

Seaport 3

Edit Lesson

1. After logging in and selecting your course, from the Seaport Desktop click **Course Lessons** (Figure 1).

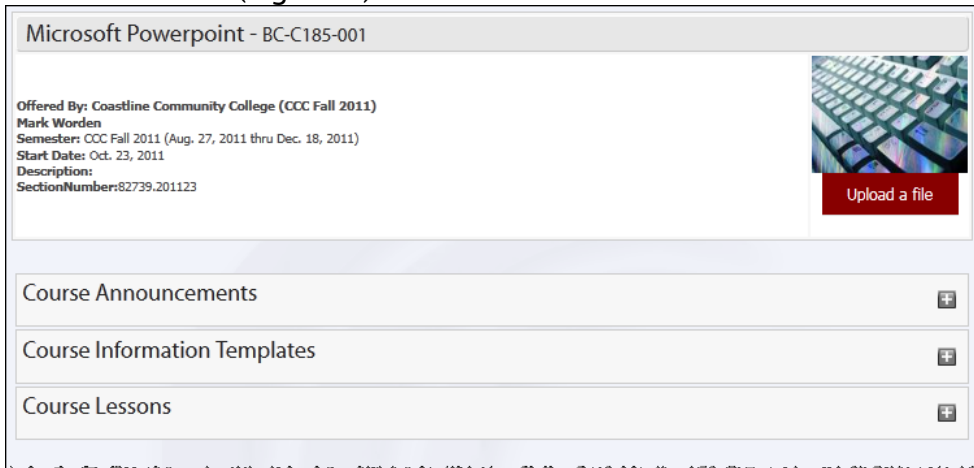


Figure 1

2. Click the name of the lesson that you wish to edit (Figure 2).

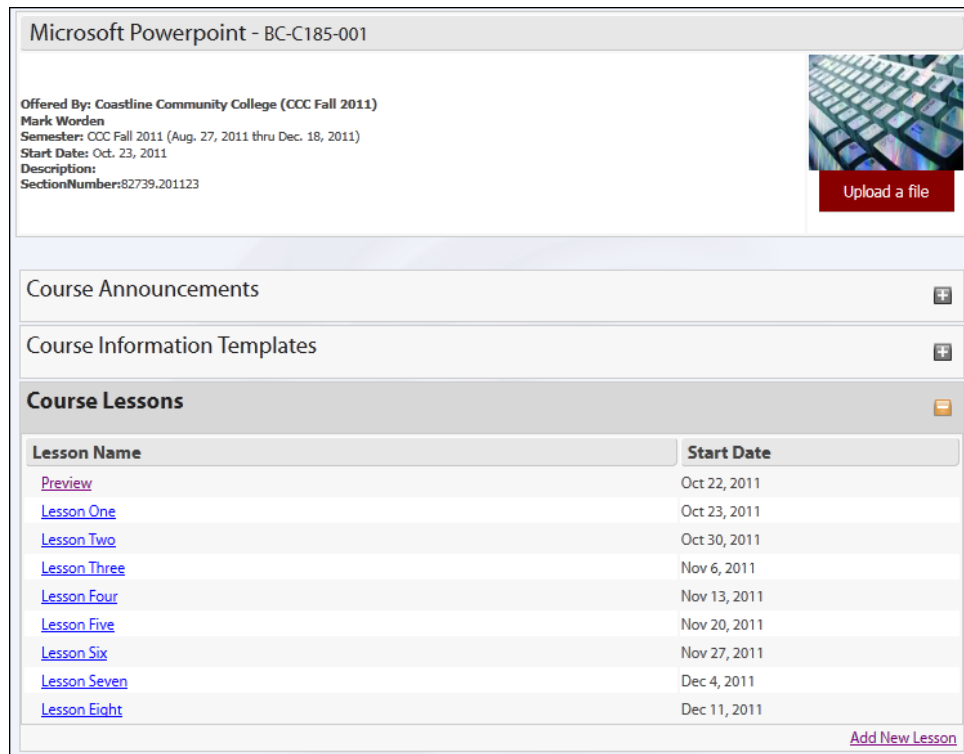


Figure 2

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3. The Instructor's View of the lesson will be displayed (Figure 3). Each Learning Object, Dropbox, Journal, Quiz/Exam, and Discussion Forum element will be individually listed in the order that the student will see them.

LESSON INFO

Lesson Title:

Scheduled Date:

PRE-ORGANIZER

- [Lesson Objectives](#)
- [Assignments](#)

PRESENTATION

- [Reading Assignment](#)
- [Lecture](#)
- PDF [10 ways to give your PowerPoint presentations a heartbeat](#)
- PDF [The Seven Deadly Sins of PowerPoint](#)
- URL [Life After Death by PowerPoint 2010](#)
- [Creating and Editing a Presentation with Clip Art](#)
- [Enhancing a Presentation with Pictures, Shapes, and WordArt](#)

PRACTICE

DRAG AN ITEM FROM YOUR OBJECT LIBRARY AND DROP BELOW THIS MESSAGE

- [PowerPoint Introduction](#)

SUMMARY

DRAG AN ITEM FROM YOUR OBJECT LIBRARY AND DROP BELOW THIS MESSAGE

- [PowerPoint Part 1 Assignment](#)

Figure 3

4. You can change the order of these elements by positioning your cursor in the empty area in the element, click and hold your left mouse button, and drag or move your mouse until the element is in the position that you wish. Then release your mouse button (Figure 4). This is called "Drag and Drop".

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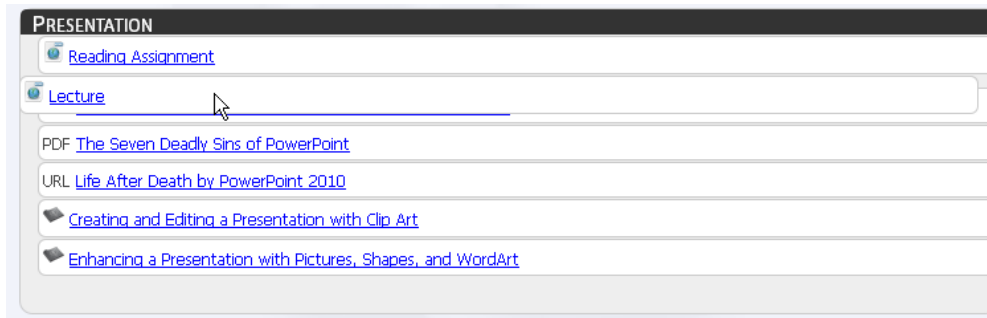


Figure 4

5. When you have completed arranging your lesson elements in the order that you wish, click **Save Lesson Info** (Figure 3).