



# Lessons: Create and Edit

## Lessons and Folders

Create custom Lessons that support any teaching style by combining content from a variety of digital sources including Davis eBooks, Davis Art Images, videos, links, and more. Use this guide to help you get started using Lessons on Davis Digital. Please email [Support@DavisArt.com](mailto:Support@DavisArt.com) if you have any questions or concerns.

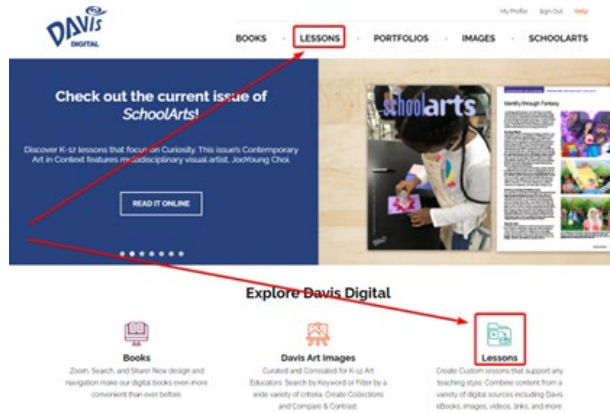
### Contents:

Create a Lesson	Lesson and Folder Table of Contents
Save a Lesson	Lesson Menu
Create a New Folder	Folder Menu
Present, View, and Edit a Lesson	Sample Lessons



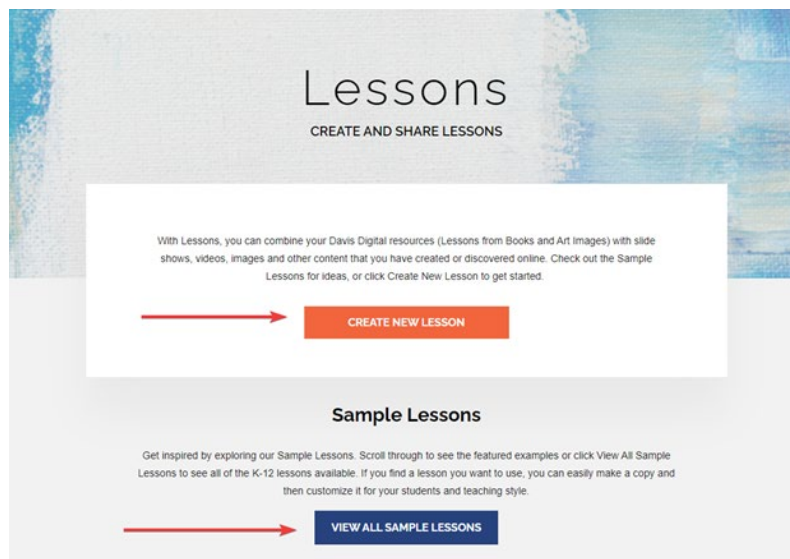
## Create a Lesson

1. Click the **Lessons** link or icon to go to the Lessons page.



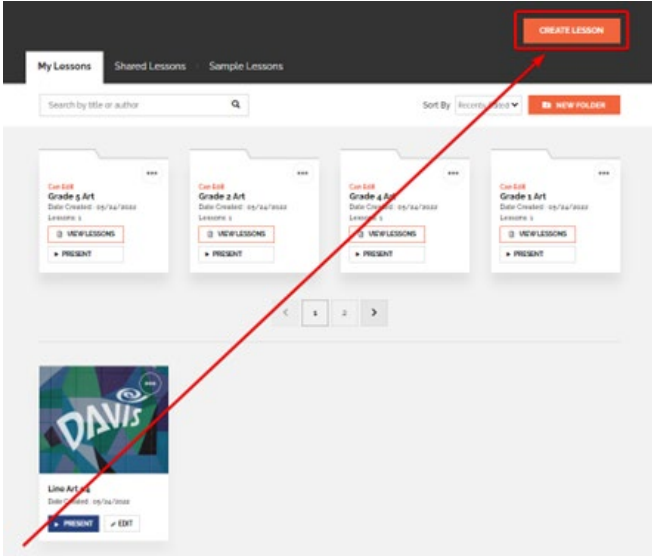
2. Users that have not created any Lessons yet will have the option to **Create a New Lesson** or **View All Sample Lessons** from the Lessons landing page. If you find a Sample Lesson you want to use, you can easily make a copy and then customize it for your students and teaching style. For more information on Sample Lessons, see Steps 49-54.

Click either button to get started.

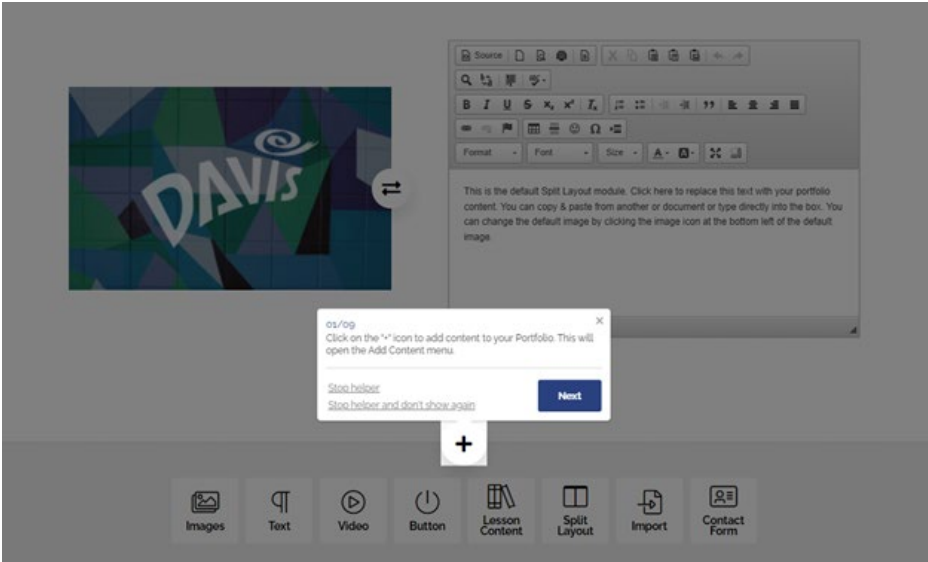




3. Users that have created Lessons or have had Lessons shared with them will go directly to the My Lessons page. Click the **Create Lesson** button to start building a new lesson.



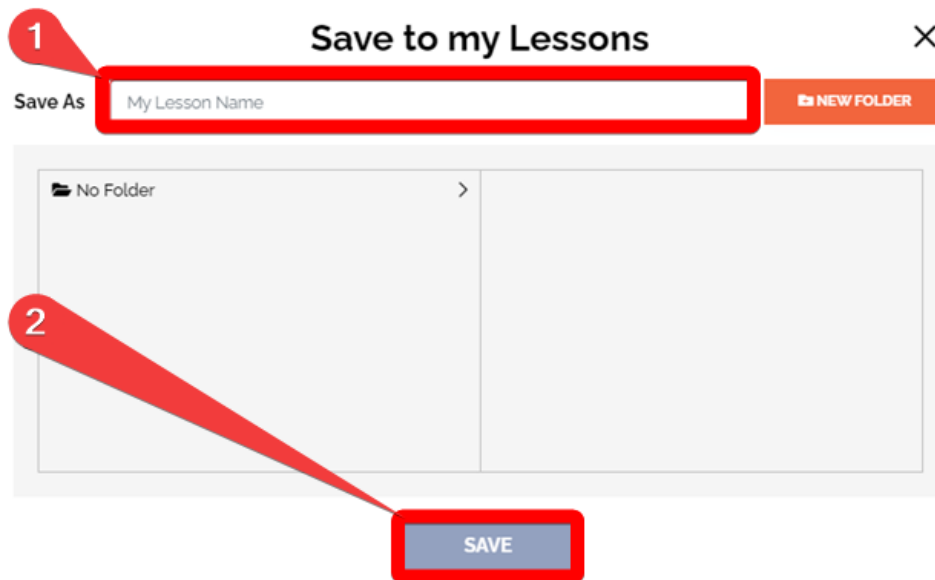
4. By default, the Lesson will open with a Split Layout module. Start by adding content to the Split Layout or click on the "+" icon to add other content to the Lesson. This will open the **Add Content** menu. For more information on adding content to a Lesson, see the **Adding Content to Lessons and Portfolios Guide**.



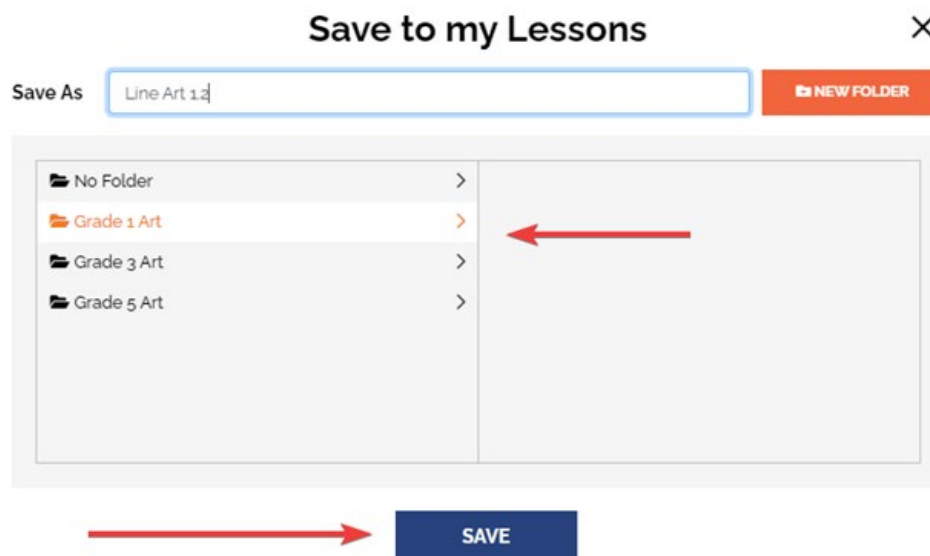


## Save a Lesson

5. Users will be prompted to save the Lesson once the first content module has been added. Enter a name for the Lesson and click **Save**.

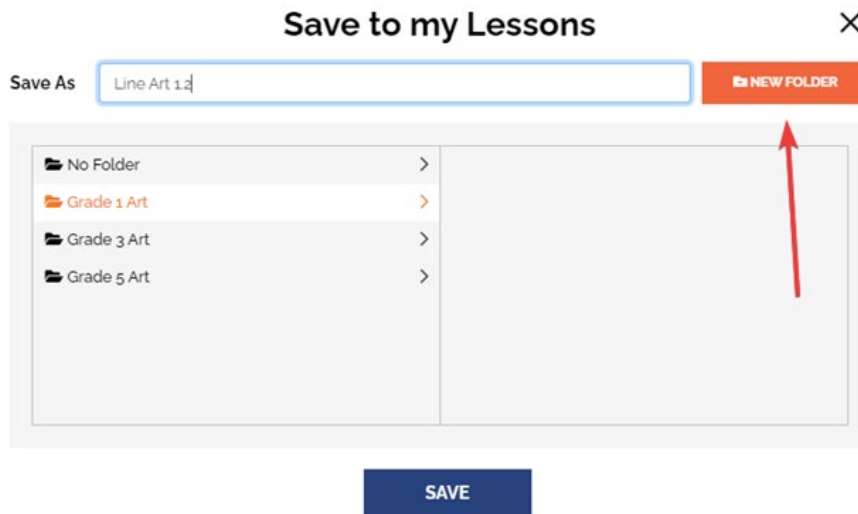


6. To save a Lesson to an existing **Folder**, enter a name for the Lesson and select a Folder from the list. Once a Folder has been selected, click Save.

