


Edit course lessons

 This article is about the new **JUNO learning management system (LMS)**. If you don't see these features on your site, your platform still uses the [legacy JUNO courses](#).

Courses are made up of multiple lessons. You can set up a lesson with a title, preview text, slug, passing percentage, text, videos, images, and questions.

Before you begin

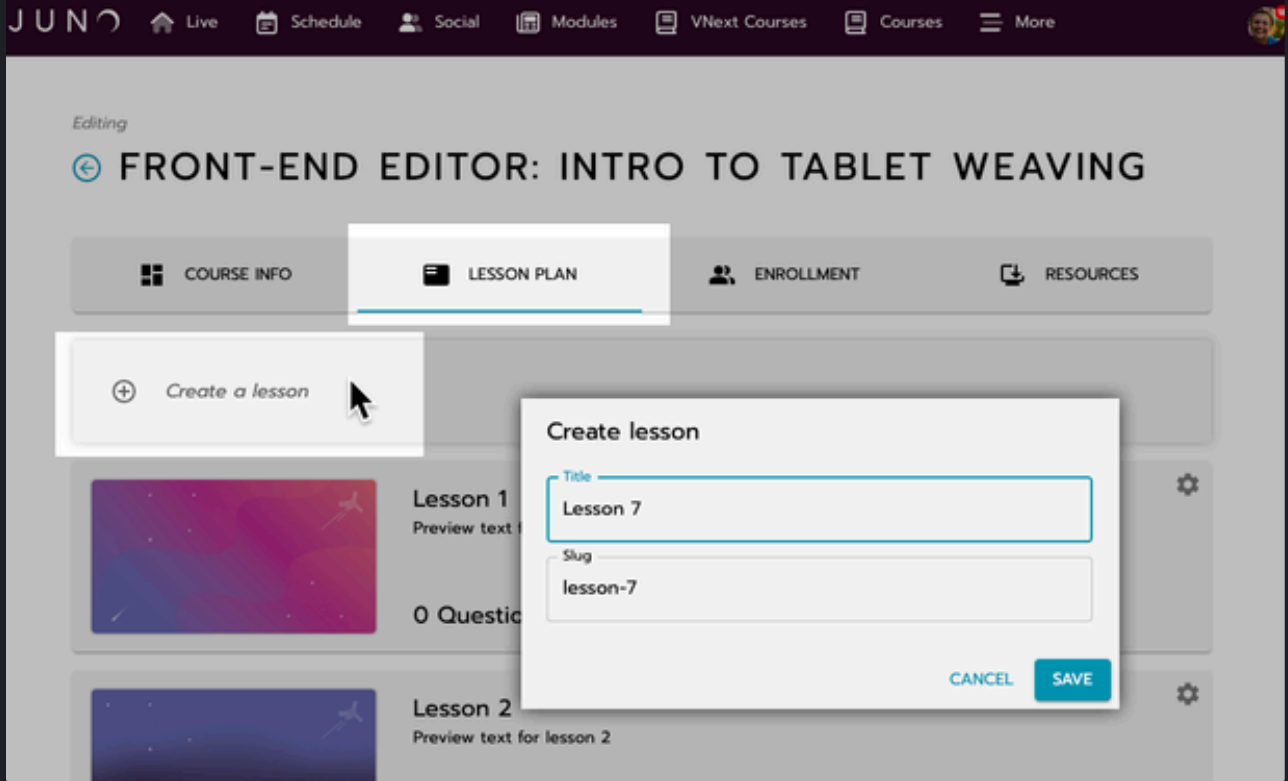
- [Open the course editor](#) to follow these instructions.
- Remember to click **Save** at the top of the page before going to a different tab in the editor. Otherwise, you'll lose your changes.
- If you can't edit something, it might be locked because the course has started. See [Why does lesson editing lock?](#)

Who can edit lessons?

- [Site admins](#)
- [Instructors](#)

Create a new lesson

1. In the **Lesson Plan** tab, select **Create a lesson**.
2. Give the lesson a **Title**. 90 characters max. Special characters not recommended.
3. The slug is automatically created based on the title. You can edit it if you want to.
The slug is the end of the URL. Every slug must be unique. Note that spaces, special characters, and capital letters aren't allowed. Use underscores `_` instead of spaces.
4. Select **Save**.
5. The new lesson appears at the bottom of the list.
6. Select the **Settings** icon to open the lesson editor.



Creating a lesson.

Add a title, slug, and preview text

In the lesson editor, fill out these fields:

- **Title:** Learners see this on the lesson page and in the list of all lessons on the [course home page](#). 90 characters max. Special characters not recommended.
- **Preview text:** 300 characters max. A description of the lesson that appears in the lesson list before starting the course.
- **Slug:** This was created automatically when you created the lesson, but you can change it if you want. The slug is the end of the URL. Every slug must be unique. Note that spaces, special characters, and capital letters aren't allowed. Use underscores `_` instead of spaces.

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Intro to Tablet Weaving

Check Back Soon! COURSE INACTIVE

About this course

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed venenatis arcu non tortor luctus commodo. Mauris luctus arcu et placerat ultricies. Proin at tempor augue. Donec vulputate orci dui, sit amet fringilla tortor condimentum sit amet.

