


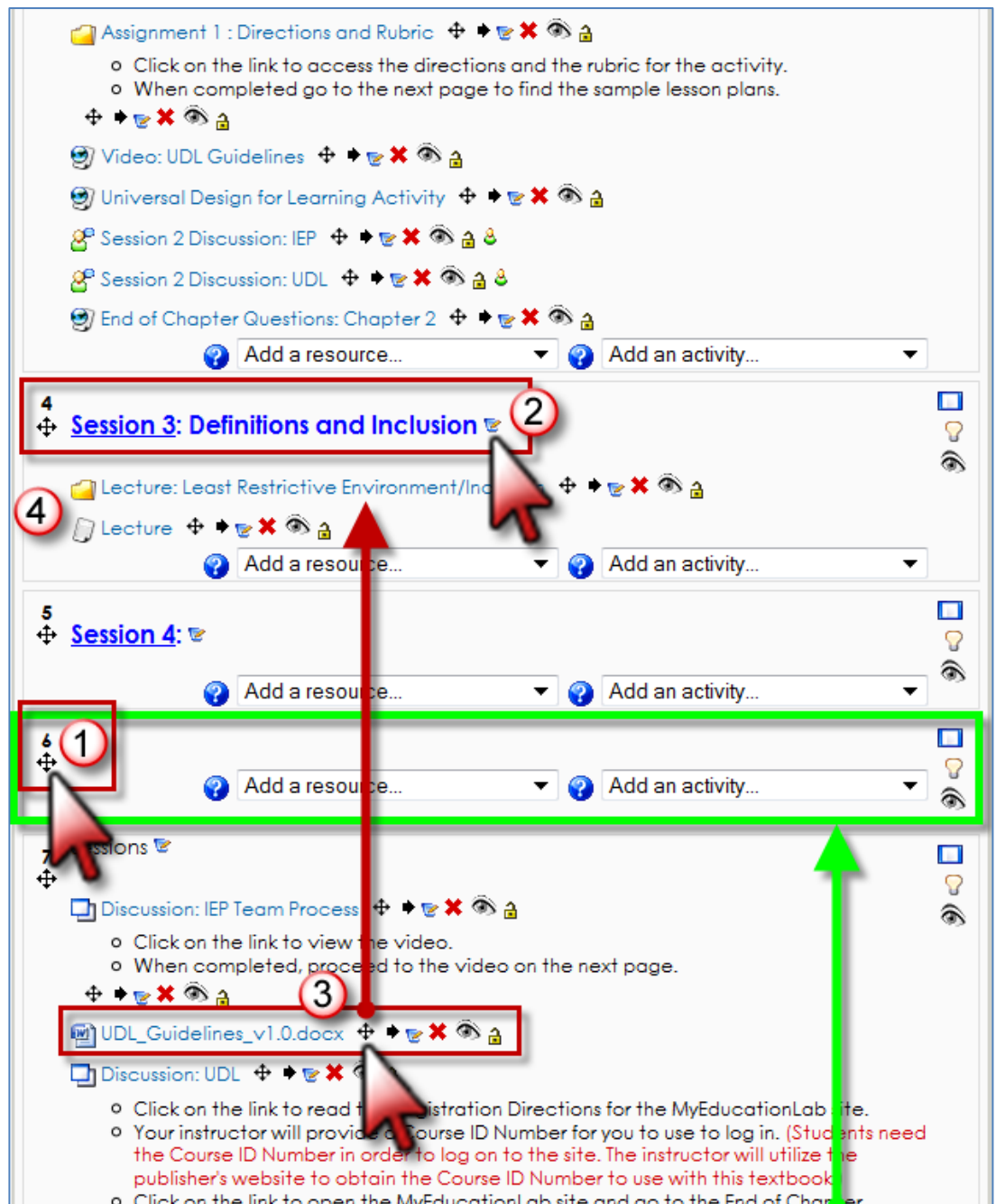
## Prepare a Graduate Studies Course on GoucherLearn

Open the course. These examples are designed using the **Topics Format**.  
Click the **Turn Editing On** button (top right side of the page).

**1.** Scroll to the bottom of the course. Drag a blank topic box up to the desired spot above to create a new session. Click on the **crossed arrows** icon  to drag it up.

**2.** In the new Session box, click on the **pencil** icon and type in the new Session title. Use **Bold** text, font size **3(12pt)**, and **Underline** the Session number. Choose a distinctive color. Drop the title down one space from the top edge of the session box.