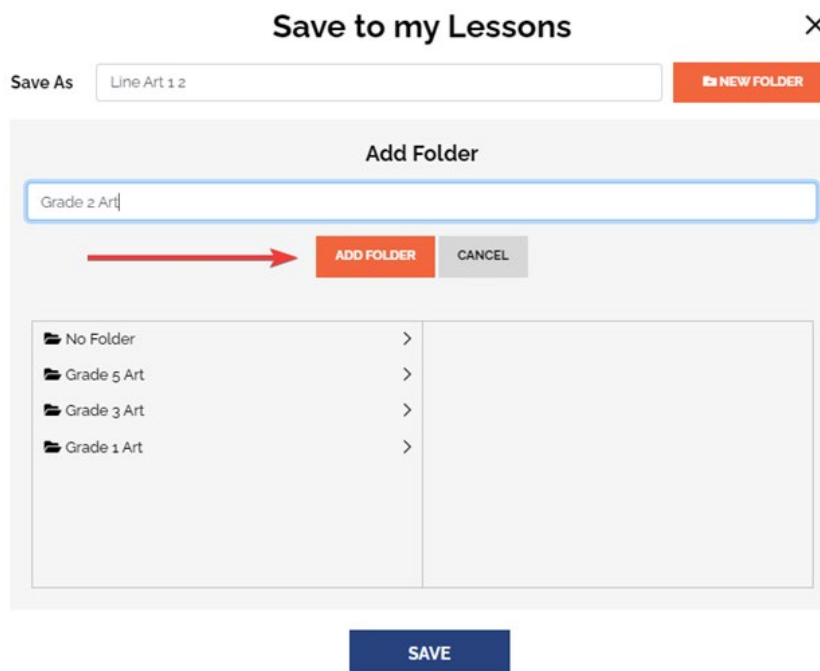




7. To save a Lesson to a new Folder, enter a name for the Lesson and click the **New Folder** button.

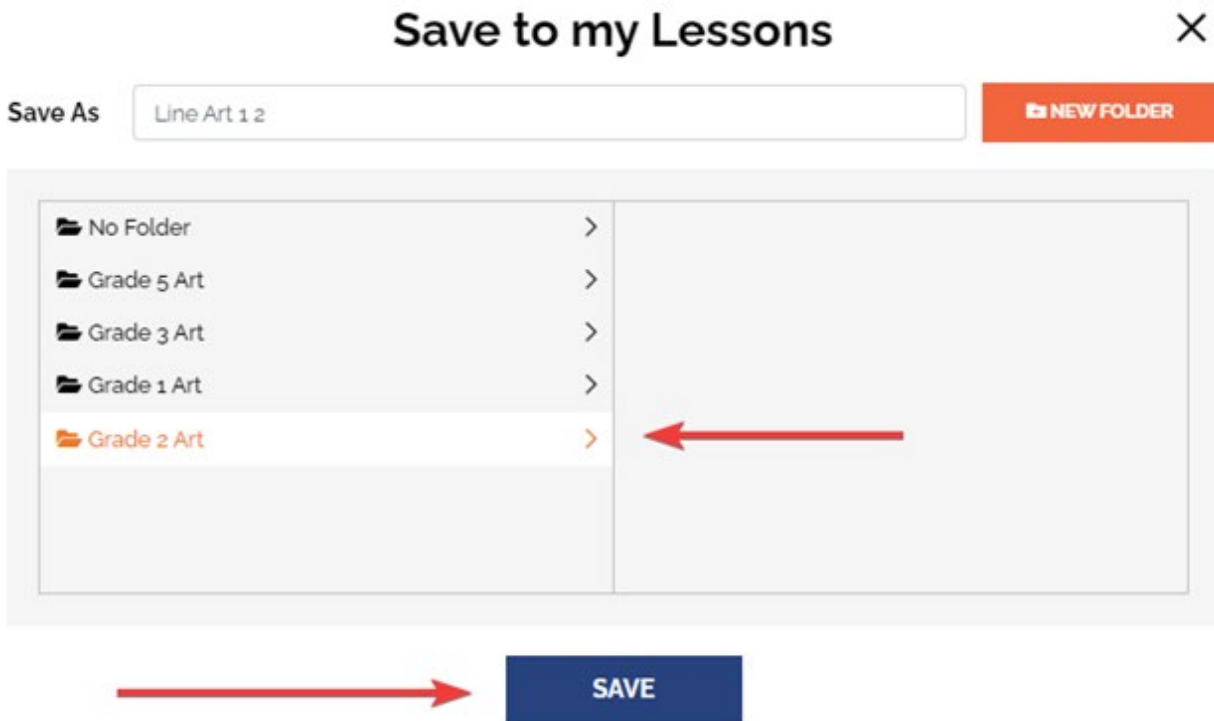


8. Enter a name for the Folder and click the **Add Folder** button. The Folder might be a grade level, class title, period, media, etc., - whatever makes the most sense to you.





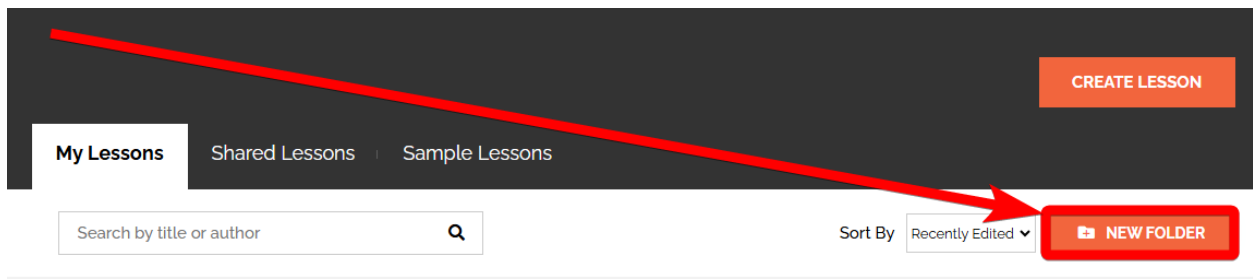
9. Select the new **Folder** from the list and click Save.



Note: Individual Lessons can be moved into Folders at any time. For more information on moving Lessons into Folders, see Steps 12-16.

## Create a New Folder

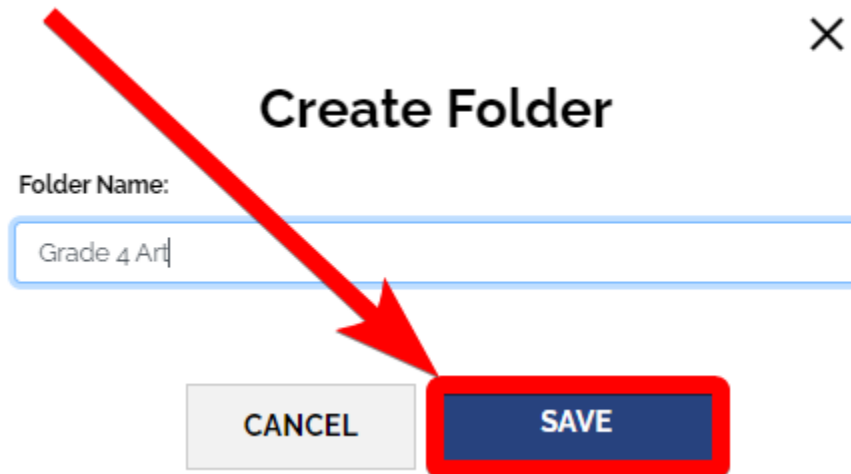
10. Individual Lessons on the My Lessons and Shared Lessons pages can be moved into Folders at any time. To create a new Folder, click the **New Folder** button.