Supplies list

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos euismod. Suspendisse potenti. Mauris sapien nec enim facilisis sodales. Morbi nunc ipsum, maximus nibh et cursus efficitur. Phasellus feugiat. Morbi et volutpat felis.

Title and preview text

- 1. Lesson 1
Preview text for lesson 1
- 2. Lesson 2
Preview text for lesson 2
- 3. Lesson 3

An example course home page with lesson titles and preview text.

Set up grading

Lessons can be graded or ungraded and have a passing percentage. Ungraded lessons aren't included in the total course grade calculation. See [Edit course grading settings](#) for a complete guide to course and lesson grading.

Add lesson content: Banner image, description, and lesson parts

You can build your lesson content from multiple elements. All are optional.

- **Banner image:** The lesson banner image displays at the top of the lesson page. If you don't add one, a default course image is used.
- **Description:** A field for text, images, and other media that always displays below the banner image. It can't be reordered between the lesson parts. If you need all of the content to be flexible, we recommend using lesson parts instead.
- **Lesson Parts (Questions, videos, and blurbs):** These are flexible elements that can be reordered. They always display below the description.

See the instructions below to learn more about each one.

The screenshot shows a lesson page for 'Intro to Tablet Weaving' (Lesson 2 of 3). The page is annotated with callouts pointing to various content elements:

- Lesson banner image:** Points to the top image of a starry night sky.
- Lesson description:** Points to the text block below the banner image.
- Lesson parts:** A large bracket on the right side of the page encompasses the video, the first question, the blurb, the second question, and the final question.
- Video:** Points to the video player showing a woman playing a harp.
- Question:** Points to the first multiple-choice question with three answer options.
- Blurb:** Points to the image of two women weaving on a loom.
- Question:** Points to the second multiple-choice question with three answer options.
- Question:** Points to the open-ended question at the bottom of the page.

An example lesson page.

Banner image

To upload an image:

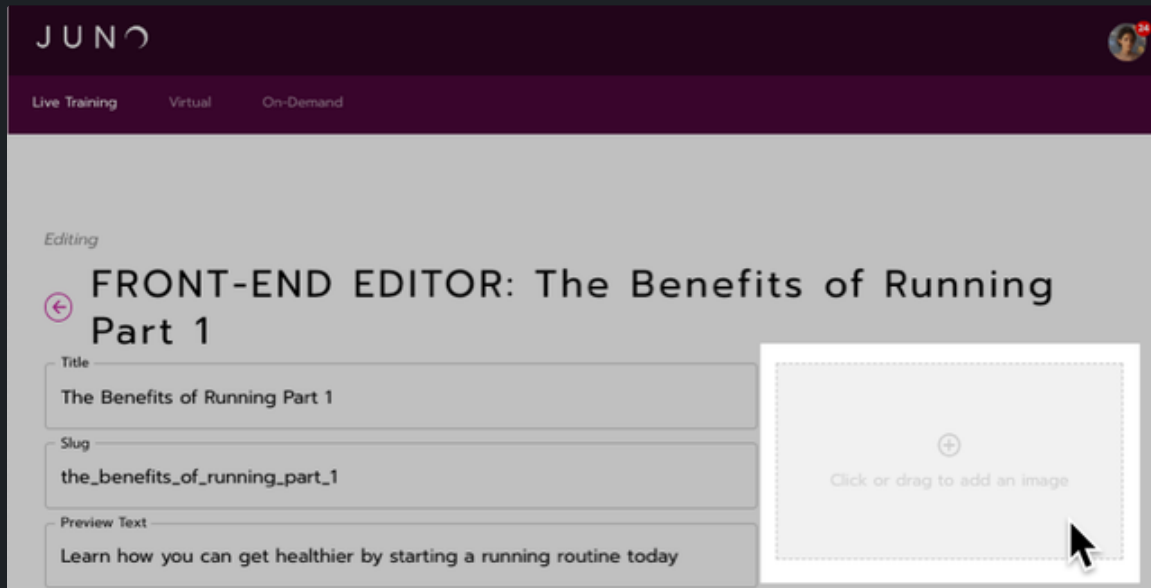
1. Go to the lesson editor.
2. Either select the Banner Image section or drag and drop an image into the designated area.
3. Select + to upload an image from your computer.
 - a. Once uploaded, you can edit any image in the following ways:
 - You can change the aspect ratio to one of the following: 1:1, 4:3, 16:9, 3:4, 9:16.
 - You can zoom into or out of the image.
 - You can straighten the image.
4. Select **Save**.

i Image size (w x h): 800 × 450 px

Small image file sizes help your site load faster. Follow these specifications:

Image file size: Below 200 KB unless otherwise specified.

Image file type: .jpg unless otherwise specified. This helps reduce the file size. If you need a transparent background, use .png.



Uploading a lesson banner image.

Description

In the lesson editor, edit the **Description** field. There are many editing tools, similar to Microsoft Word or Google Docs. Below are instructions for some we find useful.

⚠ Videos added to body, description, and/or blurb fields are not tracked in analytics reports. You also can't set a "percentage required to watch" for these videos. Add a video *lesson part* instead, for this functionality.

