



Adding Content to Lessons and Portfolios Guide

Use this guide to help you get started adding content to Lessons and Portfolios on Davis Digital.

Please email Support@DavisArt.com if you have any questions or concerns.

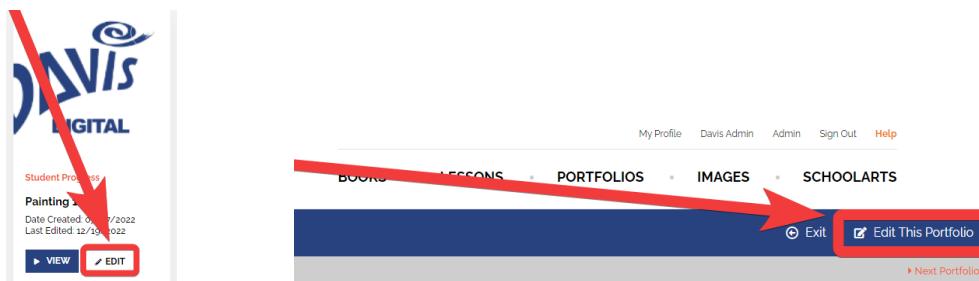
Contents:

| | |
|---------------------------|-----------------------|
| Getting Started | Split Layout Module |
| Books Module | Import Module |
| Images Module: Lessons | Lesson Content Module |
| Images Module: Portfolios | Contact Form Module |
| Images Module: Editing | Copy a Module |
| Text Module | Edit a Module |
| Video Module | Delete a Module |
| Button Module | |

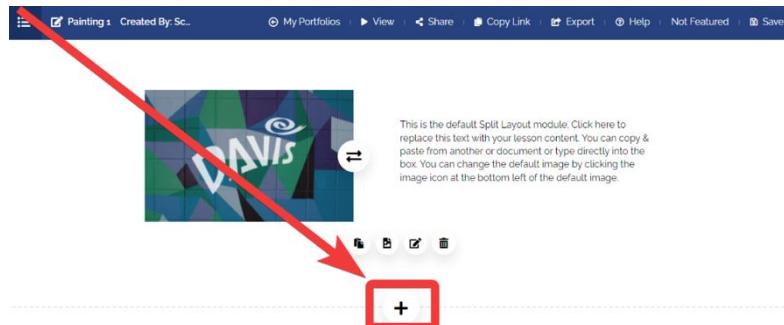


Getting Started

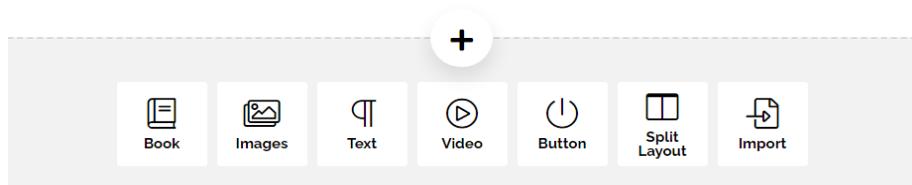
1. Open your lesson or portfolio in **Edit** mode. To do this, select the Edit button from the tile view or the **Edit This Lesson** or **Portfolio** button from the control bar.



2. In edit mode, there is a large Plus Icon between each module and edit icons for each previously created module. Click the **Plus Icon** to open the **Add Content** menu.



3. The add content menu includes an icon for each type of module you can add. In Lessons, the modules include Books, Images, Text, Video, Button, Split Layout, and Import.



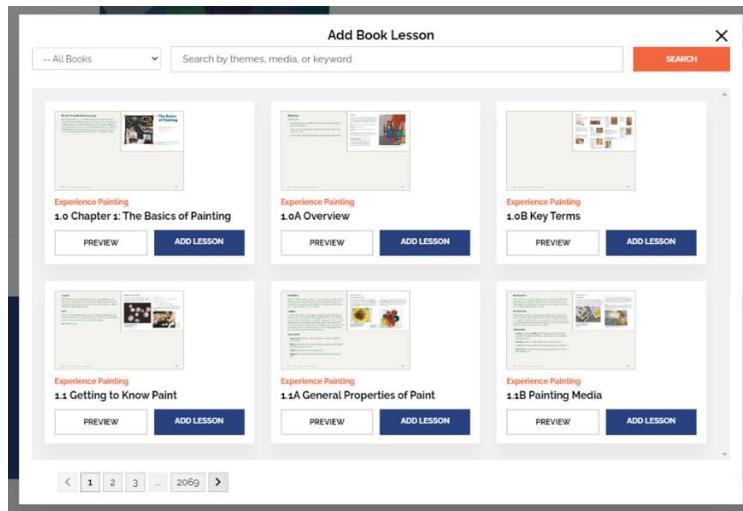
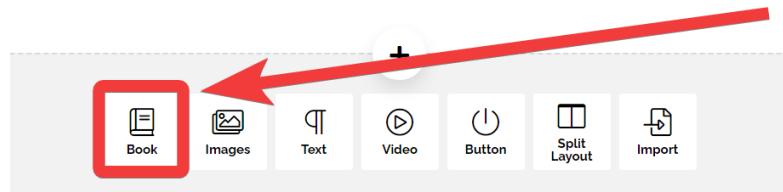