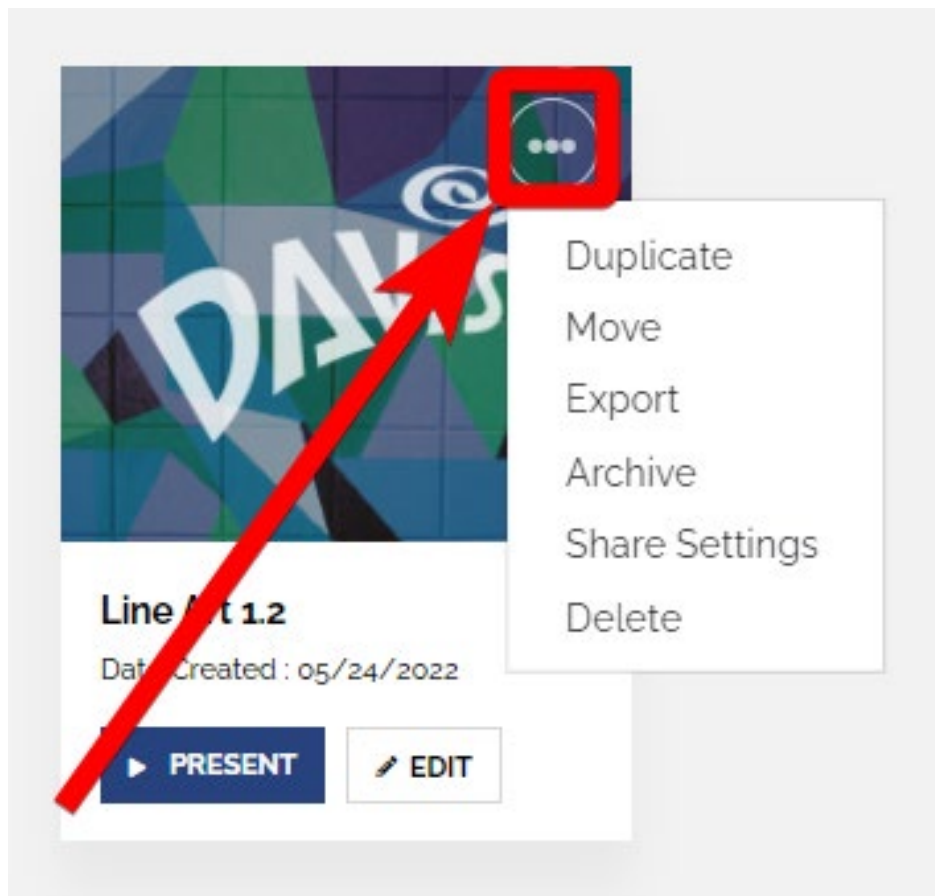




11. Enter a new name for the Folder and click **Save**.

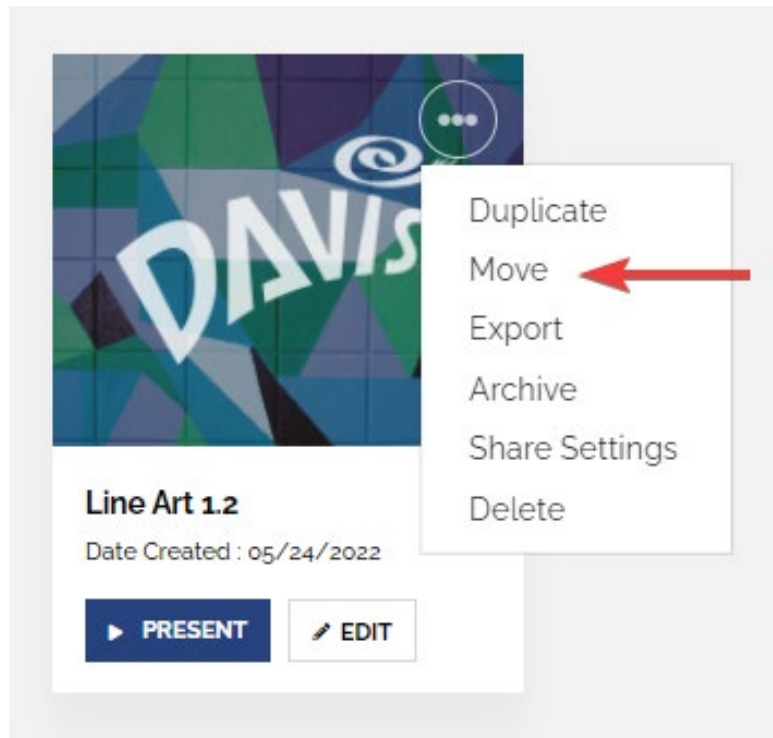


12. Find the Lesson that will be moved into a Folder and click the **3-dot menu**.

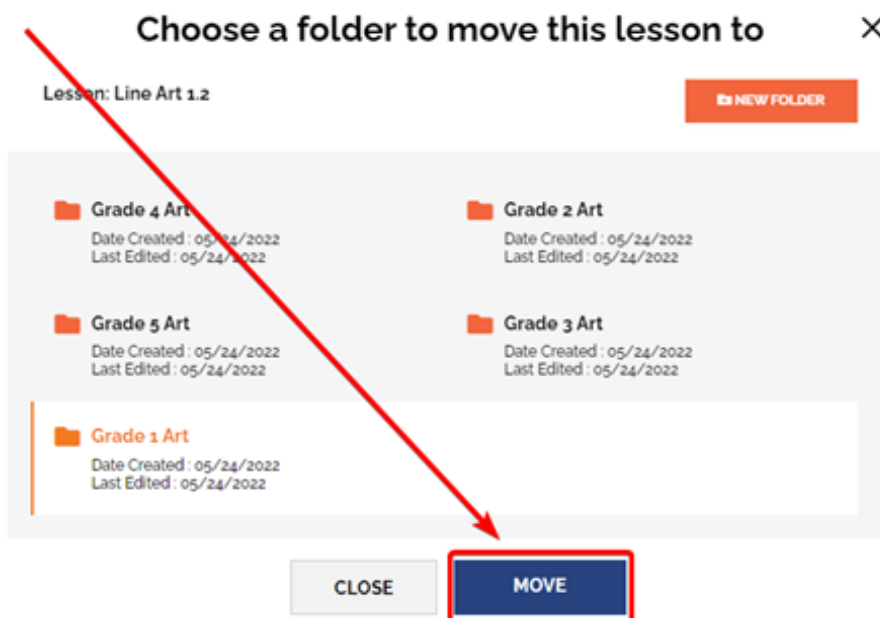




13. Click the **Move** button from the list.



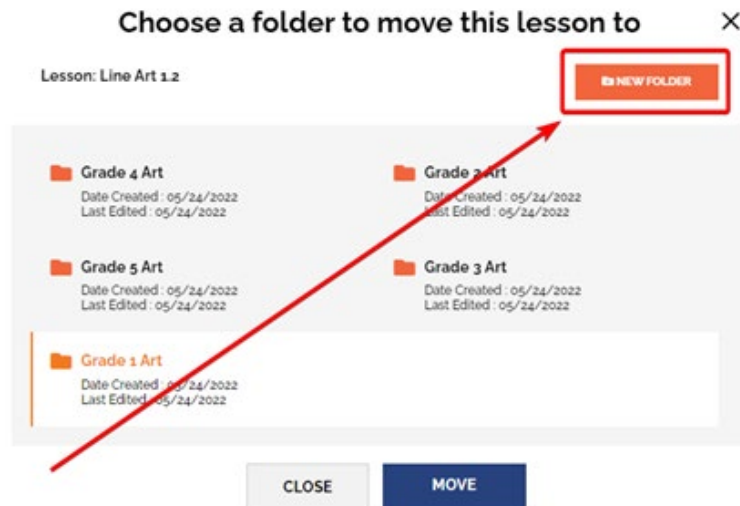
14. Select the appropriate Folder from the list and click **Move**.



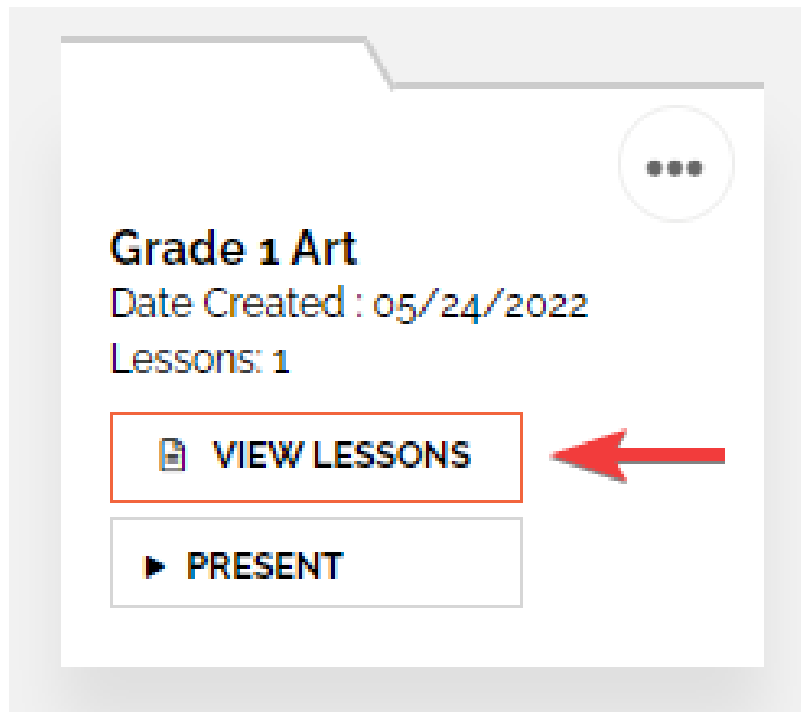




15. To move the Lesson into a new Folder, click the New Folder button and follow Steps 8-9.



16. To view the Lessons that have been added to a Folder, click the **View Lessons** button on the Folder tile.

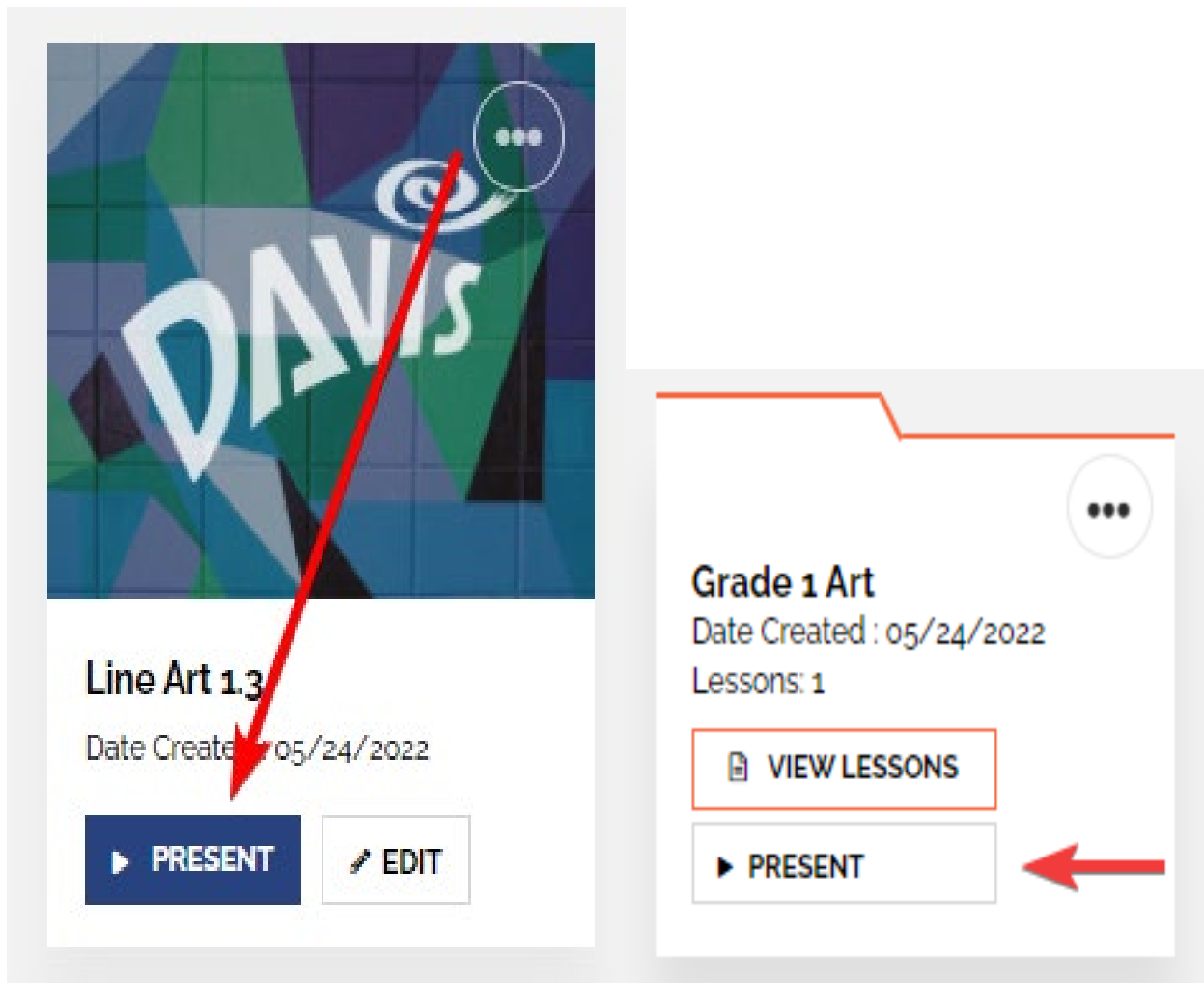




## Present, View, and Edit a Lesson

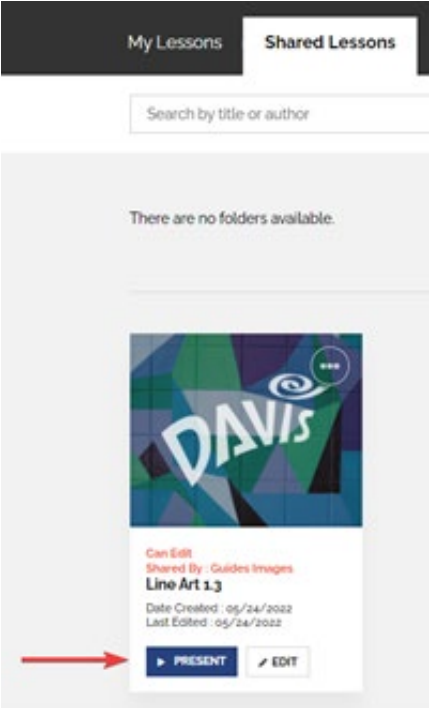
You can **Present, View,** and **Edit** Lessons at any time from the Lesson or Folder tile when on the My Lessons and Shared Lessons pages.