The lesson description.

- > Insert images
- > Insert videos
- > Insert links
- > Insert anchor links (links within the same page)
- > Insert section headings
- > Remove formatting from copy/pasted text
- > More tools

Question (Lesson part)

In the lesson editor, select **Create a lesson part** then select **Question**. Fill out these settings:

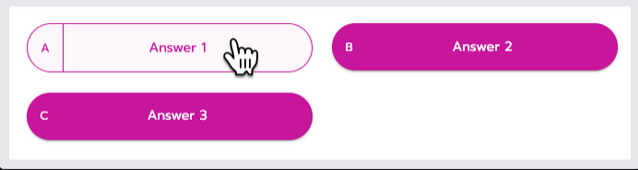
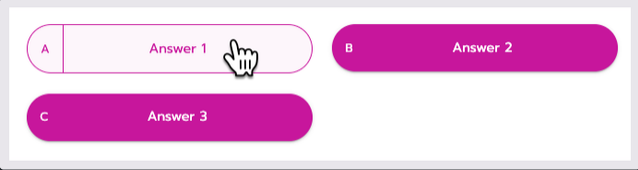
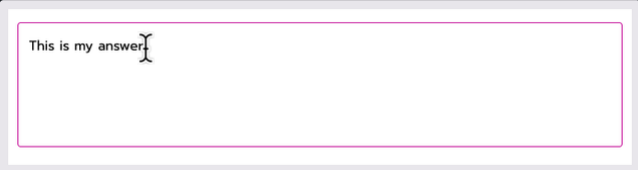
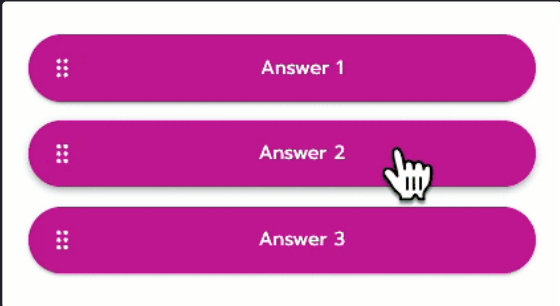

- **Question Title:** 90 characters max. This title helps you identify it while editing the lesson. Users don't see it.
- **Description:** This is the question itself. You can include text and other elements like images and HTML.
- **Question Type:** See the table below for details.
- **Answers:** The answers that learners will choose from. Not all questions have answers (see the table below for details). For those that do, select **Add Answer** and type **Answer Text** for each answer you create.
- **Score:** The points that learners earn for answering the question correctly. If there isn't a correct answer, they earn points for any answer. See [Edit course grading settings](#) for a complete guide to course and lesson grading.

When you're done, double-check the **Question Preview** to see what learners will see. Then select **Save**.

The screenshot shows a lesson editor interface. On the left, under the heading "Lesson Parts", there are four items listed: 1. "Put these in order" (Question - Ranking), 2. "What was the most interesting..." (Question - Fill in the Blank), 3. "Which technique won't give..." (Question - Multiple Choice), and 4. "Demo video" (Video). At the bottom, there is a button labeled "+ Create a lesson part" with a mouse cursor hovering over it. A modal window titled "Question Details" is open, showing the configuration for a "Poll" question. The question title is "Favorite color" and the description is "What's your favorite color?". The question type is set to "Poll" with a score of 1. There are three answer options: "Blue", "Green", and "Red". A "Show Voting Results" toggle is turned on. Below the answers is an "ADD ANSWER" button. The "Question Preview" section shows the question as it will appear to learners, with three buttons labeled A (Blue), B (Green), and C (Red). At the bottom right of the modal are "CANCEL" and "SAVE" buttons.

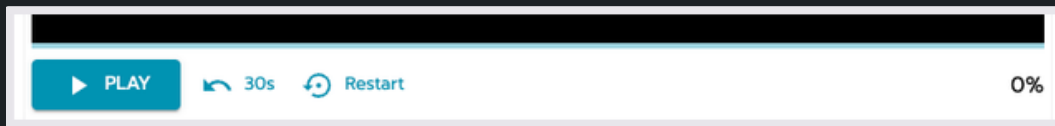
Creating a question lesson part

You can choose from the following types of questions.

Question type	Answer specifications
<p>Multiple Choice: Has at least one answer defined as correct. The learner selects one or more answers from a list.</p> 	<ul style="list-style-type: none"> • One or more correct answers. • If there are multiple correct answers, the learner must select every correct answer to receive points. • Recommend creating 2-5 answers total. • Answer character limit: 250 <p>i For graded quizzes, we recommend using primarily multiple choice questions because they are the only question type with a correct answer. The other question types don't have correct answers, so they work best for participation or bonus points.</p> <p>See Edit course grading settings for a complete guide to course and lesson grading.</p>
<p>Poll: Has no correct answer. The learner selects one or more answers from a list. Best for collecting user data or opinions.</p> 	<ul style="list-style-type: none"> • No correct answers. • Recommend creating 2-5 answers total. • Answer character limit: 250 • When you create a poll question, you have the option to show learners the percentage of people who chose each answer after they select theirs. Select Show Voting Results.
<p>Fill in the Blank: The learner types an answer in an empty text box.</p> 	<ul style="list-style-type: none"> • No correct answers. • No character limit for the learner's answer.
<p>Ranking: The learner sorts a series of answers.</p> 	<ul style="list-style-type: none"> • No correct answers. • Recommend creating 2-5 answers total. • Answer character limit: 250
<p>Rating: The learner picks a numerical value along a scale.</p> 	<ul style="list-style-type: none"> • No correct answers. • The minimum value is always 0. You can set the maximum value up to 10. • The increment is the amount between each value. For example, a scale with <code>Min: 0 Max: 10 Increment: 2</code> would appear as <code>0 - 2 - 4 - 6 - 8 - 10</code>

