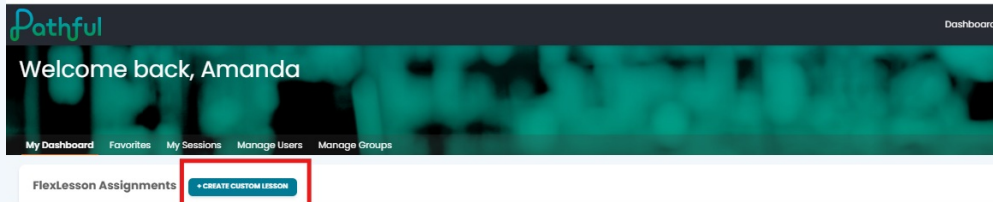


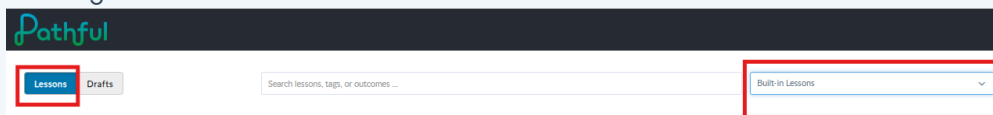
Edit a Built-In FlexLesson

Last Modified on 12/13/2024 2:39 pm EST

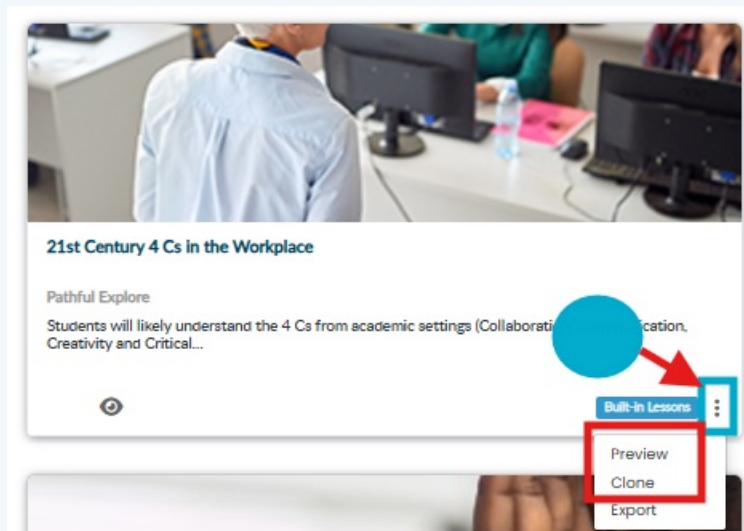
1. From the Dashboard, select Create Custom Lesson.



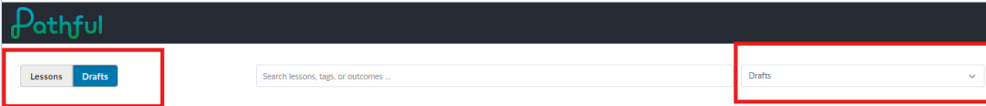
2. Sort by Lessons > Built-in Lessons.



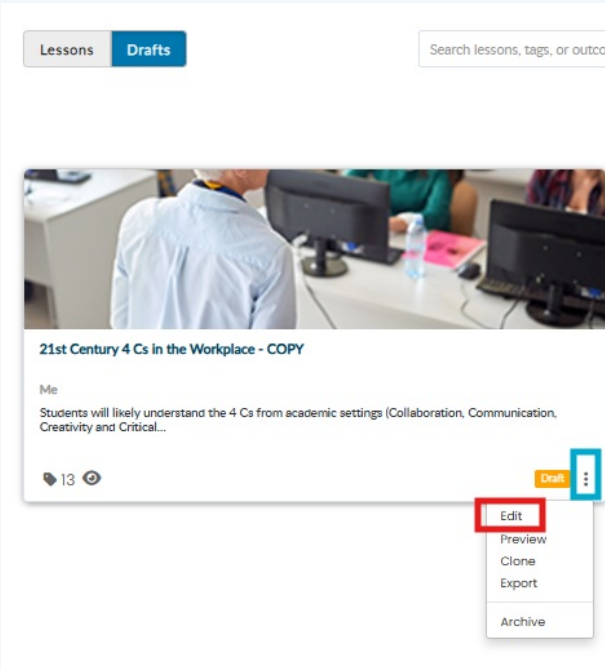
3. On the card of the desired lesson, click the vertical ellipses in the bottom right corner.
4. Select Preview to view the lesson and decide if it is the lesson you want to use.
5. Select Clone to copy the lesson.
 - o Refer to Clone a FlexLesson for more information.
 - o



6. Select Yes in the Please Confirm pop-out window.
7. Sort lessons by Drafts > Drafts to find the copy of the cloned Lesson.



8. Click the vertical ellipses and select Edit.



9. At the top of the next screen, select Edit Settings to change the lesson title.

10. You can now edit the lesson as desired:

- a. Add activities by clicking the plus sign (+).
- b. Delete activities by clicking the three ellipses on the activity and selecting Delete.
- c. Change the order of Activities (to do this, put your cursor on the up and down arrows at the end of any given row. A hand will pop up. Left-click your mouse and drag and drop your activities where you want them.

11. Click Preview at the bottom of the screen to preview the lesson at any time.

12. When you have completed editing the lesson:

- a. Click Save & Quit to save your work and come back later.
- b. Click Publish Lesson to publish the lesson Once the lesson is published, it can be assigned to users. Refer to Create an Assignment for more information.

Pathful Close

21st Century 4 Cs in the Workplace - COPY

Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users.

Estimated time: 30 minutes
Duration: 30
Access: All
[Edit settings](#)

Edit Lesson

Lesson Introduction
Introduce users to your lesson.

Lesson Completion
Write a closing message to your users.

Activities

- Video: What are the 21st Century 4 Cs?**
Users will watch a video or a video playlist.
- Reading: The Importance of Collaboration**
Users will read a body of text.
- Reading: Why Communication is Critical to Success**
Users will read a body of text.

[Add Activity](#)

[Save & Quit](#) [Preview](#) [Publish Lesson](#)