17. Any Lesson or Folder that you create will appear on the My Lessons listing page. To **Present** an Individual Lesson or Folder on the My Lessons page, click the **Present** button on the Lesson or Folder tile to view them in Present Mode.

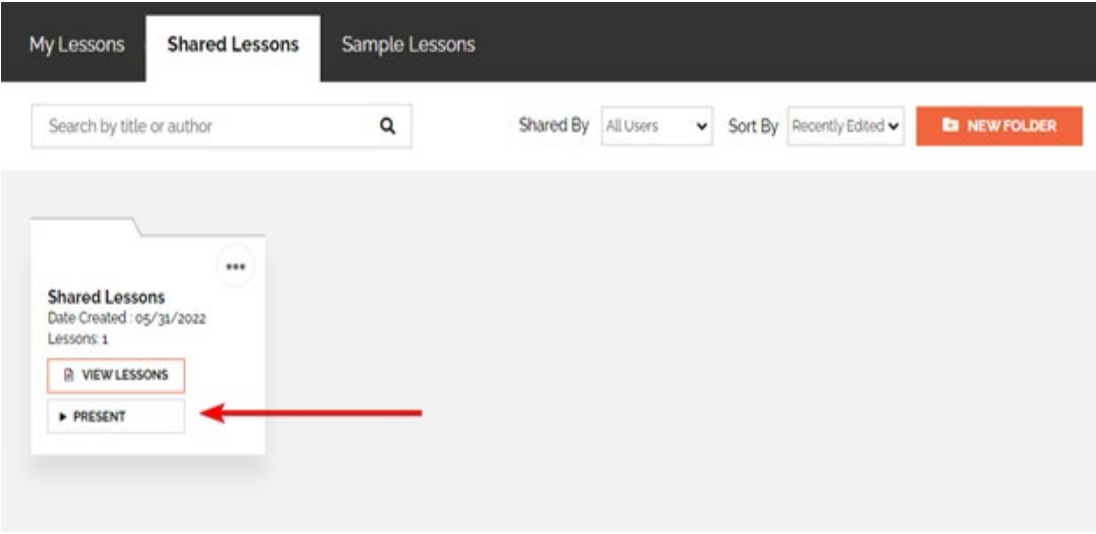




18. Any Lesson or Folder that has been shared with you will appear on the Shared Lessons listing page. Click the **Present** button to view the Lesson in Present Mode.



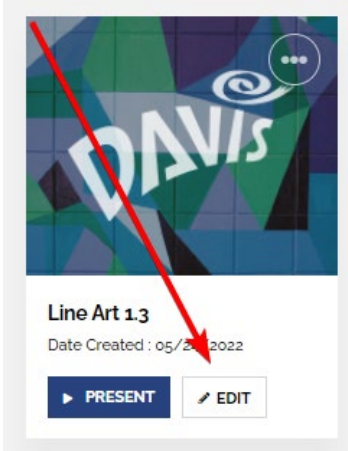
19. Click the **Present** button to view any Lessons that have been shared with you in a Folder in Present Mode.



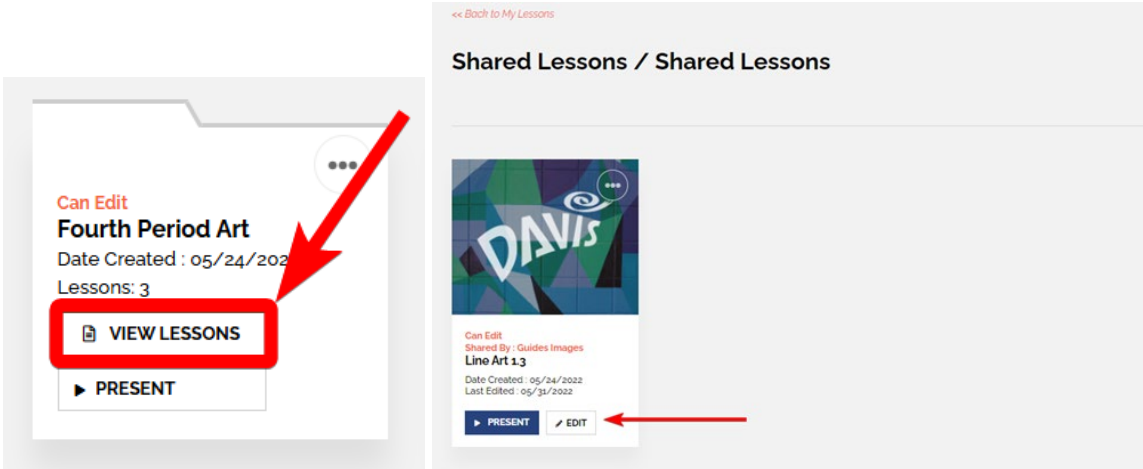


20. To **Edit** an Individual Lesson that you created, or a Lesson that was shared with you as an Editor, click the **Edit** button on the Lesson Tile to view the lesson in Edit Mode.

Note: If a Lesson has been shared with you as a Viewer, you will not be able to Edit it. However, you can duplicate the lesson to save it to My Lessons. Once the Lesson has been duplicated, you will be able to Edit the lesson copy. For more information on duplicating a Lesson, see Steps 31-34.



21. To edit Lessons that are in a Folder, click the **View Lessons** button on the Folder tile. On the View Lessons page, click the **Edit** button to edit an individual lesson in the folder.

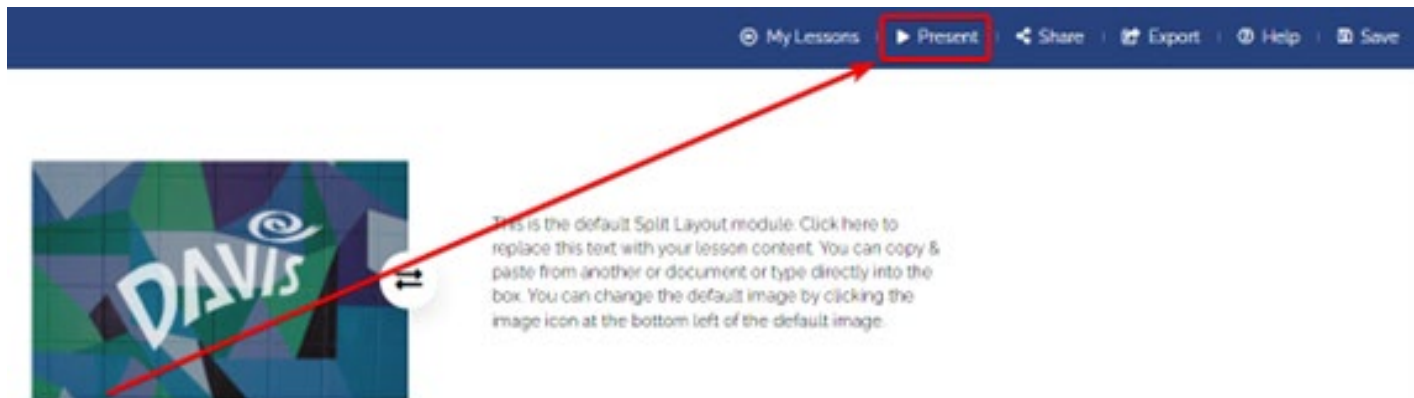




22. When viewing a Lesson in Present Mode or presenting Lessons in a Folder, click the **Edit** button to switch to Edit Mode.



23. When viewing a Lesson in Edit Mode, click the **Present** button to switch to Present Mode. Switch between **Present Mode** and **Edit Mode** at any time.



24. When in Edit Mode, click the **pencil icon** to edit the Lesson name.





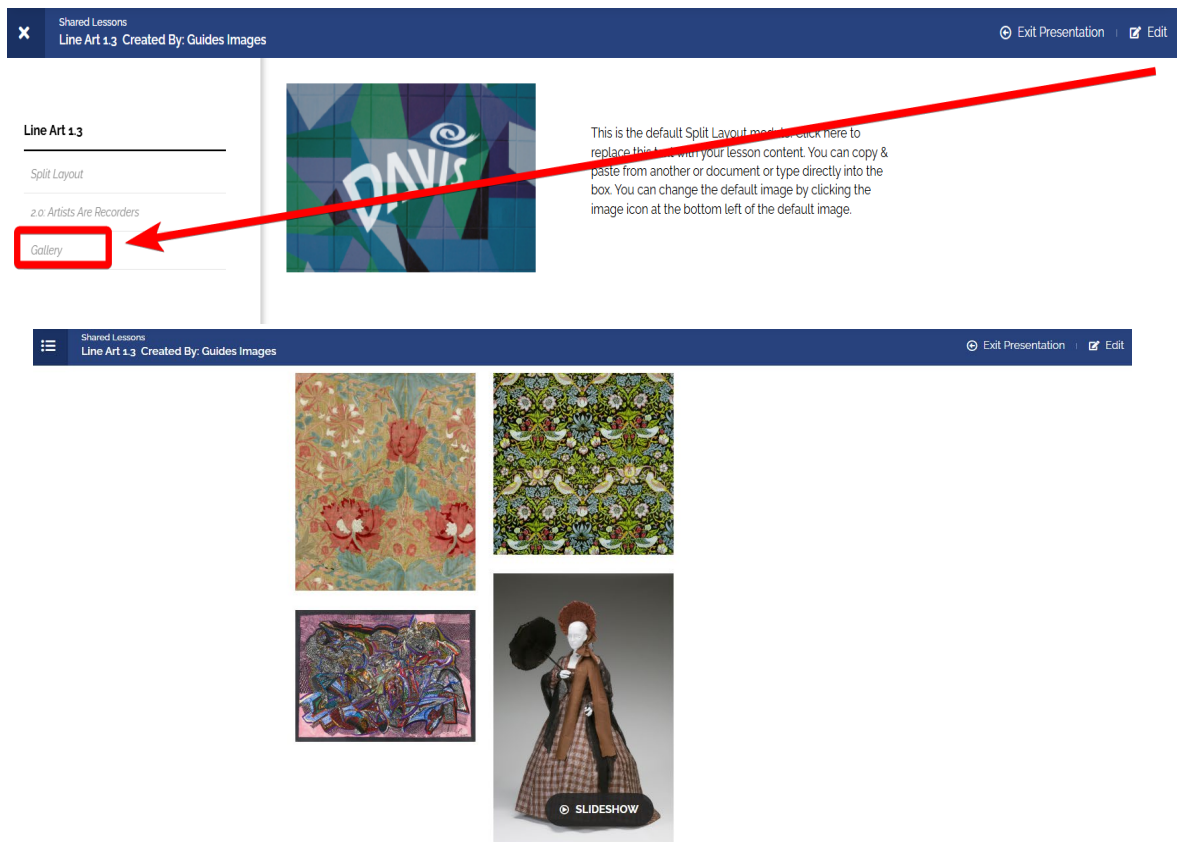


## Lesson and Folder Table of Contents

25. Use the **Table of Contents** to navigate between content modules when in Present Mode. Click the icon to open the lesson's Table of Contents menu.