Video (Lesson part)

Videos added as lesson parts have pause/play, rewind, and restart controls. (Learners can only fast-forward once they complete the lesson.) Progress on these videos is tracked in analytics and you can require learners to watch a certain percentage of the video.

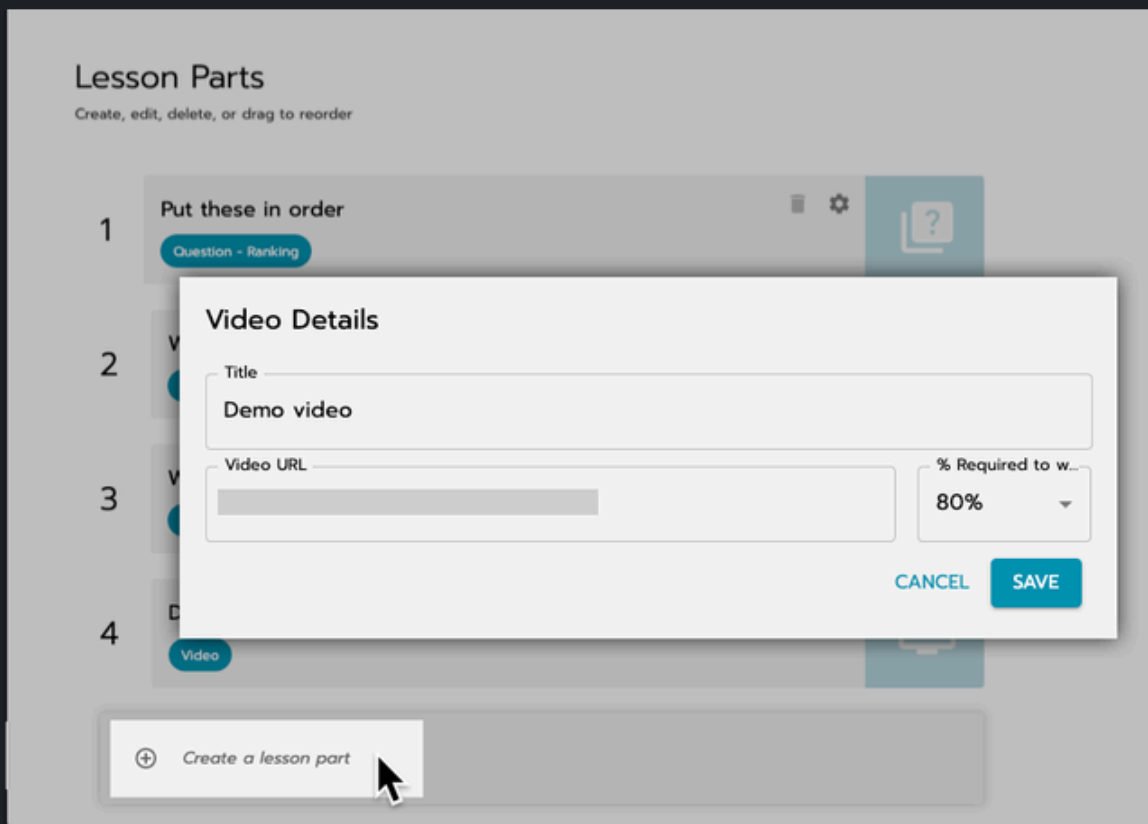


Video player controls.

In the lesson editor, select **Create a lesson part**, then select **Video**. Fill out these settings:

- **Video Title:** 90 characters max. This title helps you identify it while editing the lesson. Users don't see it.
- **Mp4 Upload:**
Drag and drop, or browse your local files to upload and select Mp4 files of sizes up to 10GB. Non-MP4 files are not supported, and error messages pop up for those invalid file types. The uploaded video files are hosted on Amazon IVS.
- **Video URL:**
It must be a Wistia link, YouTube link, Vimeo link, or an MP4 video URL hosted by the JUNO team in our s3 bucket or hosted externally. At this time, Brightcove links are not supported.
- **% Required to Watch:**
How much of the video learners must watch before going to the next lesson. You can select from increments of 10. (For example: 0%, 10%, 20%...)

⚠ Check your video's privacy settings to make sure attendees will be able to view your video. Also note that regional laws block some video platforms. Learn more about [video privacy settings](#).



Creating a video lesson part.