**3.** Use the crossed arrows icons to drag items up to place them into the correct sessions. Make sure the order of the items stays the same.



The screenshot shows a course interface with several sessions. At the top, there is a session titled "Assignment 1 : Directions and Rubric" with a list of instructions. Below it are "Video: UDL Guidelines" and "Universal Design for Learning Activity". The next session is "Session 2 Discussion: IEP" and "Session 2 Discussion: UDL". The final session is "End of Chapter Questions: Chapter 2". Below these are two dropdown menus: "Add a resource..." and "Add an activity...".

The main content area shows a list of sessions. Session 4 is highlighted with a red box and labeled "4". It contains a "Lecture: Least Restrictive Environment/Inclusion" with a yellow folder icon. Below it is "Session 4:" with a crossed arrows icon labeled "1". Below that is a session with a document icon labeled "3" and "UDL\_Guidelines\_v1.0.docx". Below that is "Discussion: IEP Team Process" with instructions. Below that is "Discussion: UDL" with instructions. A red arrow points from a red circle labeled "2" to the "Session 3: Definitions and Inclusion" title. A red arrow points from a red circle labeled "4" to the crossed arrows icon labeled "1". A red arrow points from a red circle labeled "4" to the document icon labeled "3". A green arrow points from a green circle labeled "4" to the green box highlighting the session area.

**4.** Notice in our example, the difference between the two Lecture icons (one icon is a yellow folder and one is a sheet of paper). The folder file contains a zipped Lecture file that cannot be opened. We will unzip it and re-upload the lecture file.

The correct (functional) Lecture file has the sheet of paper icon. Once the Lecture file is unzipped, and uploaded correctly, delete the incorrect Lecture (folder file).

**Caution:** Make sure there are no other items inside the folder that need to be saved before you delete it.

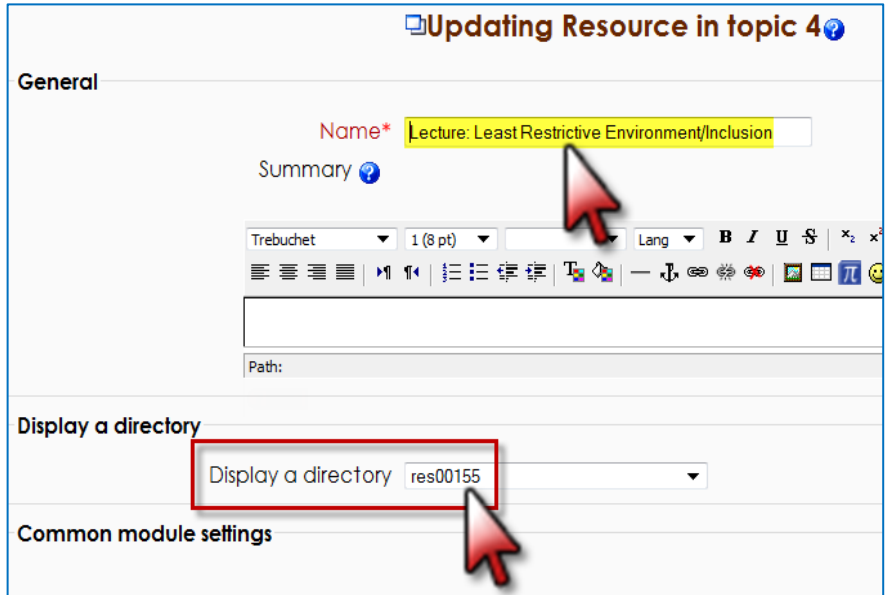
## Unzip the Lecture File

Click on the pencil icon next to the title of the Lecture to get the **Display a Directory** number for that file.

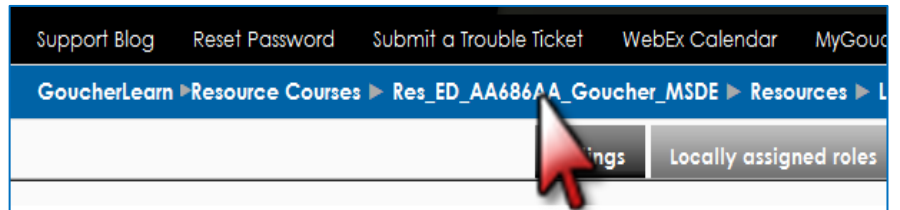


Copy the Lecture title so you will not need to retype it in the new upload request form.