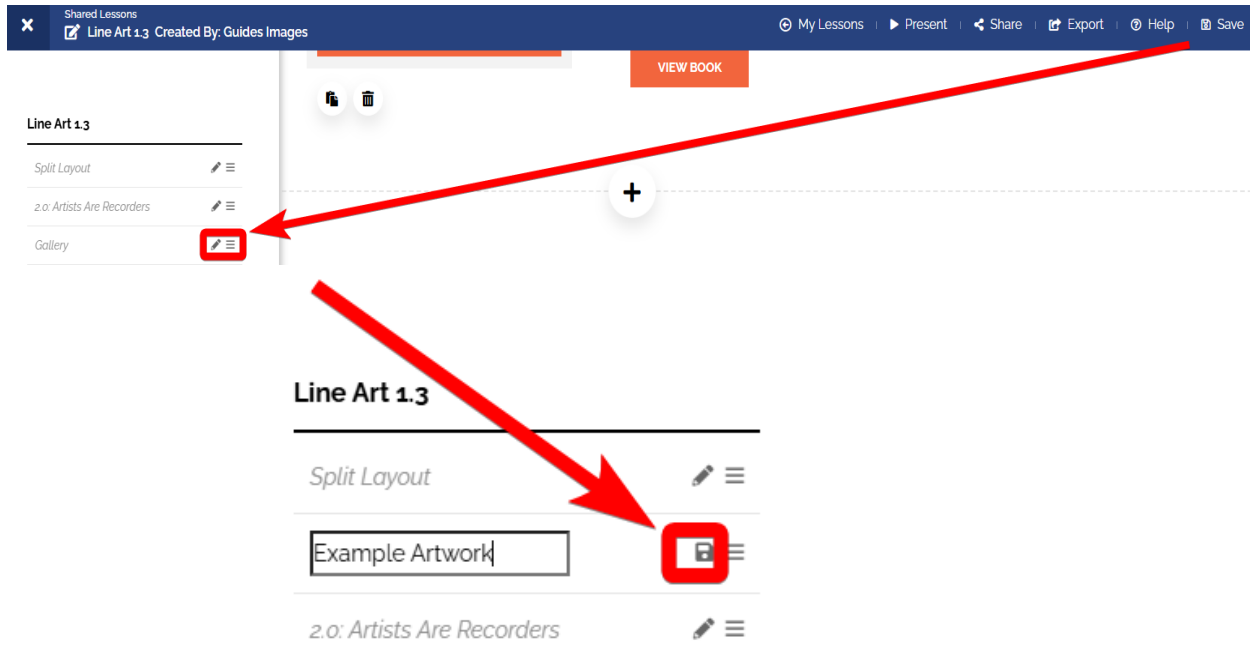


26. Click on one of the content module links to go directly to that part of the Lesson.



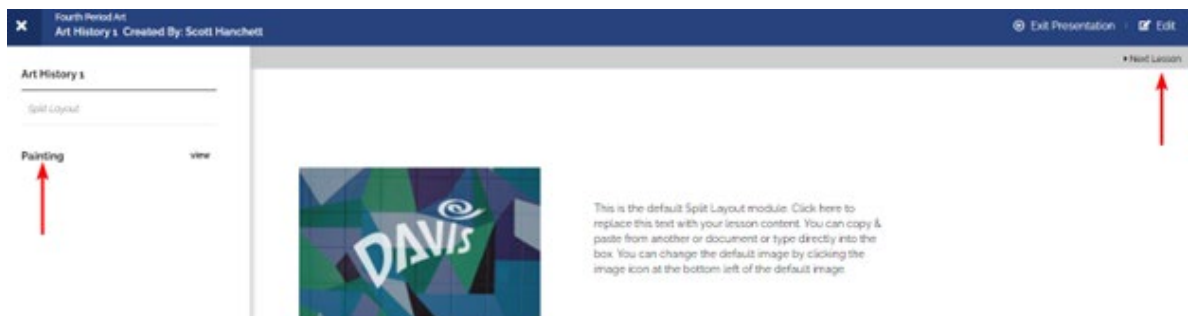


27. When in Edit Mode, open the Table of Contents menu to rename and re-order any of the content modules in the Lesson. Click the pencil icon to rename the module and the hamburger menu to re-order the modules.



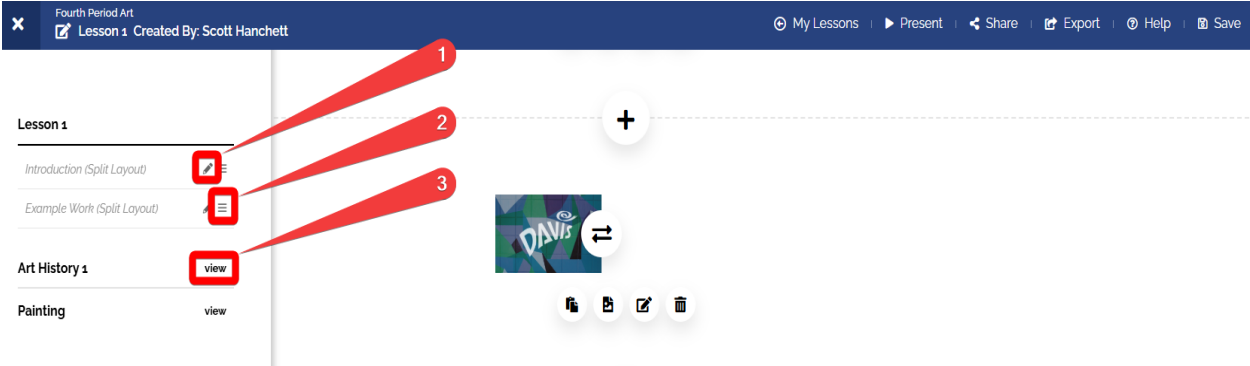
28. When presenting Lessons that are in a Folder, use the Table of Contents to navigate between each lesson in the folder, as well as the content modules within each lesson.

Note: you can also move between Lessons by clicking the Next Lesson and Previous Lesson links.



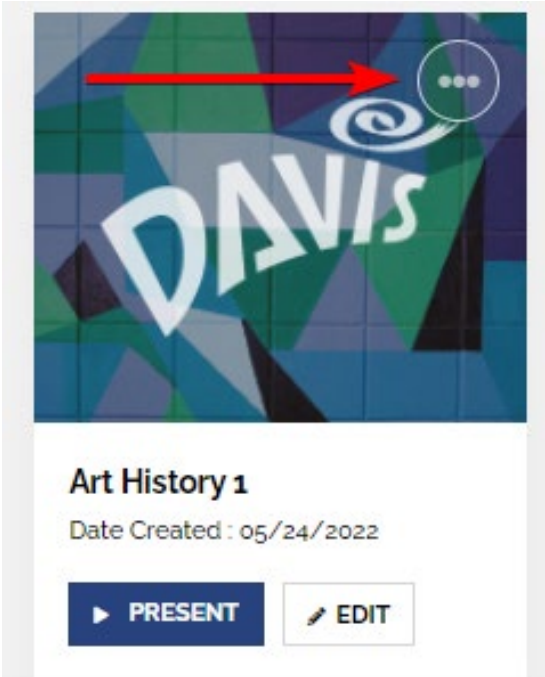


29. When editing Lessons in a Folder, open the Table of Contents menu to navigate from one lesson to another and rename and re-order any of the content modules within each Lesson. Click the pencil icon to rename the module and the hamburger menu to re-order the modules. Click View to navigate between lessons in the folder.