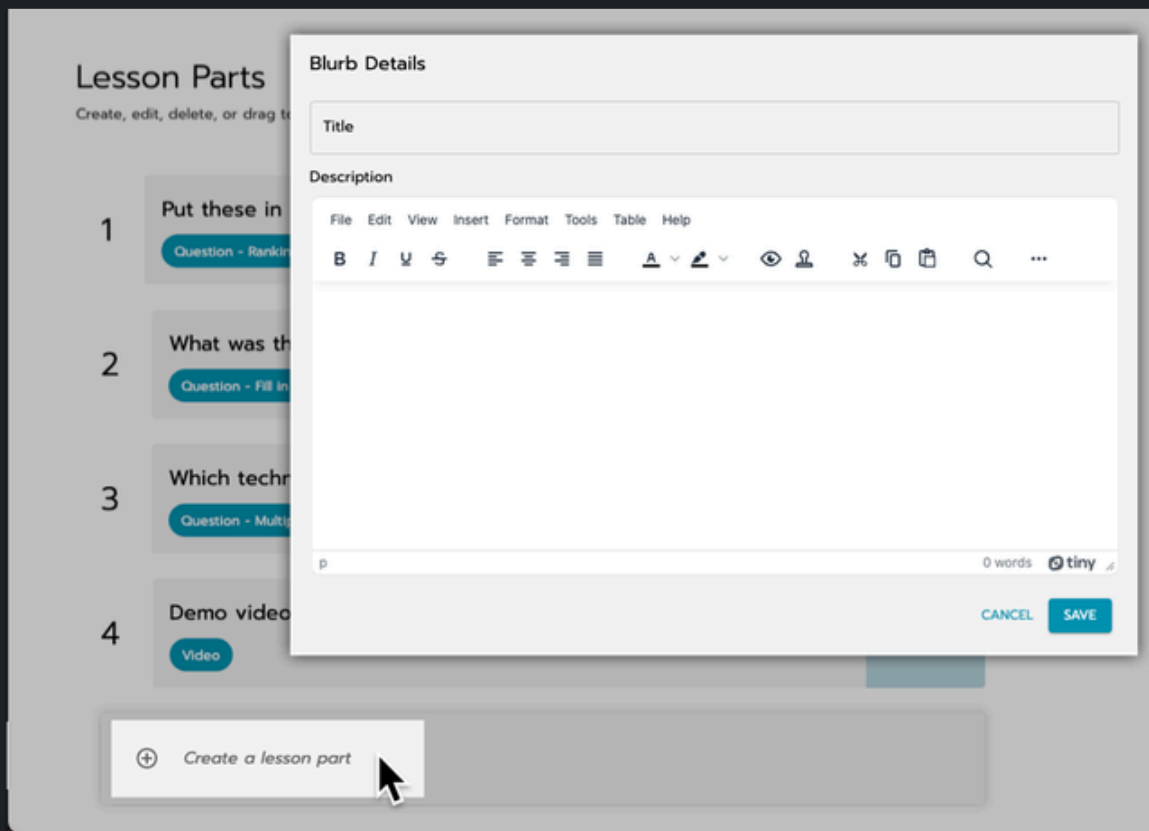
Blurb (Lesson part)

Blurbs are a space for text, images, HTML, and other media.

In the lesson editor, select **Create a lesson part** then select **Blurb**. Fill out these settings:

- **Title:** 90 characters max. This title helps you identify it while editing the lesson. Users don't see it.
- **Description:** This is the blurb's content. There are many editing tools, similar to Microsoft Word or Google Docs. Below are instructions for some we find useful.

⚠ Videos added to body, description, and/or blurb fields are not tracked in analytics reports.



Creating a blurb lesson part.

- > Insert images
- > Insert videos
- > Insert links
- > Insert anchor links (links within the same page)
- > Insert section headings
- > Remove formatting from copy/pasted text
- > More tools

Resource (Lesson part)

In the lesson editor, select **Create a lesson part** then select **Resource**. Select **Add Resource** in the next window and fill out these settings:

- **Title:** 67 characters max. Give your resource a title learners can see when viewing and interacting with it.
- **Description:** 78 characters max. Give your resource a description learners can see when viewing and interacting with it.
- **Image:** Size (*w x h*): 800 × 450 px. Select the gray box or select and drag to add a cover
- **Upload:** Select **Upload File** to choose from files on your device.

Max size: 10 MB.

Allowed file types:

- Documents: .pdf, .csv, .xml, .zip, Microsoft Word (.doc, .docx), Microsoft PowerPoint (.ppt, .pptx, .pptm, .ppsx, .ppsm), Microsoft Excel (.xlsx, .xls, .xlsm, .xltm, .xlt, .xlsb), Apple Pages (.pages), Apple Keynote (.key), Adobe Photoshop (.psd), OpenDocument (.odt, .odp), Plain and Rich Text Files (.txt, .rtf)

Resources cannot be web links. We recommend adding links to the content description instead.

i We support these major file types, but let us know if you have a different one. Our team will work with you to best support the use of that file type for your platform.