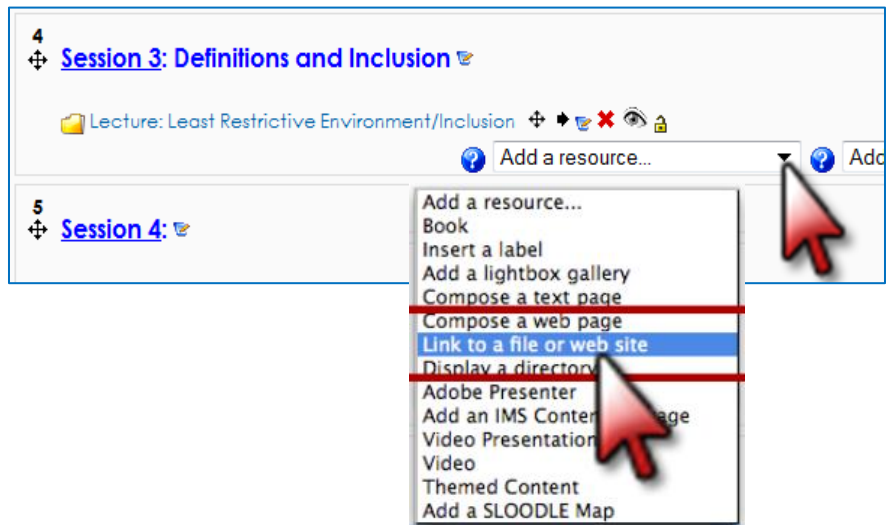
Make a note of the **Display a Directory** file number.



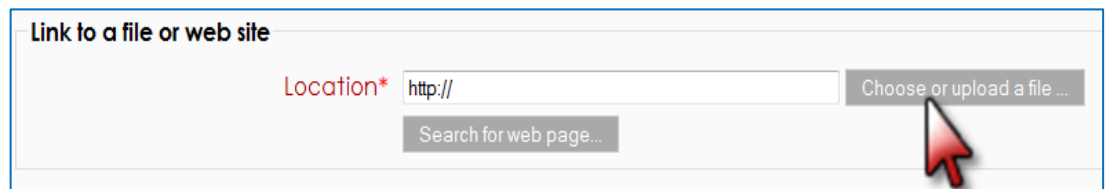
Click the course title link at the top of the page to return to the course.



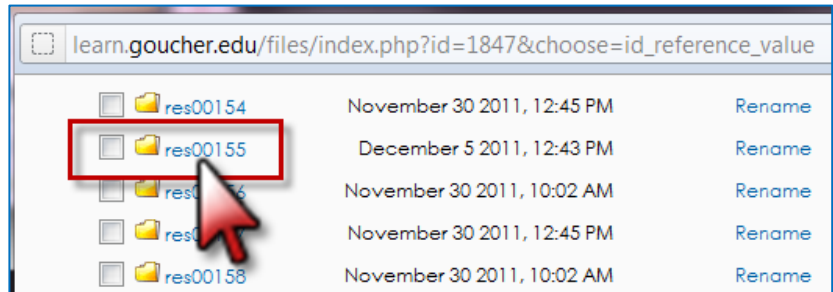
Use the **Add a Resource** dropdown menu in that session to select the **Link to a File or Web Site** option.



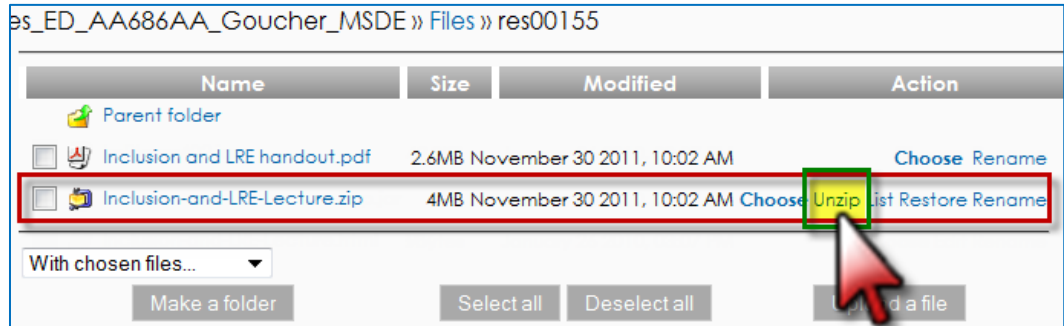
At the top of the page, paste the Lecture title in the title box. Then, click on the **Choose or Upload a File** button.