4. In Portfolios, the modules include Images, Text, Video, Button, Lesson Content, Split Layout, Import, and Contact Form.



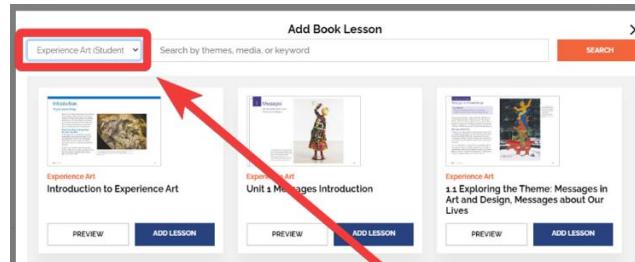
Books Module

5. The Books module allows you to add a direct link to a lesson in a Davis eBook. Click the **Book** icon to open the **Add Book Lesson** window.

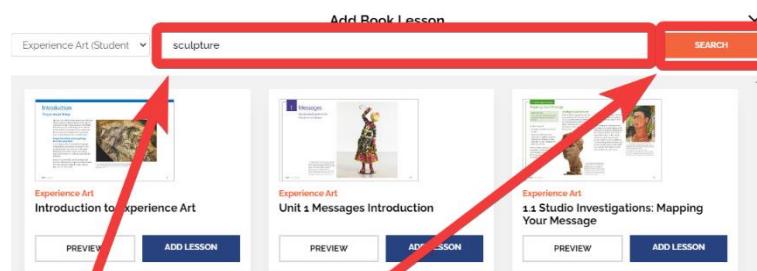




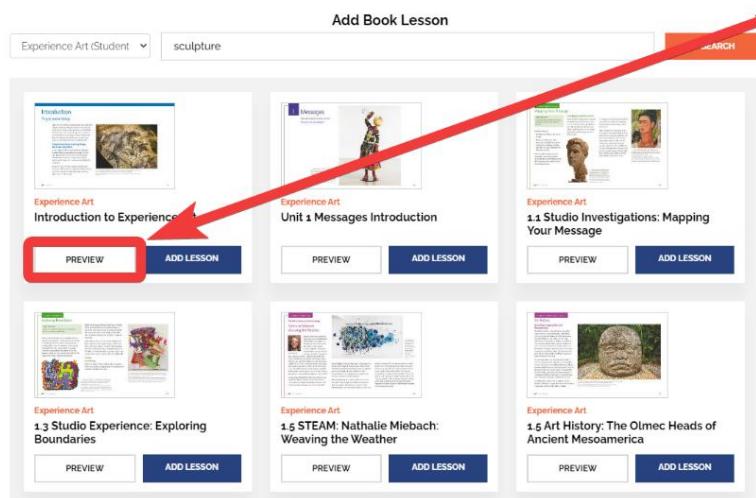
6. Before searching for a lesson, you can use the Books dropdown menu to select a specific title. Leave it blank to search all of your books at once.