The screenshot shows the JUNO interface with a 'Resource Details' dialog box open. The dialog is titled 'Resource Details' and contains the following elements:

- Title:** A text input field containing 'Lesson 1 Notes'.
- Description:** A text input field containing 'These are the notes from lesson 1'.
- File:** A text input field containing 'Prompt_engineering.docx'.
- Type:** A text input field containing 'application/vnd'.
- Image:** A yellow square image placeholder with a notebook and pen icon.
- Buttons:** 'ADD RESOURCE' (large blue button), 'CANCEL', and 'SAVE' (small blue buttons).

The background interface shows 'Lesson 1, Question #3' and a 'Question - Poll' button.

Creating a Resource lesson part.

Edit, reorder, or delete lesson parts

In the lesson editor, click and drag lesson parts (questions, videos, and blurbs) to reorder them.

Select the **Settings** icon to edit it. Select the **Delete** icon to delete it.

Lesson Parts

Create, edit, delete, or drag to reorder

1

Put these in order

Question - Ranking

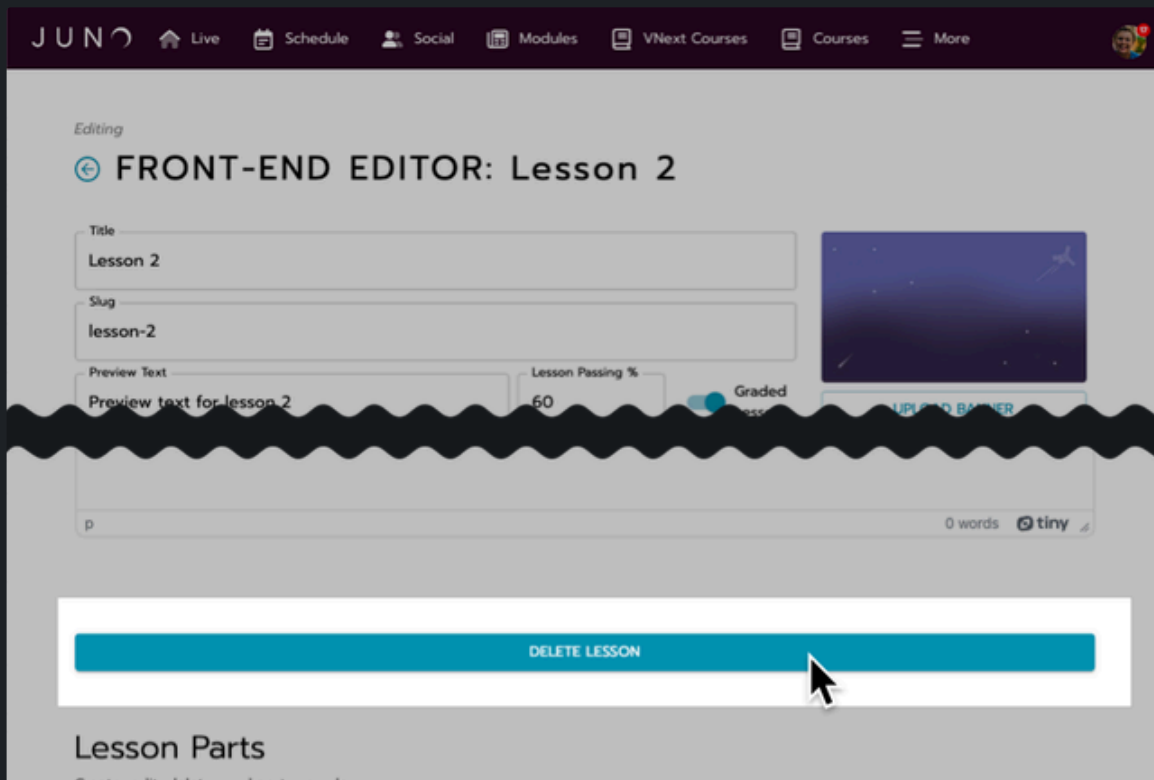


Reorder lessons

In the **Lesson Plan** tab, click and drag lessons to reorder them.

Delete a lesson

1. Open the lesson editor.
2. In the middle of the page, select **Delete Lesson**.
3. Select **Delete** to confirm.



Deleting a lesson.

Timed lessons

Timed lessons allow instructors to set a specific time limit for learners to complete a lesson. This feature gives instructors control and independence in managing the duration of their lessons.

Setting up a timed lesson

1. In the lesson editor, select the checkbox for a **Timed Lesson**.
2. Enter the duration of the lesson into the Duration field in the format (**hh:mm:ss**).

- Ensure that the duration is specified accurately according to the time you want learners to have to complete the lesson.

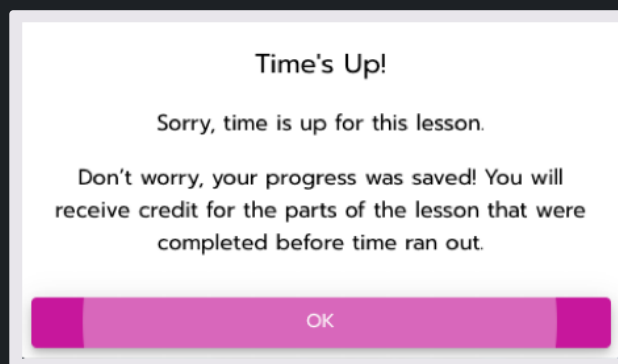
i Example: If you want learners to have 30 minutes to complete the lesson, you would enter **00:30:00** in the duration field.