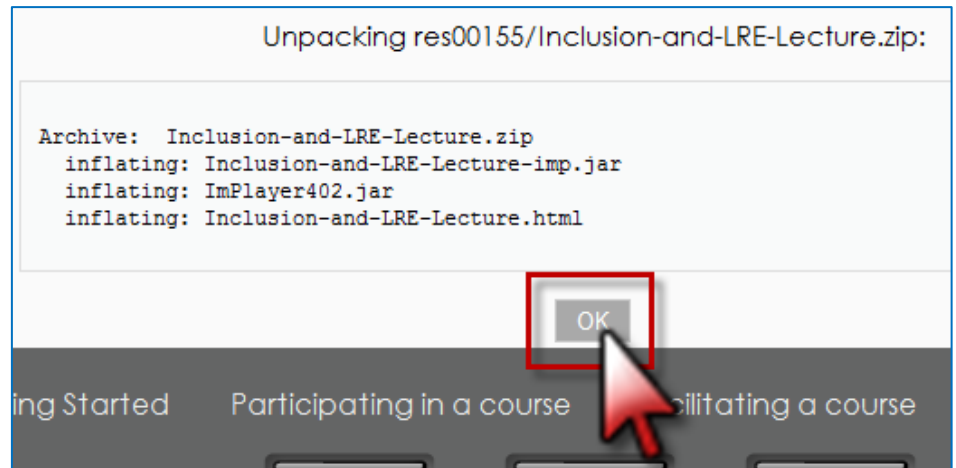
Scroll down and click on the **Display a Directory** file number that you made a note of earlier.



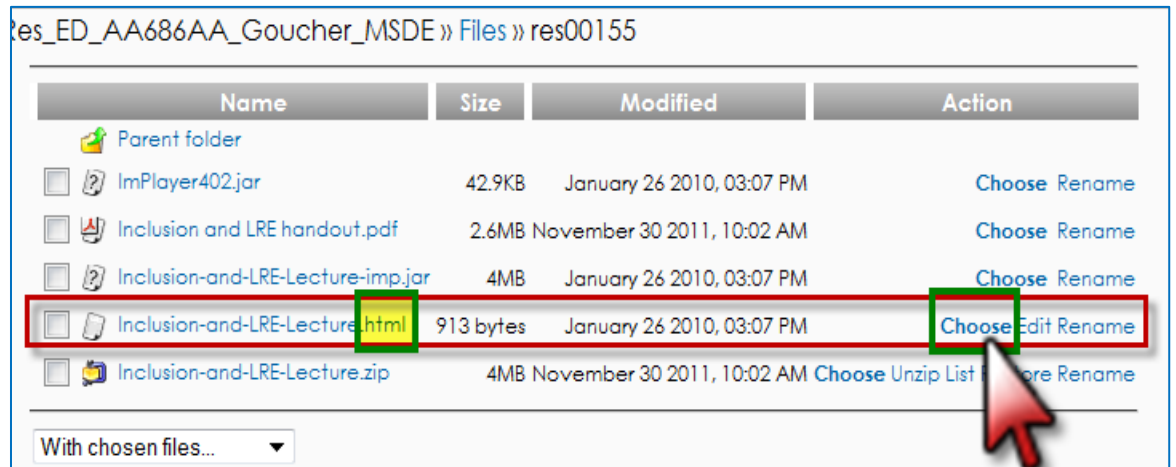
When the folder opens, click on the **Unzip** Action link on the Lecture title line.



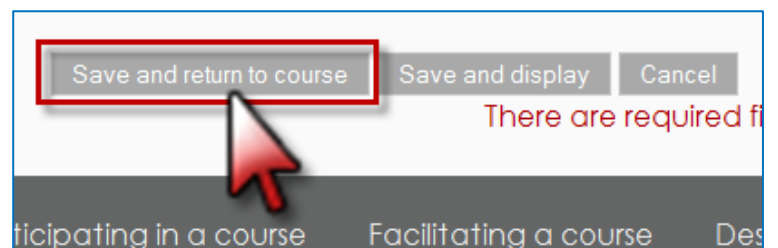
Click the **OK** button when you see the Unpacking message.