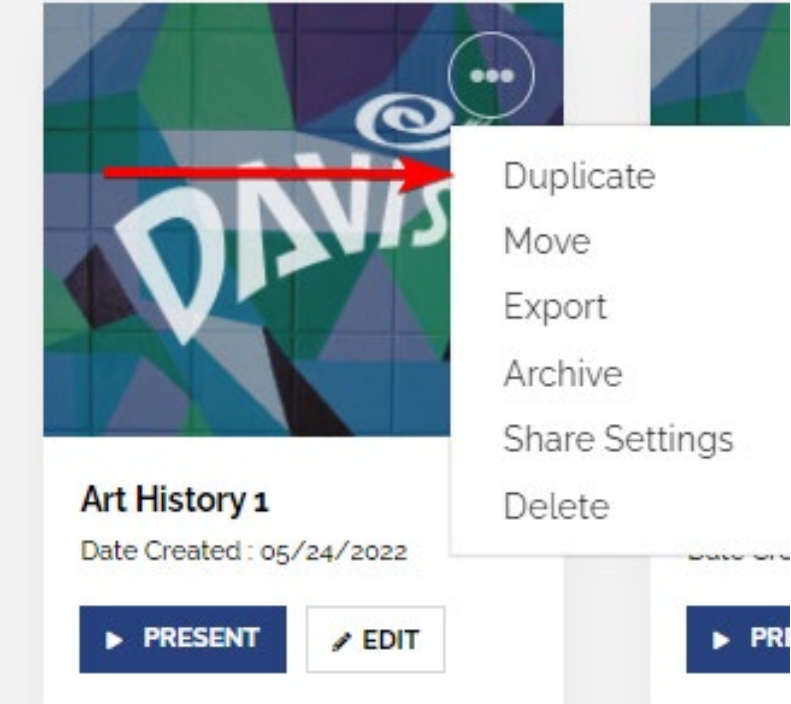
### Lesson Menu

30. Click the 3-dot menu on any Lesson tile to open the **Lesson Menu**.

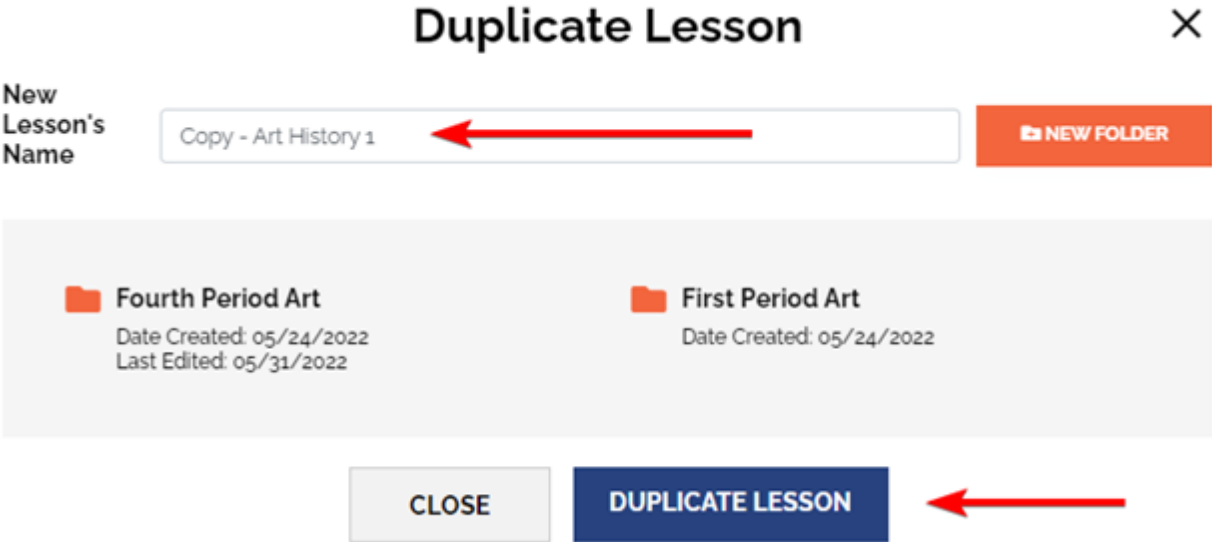




31. Click **Duplicate** to make a copy of any Lesson on the My Lessons page or any Lessons that have been shared with you on the Shared Lessons page.

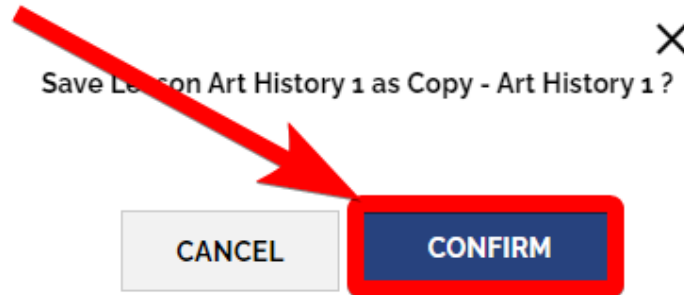


32. Enter a new Lesson Name and click the **Duplicate Lesson** button.



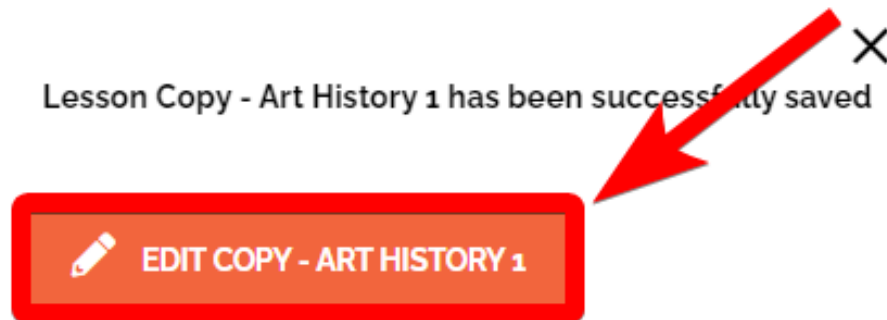


33. Click the **Confirm** button to make a copy of the lesson.

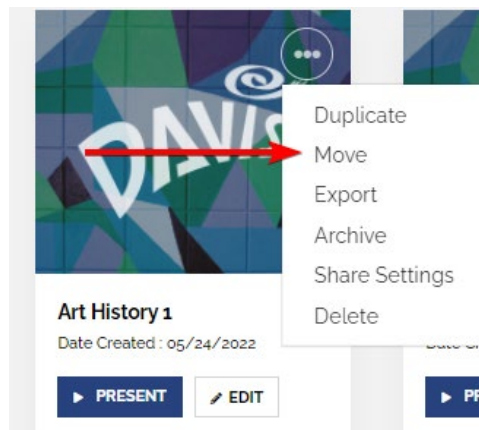


34. Click the **Edit Copy** button to go directly to the duplicated lesson in Edit Mode. Click the X to stay on the page.

Note: Any Shared Lesson that is duplicated will appear on the My Lessons page.



35. Click **Move** to move the Lesson into a Folder. See Steps 14-15 for more information on moving Lessons into a Folder.

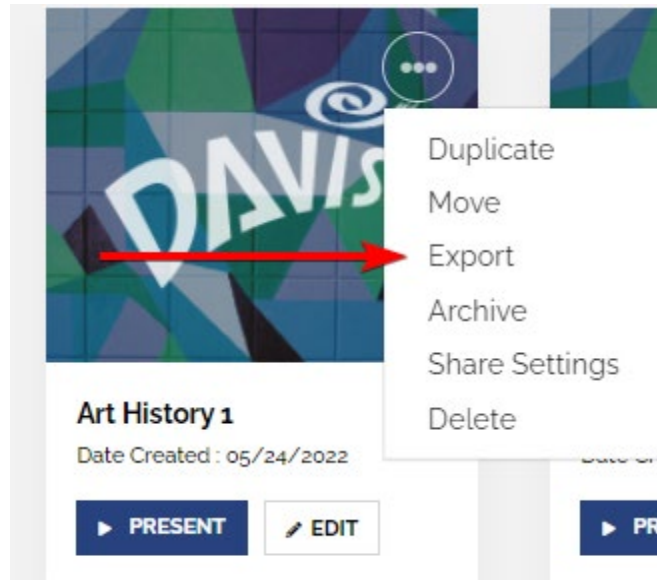




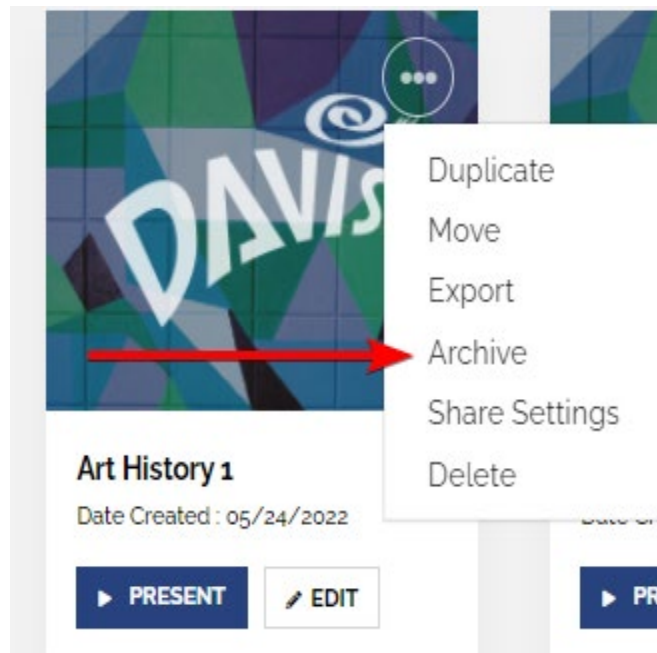


36. Click **Export** to export the Lesson as a PDF.

Note: you can also Export a Lesson when viewing it in Edit Mode.



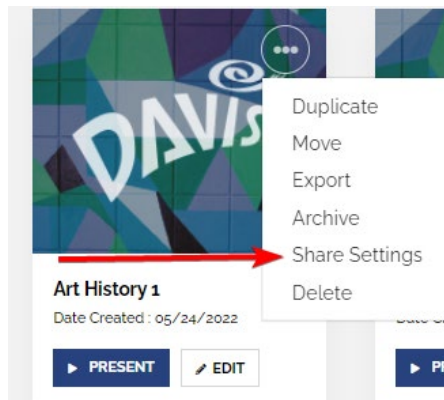
37. Click **Archive** to move the lesson into the Archive Folder. Note: Users can only Archive Lessons that they have created or duplicated and appear on the My Lessons page. Archive is not available on the Shared Lessons page.



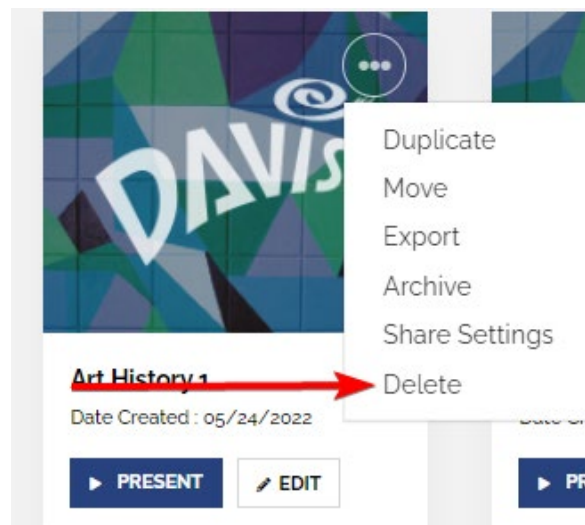


38. Click **Share Settings** to share your Lesson with students or colleagues with Davis Digital accounts. Note: you can share Lessons that you created or Lessons that have been shared with you as an Editor. You can also share a lesson when viewing it in edit mode. You cannot share Lessons that have been shared with you as a Viewer.

For more information on sharing a Lesson, see the **Share Lessons and Portfolios Guide**.

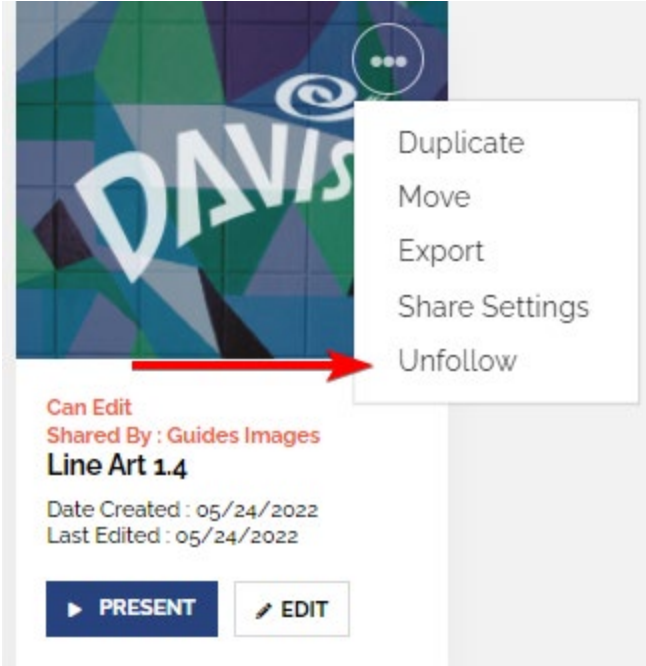


39. Click **Delete** to delete the lesson. Note: you can only Delete lessons that you have created. You cannot delete any lessons that have been shared with you as either an Editor or Viewer.



