note: All Lesson Resources are linked from within the Lesson page.

Resources All QRGs should be added to the Resources sub-module including Word documents, PowerPoint files, external links, quizzes, and videos etc.

One Topic, Multiple Lessons?

In the Table of Contents (TOC), create a descriptive numbered unit, then use the grab-lines found next TOC modules to drag them into specified units.

Example Lesson

Professional Communication

Lesson 2: Effective Communication

Effective communication can make or break your business. The ability to communicate effectively depends on a number of different factors, including knowing the right method of sending a message, and choosing the right tone for your communication. This week will introduce you to these fundamental concepts:

- Communication channels
- Audience analysis
- Tone
- Style
- Organization (direct vs indirect)
- Structure



Learning Outcomes

By the end of this lesson you should be able to:

- Choose proper **communication channels** for workplace correspondence
- Conduct an **audience analysis** to determine the correct communication style and tone
- Explain the difference between **direct** and **indirect organization**
- Draft properly organized **business emails**

Learning Tasks

Tasks for Lesson 2

Video: [Know your Audience](#)

The video explains why it is important to understand the needs of your audience. After watching the video, participate in the poll below.

Reading: [Business Style Tips](#)

Business writing has its own set of unite style guidelines. You may want to download a copy of the tips and keep them handy for your weekly writing exercises.

Video: [Email Formatting](#)

Use the link below to access the video on how to format your email. When you click on the link, it will take you to the video.

How to Link to a Learning Task Resource

Link to the lesson resources from the Lesson page.

1. From the Lesson page click the **Edit HTML** button to enter into Edit mode.
2. Scroll down to the **Learning Tasks** section.
3. Select the descriptive title for your lesson E.g. **Video: [Know your Audience](#)**
4. Then click the **Insert Quicklink** icon. 
5. Select **Content** and browse to the **Resources** section for that lesson and click the file you want to link to.