Click the **Choose** Action next to the **html** version of the Lecture file.

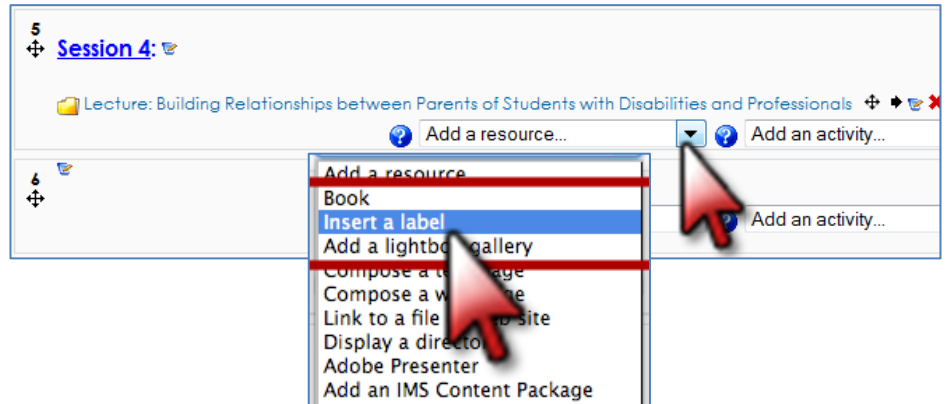


Click the **Save and Return to Course** button at the bottom of the page. Check to see if the Lecture now opens inside the course.

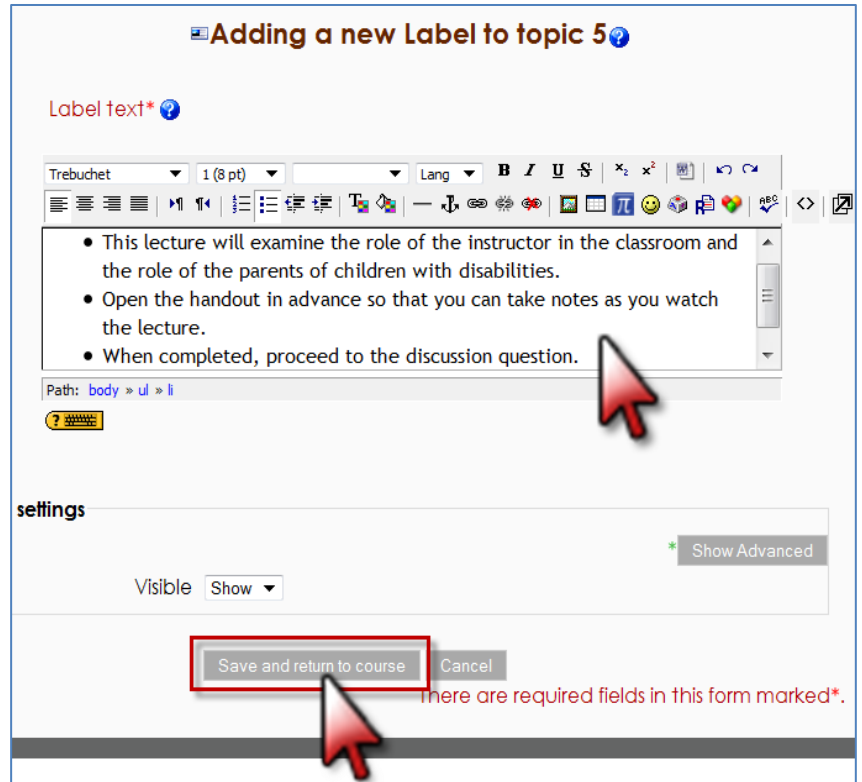


## Insert Text in a Session

Make sure the **Turn Editing On** button is on. Go to the session where you want to add text. Click on the **Add a Resource** dropdown menu in that session and select the **Insert a Label** option.



Type the text in the text box. Use the formatting tools as desired. (Use the formatting tools to upload pictures, insert links to URLs, insert charts, etc.)



Click the **Save and Return to Course** button at the bottom of the page.

The text will appear in the session.

Click on the icons under each item for the following functions:



Crossed Arrows = Drag the Item  
 Arrow = Move Left or Right, etc.  
 Pencil = Edit  
 Red X = Delete  
 Open Eye = Available to the Students  
 Closed Eye = Hidden from the Students  
 Lock = Access with Conditions  
 Person = Group Access