Setting a timer for a lesson.

Features of timed lessons

Automatic Submission

Once the time limit set for a lesson expires, learners are alerted by the **Time's Up** popup, and their lesson is automatically submitted.



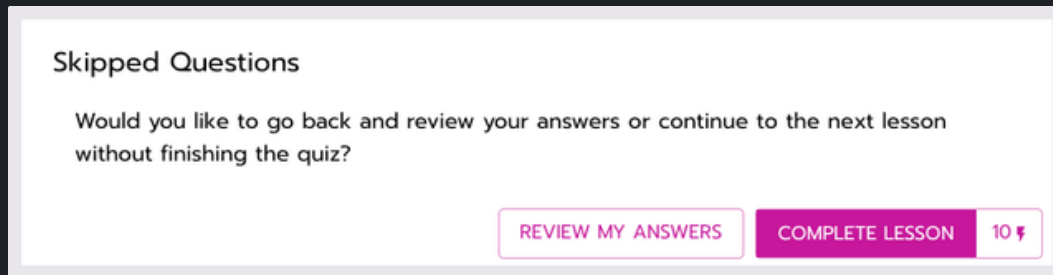
Times Up! popup

- After submission, learners can no longer make changes or interact with the questions in the lesson unless the ability to [retake the lesson](#) has been added.

i Although learners are unable to interact with questions once the time has expired, they still have the option to go back and access videos and other content within the lesson.

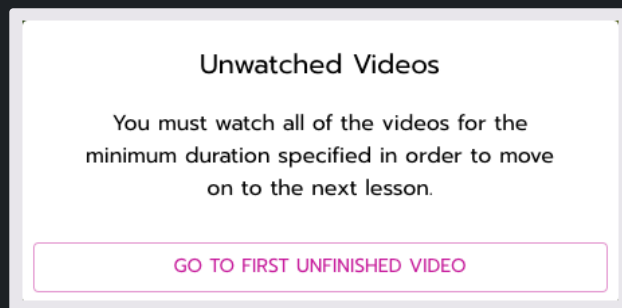
Skipped questions and unwatched videos

- If learners attempt to complete a lesson that has not reached its time limit, they will be prompted with the **Skipped Questions** popup if they have not answered all the questions.



Skipped Questions popup

- Similarly, if there are required videos in the lesson, learners will encounter the **Unwatched Videos** popup if they have not watched the necessary percentage of the videos.



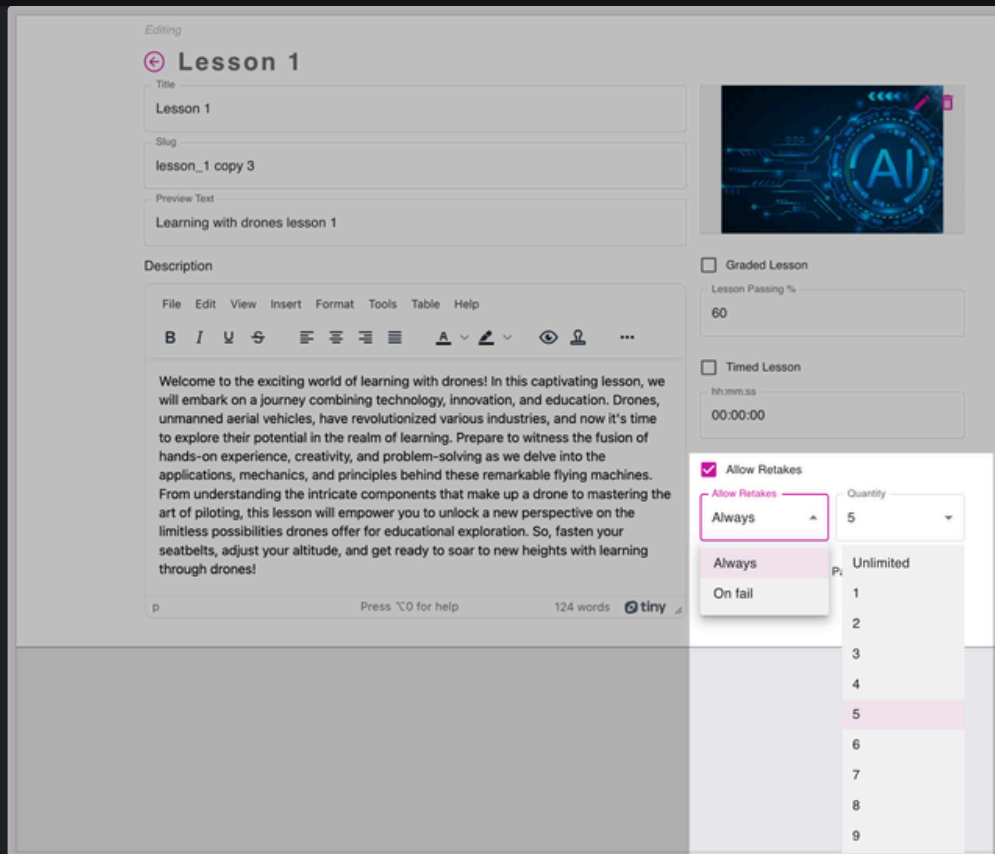
Unwatched Videos Popup

Lesson retakes

Lesson retakes allow learners to redo a lesson after completing it to improve their understanding or achieve a better score. By offering retakes, learners can reinforce their understanding, improve their performance, and engage more deeply with the course content.

