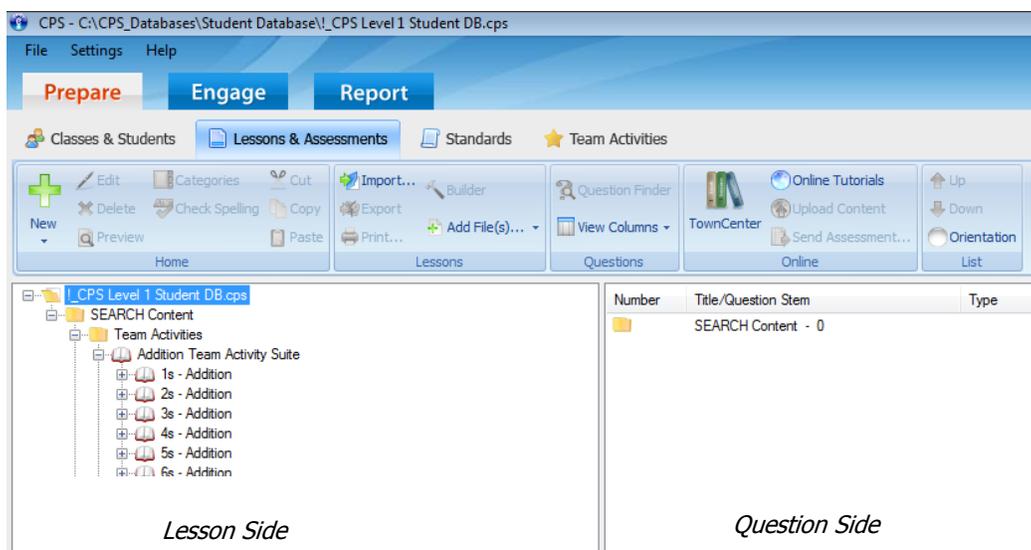## Create Folders and Lessons

The **lesson side** (left window) gives a view of all folders and lessons in an open database. First, is the name of the open database. Under that are folder and lesson names. If a parent-level folder or lesson name contains child-level lessons, then a plus (+) symbol appears next to the parent folder or lesson name. Click the plus (+) symbol to see all child-level lessons.

The **question side** (right window) lists all of the lessons associated with the folder name highlighted on the lesson side or all of the questions associated with the lesson name highlighted on the lesson side. When you highlight the database name, all lessons (and the number of questions in the lessons) display in the question side.

Lesson Side   *Question Side*

Create Folders

1. Click the **Prepare>Lessons and Assessments** tab.

2. **Select the database name** on the lesson side.

3. Click **New** in the Home group to show a drop-down menu.

4. Select the **Folder** menu item. The Folder Details window opens.

5. **Type a name** for your folder.

Folder Details Window

6. Click **OK**.

Create Lessons

1. Click the ***Prepare>Lessons and Assessments*** tab.
   a. To create a parent-level lesson, highlight the database name, which is listed first on the lesson side.
   b. To create a child-level lesson, highlight the lesson or folder name. CPS will list the new lesson beneath the lesson or folder name you highlighted.

2. Click **New** in the Home group to show a drop-down menu.

3. Select the **Lesson** menu item. The Lesson Attributes window opens.

4. **Type a name** for your lesson in the Title.
   Optional: Type a description or unique identifier. You may also choose a delivery style to support various assessment answer options, such as ABCD / FGHI. Lastly, you can also add a picture file by clicking the Browse button (jpeg, bitmap, or gif) that will appear when you engage the lesson in *There It Is!* mode.

5. Click **OK**.

Lesson Attributes window