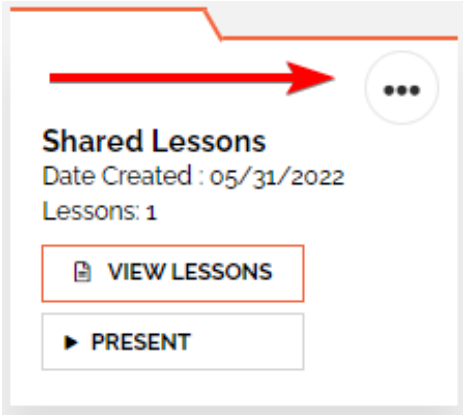


40. On the Shared Lessons page, click **Unfollow** to remove a lesson from your Shared Lessons listing. Once you Unfollow a Lesson, it will only be visible if it is shared with you again. Duplicate any Lessons that you want to keep before Unfollowing the Lesson.



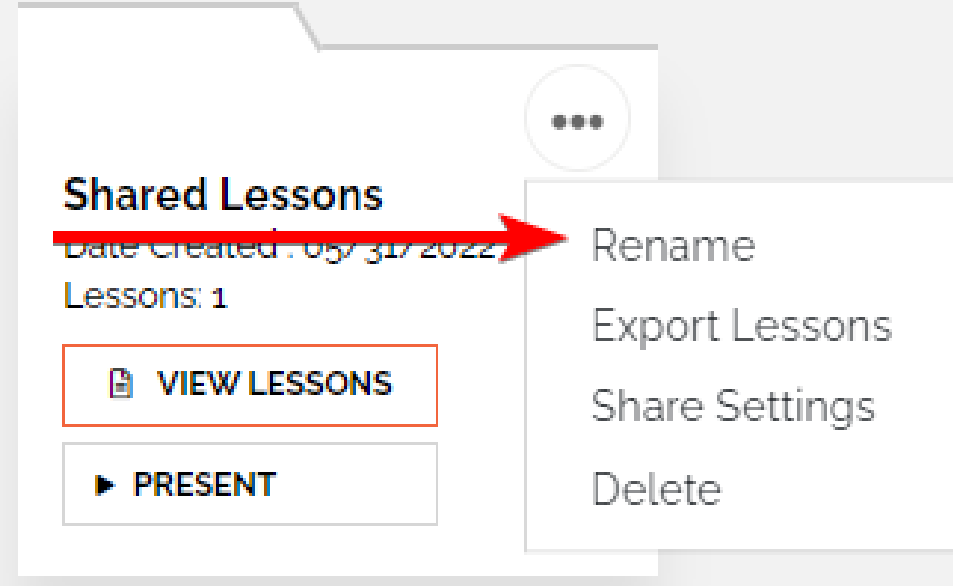
### Folder Menu

41. Click the 3-dot menu on any Folder tile to open the **Folder Menu**.

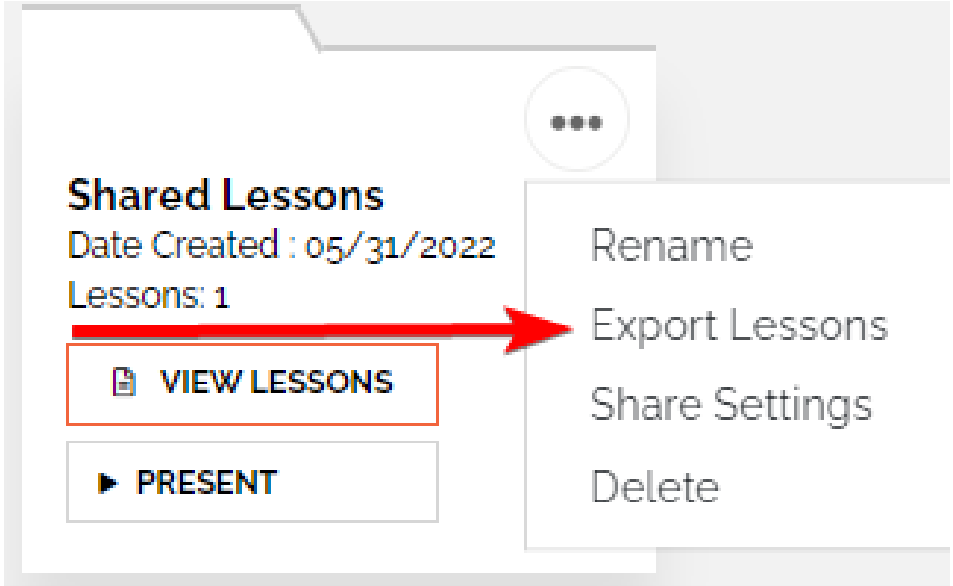




42. Click **Rename** to edit the Folder's name. Note: you can only rename Folders that you have created or that have been shared with you as an Editor. You will not have the option to rename a Folder if it has been shared with you as a Viewer.

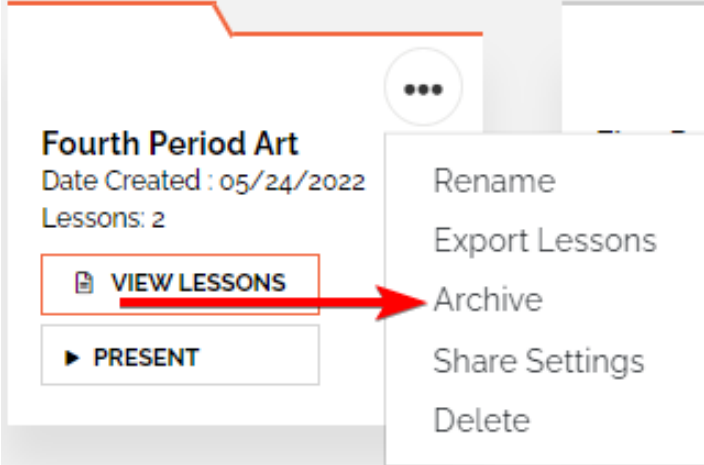


43. Click **Export Lessons** to export the Lessons in the Folder as a PDF. Select Individual Lessons or All Lessons in the Folder and export them as a single PDF or individual PDFs.



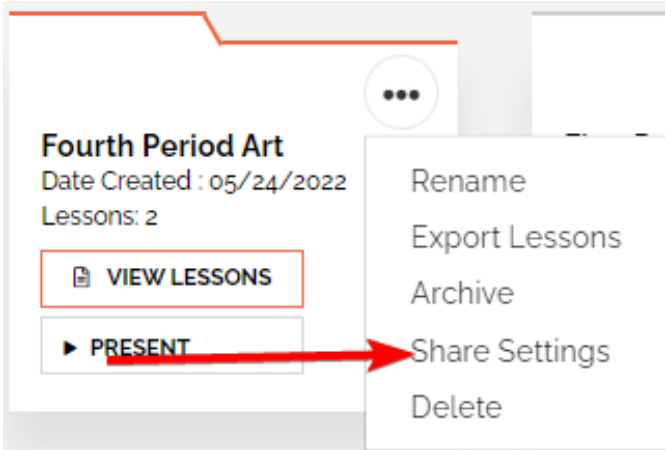


44. Click **Archive** to move the entire Folder into the Archive Folder. Note: Users can only Archive Folders that they have created or duplicated and appear on the My Lessons page. Archive is not available on the Shared Lessons page.



45. Click **Share Settings** to share the entire Folder with students or colleagues with Davis Digital accounts. This will give them access to all Lessons in the Folder. Note: you can share Folders that you created or Folders that have been shared with you as an Editor. You cannot share Folders that have been shared with you as a Viewer.

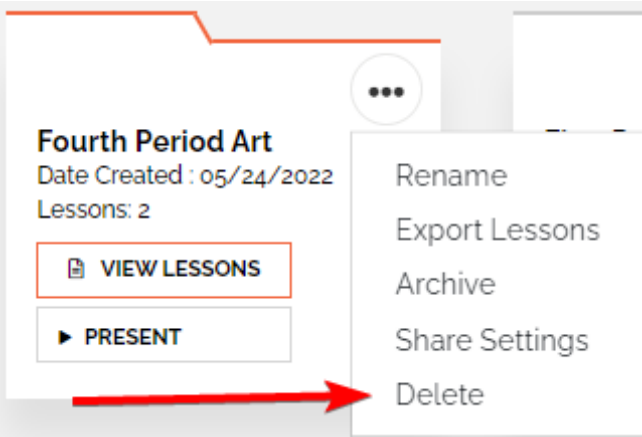
For more information on sharing a Folder, see the **Share Lessons and Portfolios Guide**.



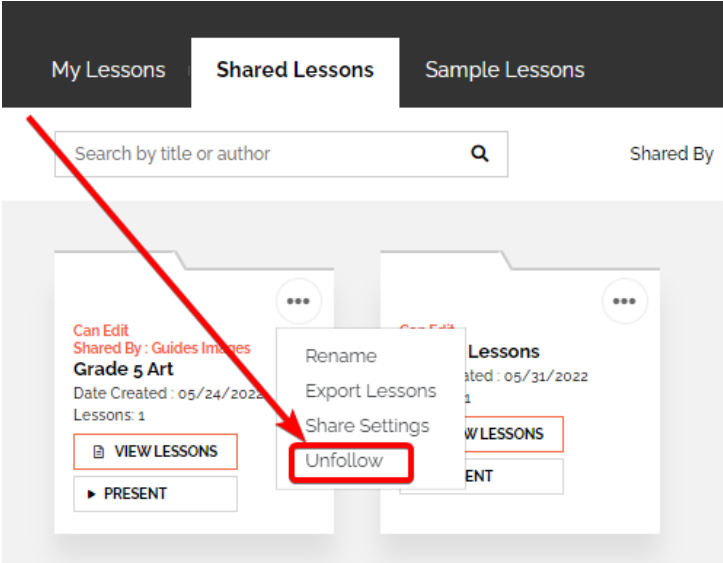




46. Click **Delete** to delete the Folder. Deleting a Folder will delete all Lessons in the Folder. Duplicate or move any Lessons that you want to keep before deleting the Folder. Note: you can only delete Folders that you have created, you cannot delete any Folders that have been shared with you as either an Editor or a Viewer.



47. On the Shared Lessons page, click **Unfollow** to remove a Folder from your Shared Lessons listing. Once you Unfollow a Folder, it will only be visible if it is shared with you again. Duplicate any Lessons that you want to keep before Unfollowing the Folder.