7. Enter a keyword (such as art media, vocabulary, or theme) and click **Search**.

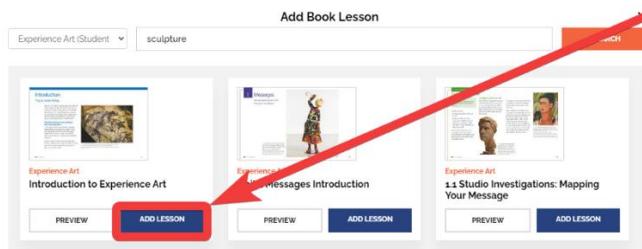


8. Scroll through the search results to find your content. Click **Preview** to see the lesson content.

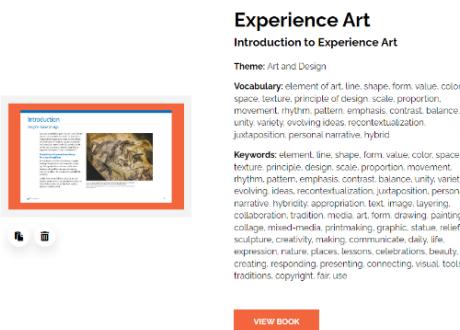




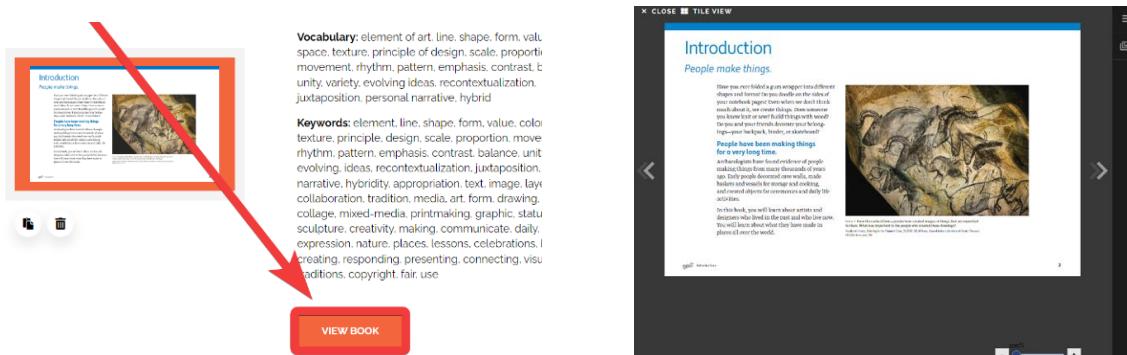
9. Click **Add Lesson** to add the Book content to your Lesson.



10. The Book content you selected will now appear in your lesson. You will see a thumbnail image accompanied by the lesson metadata, which includes Essential Questions, Objectives, Materials, and more.



11. Click **View Book** to open the lesson in the eBook.



Note: The Book Module is only available in **Lessons**.



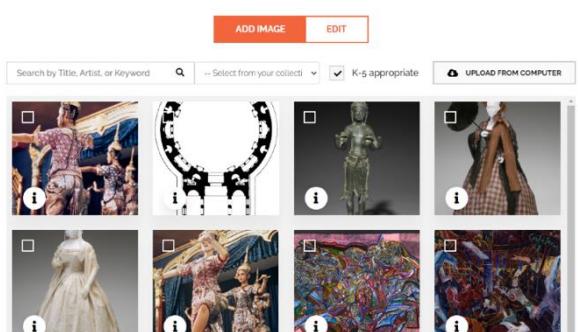
Images Module: Lessons

When adding content to a Lesson, you can import images from the Davis Art Images library or upload them from your computer with the **Images** Module.

12. Click the **Images** Icon to begin.

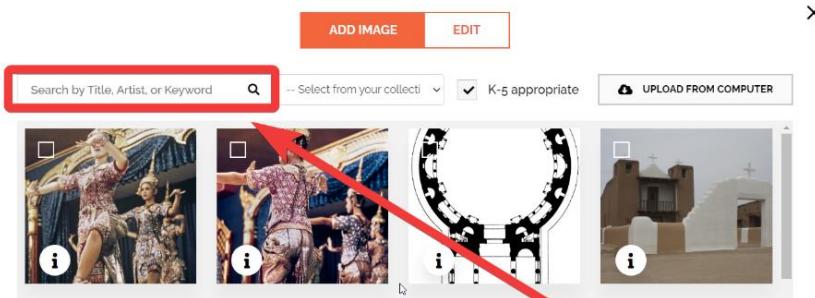


13. The Images Module window will pop up.



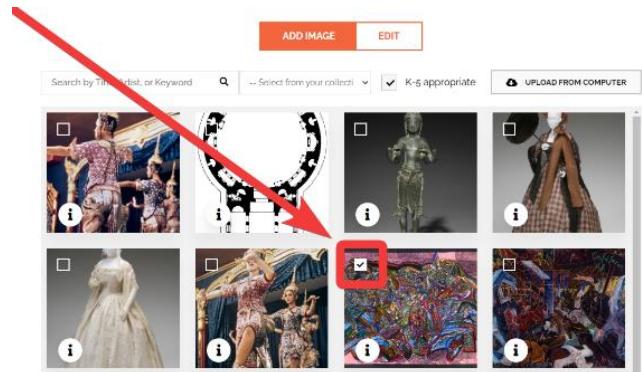
There are 3 ways to add images to a Lesson:

Option 1: Search the Davis Art Images library and select images to add to your Lesson. Search with a keyword, artist name, artwork, etc. similar to the image search in Davis Art Images.

