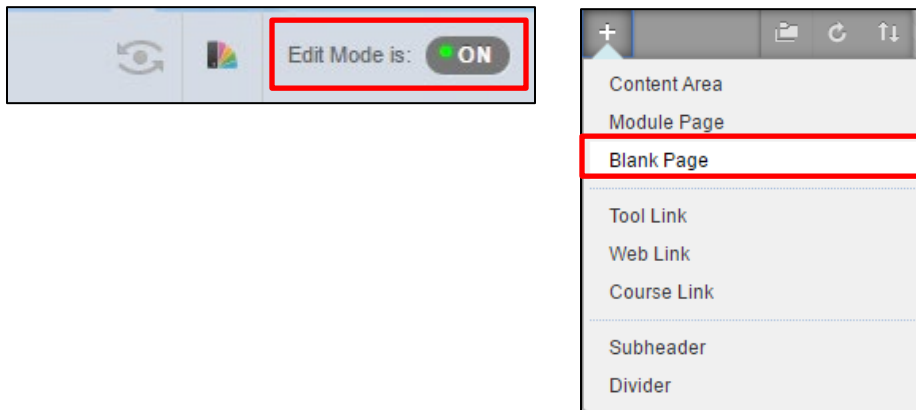
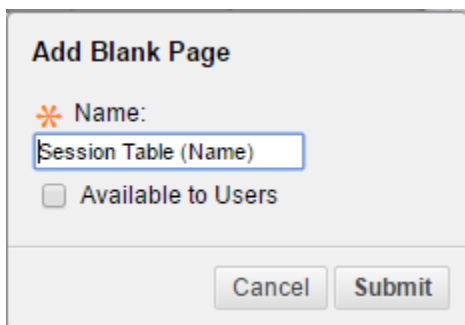


## Creating a New Session Table on the Course Menu

1. With Edit Mode on, **Select** the  button and **choose** Blank Page.



2. **Enter** a name for the Session Table, and **click** Submit.  
(You may wish to make the Session Table unavailable to users until it is complete.)



3. From the Right Navigation area, Using the arrow; **Select and Drag** the new Session Table to the top of the course menu.

4. Within Edit mode; **Open an existing session table, copy** the entire contents of the table. **(Ctrl-C)**  
**Click Cancel** to leave the existing table without edits.

**CONTENT**

Content  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Format: Paragraph, Arial, 3 (12pt)

Example: Thu, 5/3/12 1:00 - 2:00 AMP 21

Lecture title

Last name only

Individual links to each file must use the following naming convention: Date (mmddyy) letter File name

- \*P for Prep
- C for Consolidation

Individual links to each file must use the following naming convention: Date (mmddyy) letter File name

- \*L for Lecture use
- SG for small group
- LG for large group

For instance web surfing links, etc.

Path: table Words: 80

5. **Click** on the new session table to open it, and place **your cursor in the text box**. **Paste** the contents of the existing table into the text box. **(Ctrl-V)** Update the contents of the table as needed, **Click Submit** to Save.

\* Indicates a required field.

Cancel Delete Page **Submit**

**CONTENT**

Content

Format: Paragraph, Arial, 3 (12pt)

Path: p Words: 0