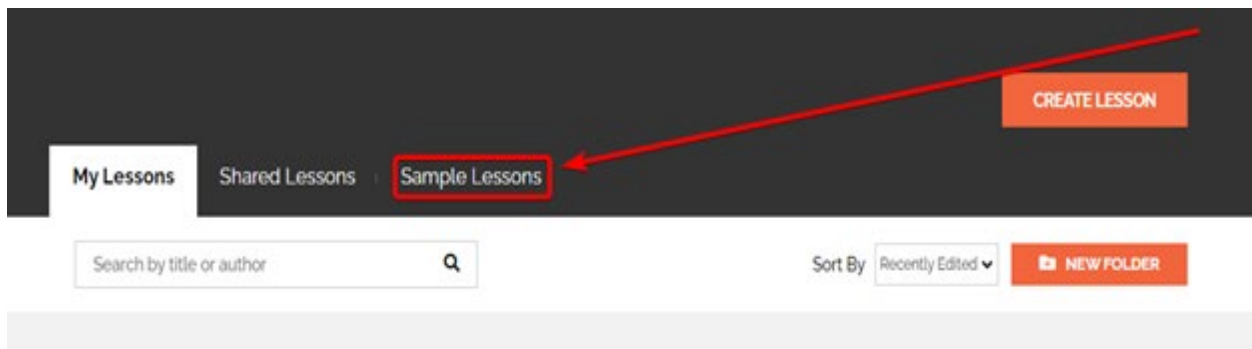




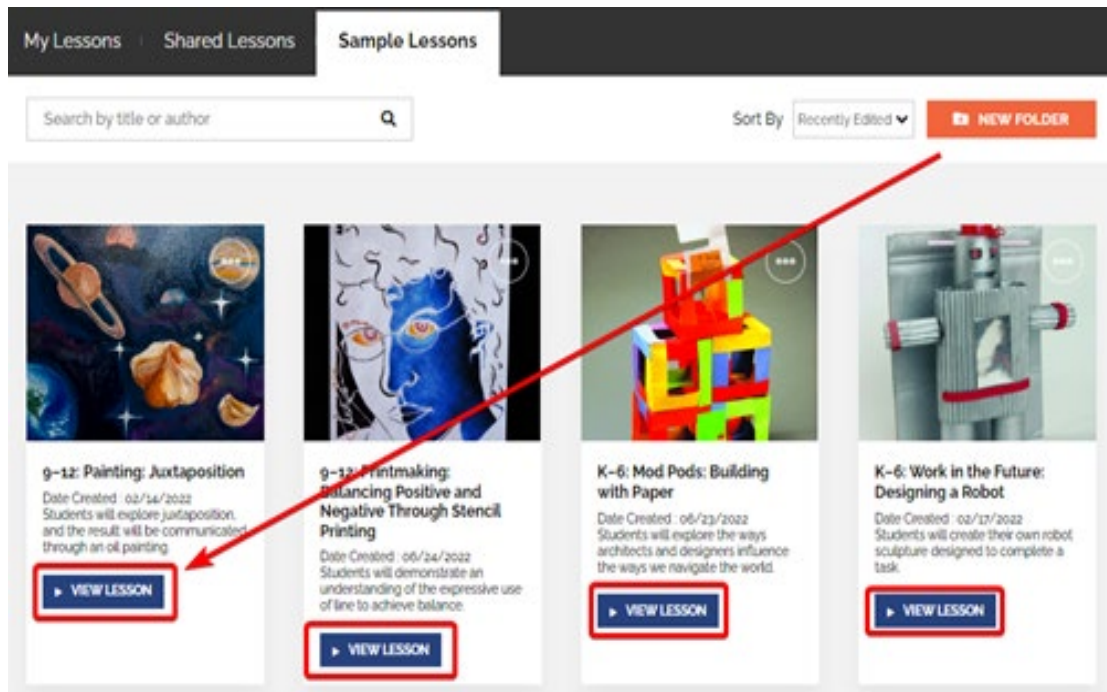
## Sample Lessons

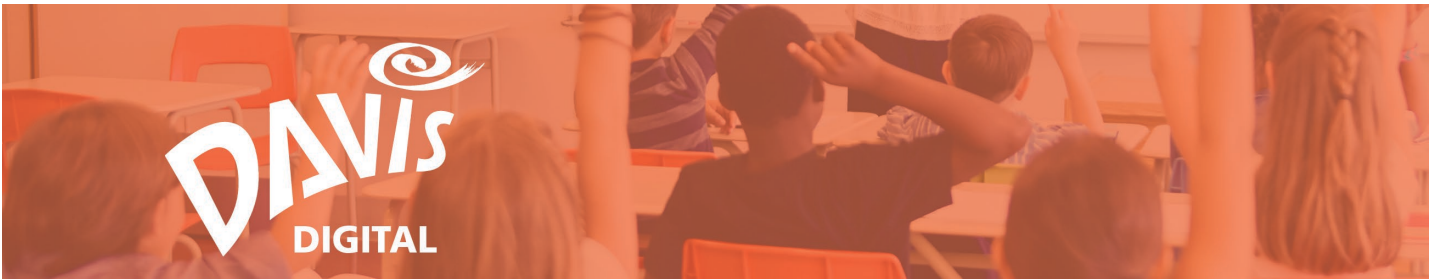
Get inspired by exploring the Davis Digital Sample Lessons. Easily make a copy of any Sample Lesson and customize it as needed.

48. Click the **Sample Lessons** tab to view all Sample Lessons that have been created.



49. Click the **View Lesson** button to view the complete Sample Lesson.





50. To make a copy of the Sample Lesson, click the **Save to My Lessons** link. Lessons can also be copied by clicking the 3-dot menu on the Sample Lesson tile.

Printmaking: Balancing Positive and N... Created By: Lindsey Proutx Back Save to My Lessons


### Teacher Content

**Description:**  
Through consideration of positive and negative space, students will demonstrate an understanding of the expressive use of line to achieve balance between positive and negative shapes in a self-portrait stencil print.

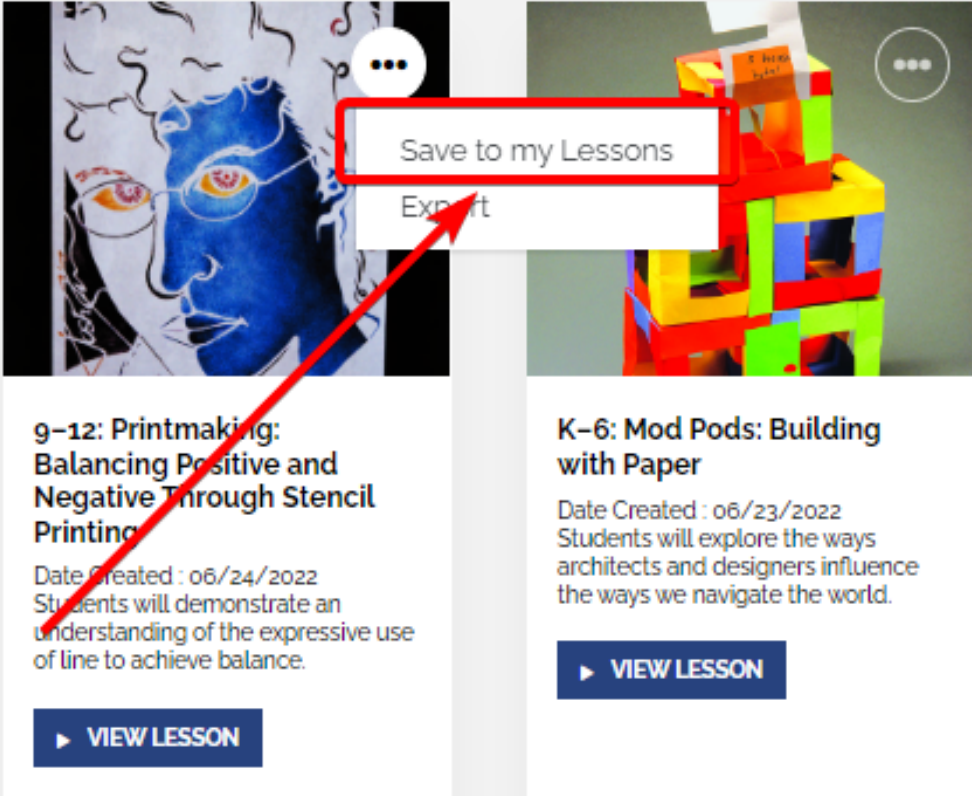
**Essential Question:**  
What types of media do artists use to create two-dimensional art?

**Focus Question:**  
How do artists use 2-D media to create expressive works of art that effectively communicate aspects of self to viewers?

**Themes:**  
Expression  
Identity/Self-Portraiture  
2-D Media



Student artwork, Josh Kirsch. Color stencil print, 9 1/2" x 11" (21.6 x 27.9 cm).



**9-12: Printmaking: Balancing Positive and Negative Through Stencil Printing**  
Date Created : 06/24/2022  
Students will demonstrate an understanding of the expressive use of line to achieve balance.  
[VIEW LESSON](#)

**K-6: Mod Pods: Building with Paper**  
Date Created : 06/23/2022  
Students will explore the ways architects and designers influence the ways we navigate the world.  
[VIEW LESSON](#)



51. Enter a name for the Lesson and click **Duplicate Lesson**.

The screenshot shows a 'Duplicate Lesson' dialog box. At the top, there is a red callout bubble with the number '1' pointing to the 'New Lesson's Name' input field, which contains the text 'Copy - Printmaking: Balancing Positive and Negative Through Stencil Printir'. To the right of the input field is a 'NEW FOLDER' button. Below the input field is a list of folders: 'Grade 4 Art', 'Grade 2 Art', 'Grade 5 Art', 'Grade 3 Art', and 'Grade 1 Art'. Each folder entry includes 'Date Created' and 'Last Edited' information. A second red callout bubble with the number '2' points to the 'DUPLICATE LESSON' button at the bottom right of the dialog box. A 'CLOSE' button is located to the left of the 'DUPLICATE LESSON' button.

52. Click **Confirm**.

The screenshot shows a confirmation dialog box with the title 'Save Lesson K-6: Work in the Future: Designing a Robot as Copy - K-6: Work in the Future: Designing a Robot ?'. At the bottom, there are two buttons: 'CANCEL' and 'CONFIRM'. A red arrow points to the 'CONFIRM' button. A red 'X' icon is in the top right corner of the dialog box.

53. Click the **Edit Copy** button to go directly to the Lesson that was copied.

The screenshot shows a success message: 'Lesson Copy - K-6: Work in the Future: Designing a Robot has been successfully saved'. Below the message is a red button with a pencil icon and the text 'EDIT COPY - K-6: WORK IN THE FUTURE: DESIGNING A ROBOT'. A red arrow points to this button. A red 'X' icon is in the top right corner.





54. Any Sample Lessons that are copied will appear on the My Lessons page.

A screenshot of the Davis Digital 'My Lessons' page. The page has a dark header with a 'CREATE LESSON' button. Below the header, there are tabs for 'My Lessons', 'Shared Lessons', and 'Sample Lessons'. A search bar and a 'Sort By' dropdown menu are also visible. The main content area displays a grid of lesson cards. A red arrow points from the 'Sample Lessons' tab to a lesson card titled 'Copy - K-6: Work in the Future: Designing a Robot', which is highlighted with a red border. Other lesson cards include 'Fourth Period Art', 'First Period Art', and 'Copy - Art History 1'.