Setting up retakes on a lesson

1. Set up retakes in the lesson editor by enabling the **Allow Retakes** checkbox. Choose from the following options in the **Allow Retakes** dropdown:
 - **Always**: Learners can retake the lesson regardless of pass or fail.
 - **On Fail**: Learners can retake the lesson only if they fail.
2. In the **Quantity** dropdown:
 - **Unlimited**: Learners can retake the lesson without limits based on the **Allow Retakes** setting.
 - Example: If **Allow Retakes** is set to **Always** and **Quantity** is set to **Unlimited**, learners can retake the lesson without restrictions.
 - If **Allow Retakes** is set to **On Fail** and **Quantity** is set to **5**, learners can retake the lesson up to 5 times only if they fail.
3. Choose Options for up to **9** to allow learners to retake the lesson up to nine times based on the **Allow Retakes** setting.



Setting up retakes on a lesson.

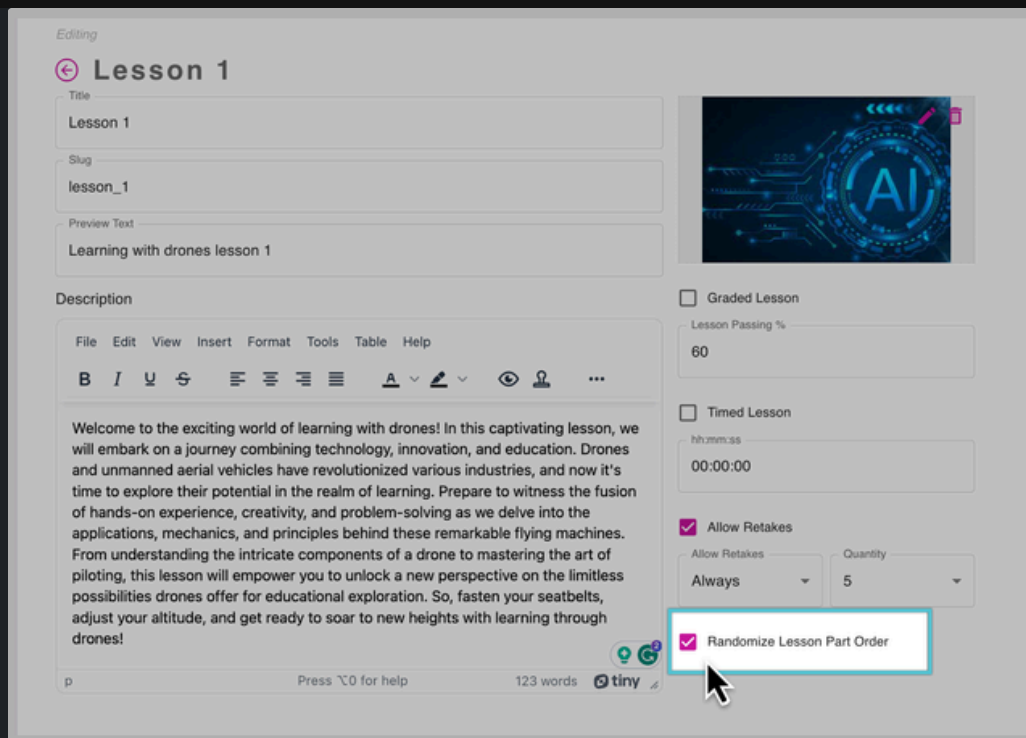
4. **Save** the settings to apply the retake rules to the lesson.

Randomize the lesson part order

You can improve the learning experience by randomizing lesson parts. Instead of a fixed order, the system rearranges them randomly, offering:

- **Better Learning:** Avoid memorization for a deeper understanding.
- **Less Guessing:** Remove predictability for more thoughtful engagement.
- **Fair Assessment:** Ensure impartial evaluations by minimizing the impact of a fixed order.
- **Personalized Learning:** Make each experience unique with adaptive learning.

1. To enable, go to the lesson editor and check **Randomize Lesson Part Order** in the settings.



Enabling Randomize Lesson Part Order in the Lesson Editor.

2. **Save** the settings to apply the retake rules to the lesson.

Related articles

- [Edit course resources \(Client Guidebook\)](#)
- [User types and permissions for learning management \(Client Guidebook\)](#)
- [Edit course grading settings \(Client Guidebook\)](#)
- [Education credits and course information pages \(Client Guidebook\)](#)
- [Why does lesson editing lock? \(Client Guidebook\)](#)
- [Creating or importing learning packaged courses \(Client Guidebook\)](#)
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- [Creating Education Credits \(EC\) in Das Admin \(Client Guidebook\)](#)
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