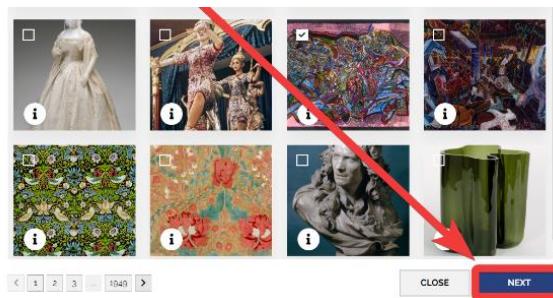




14. Check the box at the top left of the images you want to add to your lesson.

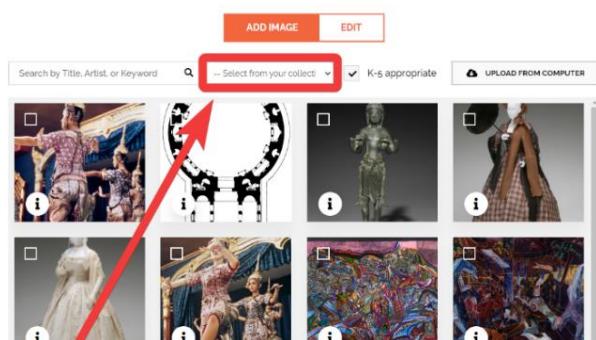


15. Click **Next** to add the images you selected. Skip to **Step 24** for next steps.



Option 2: Import Images from any Collection that you have created or copied.

16. Go to the **Select From Your Collections** menu at the center of the Images module window.

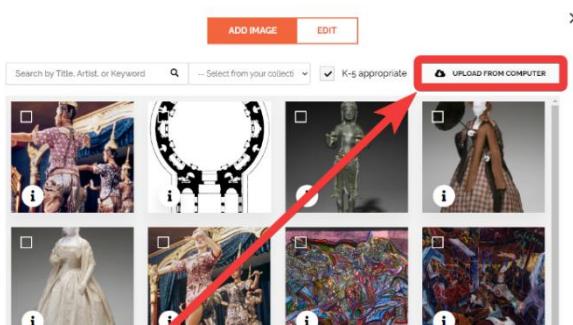




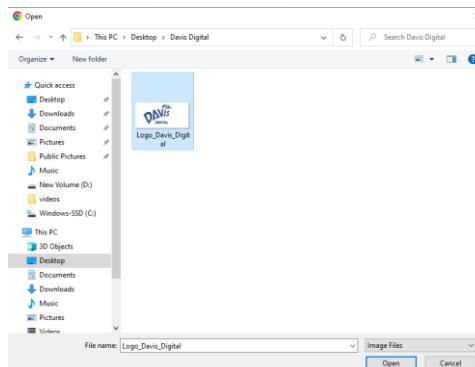
17. Select an image collection from the drop-down menu. Go to **Step 24** for next steps.

Option 3: Upload images from your computer.

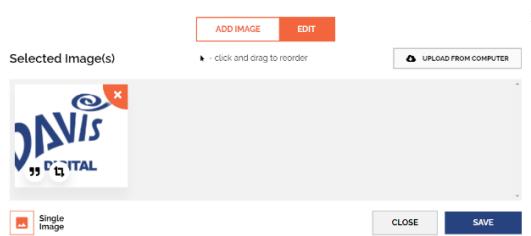
18. Click **Upload From Computer** to begin.



19. Browse your computer and select the images you want to upload.



20. Click **Save** to upload the images to your lesson.

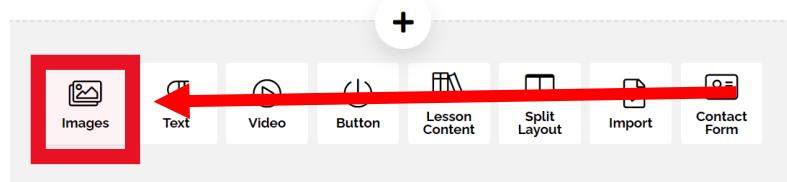




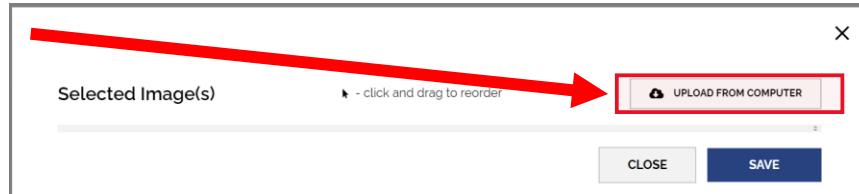
Images Module: Portfolios

When adding content to a Portfolio, use the **Images** Module to upload images from your computer. **Note:** Due to image licensing agreements, Davis Art Images cannot be added to Portfolios.

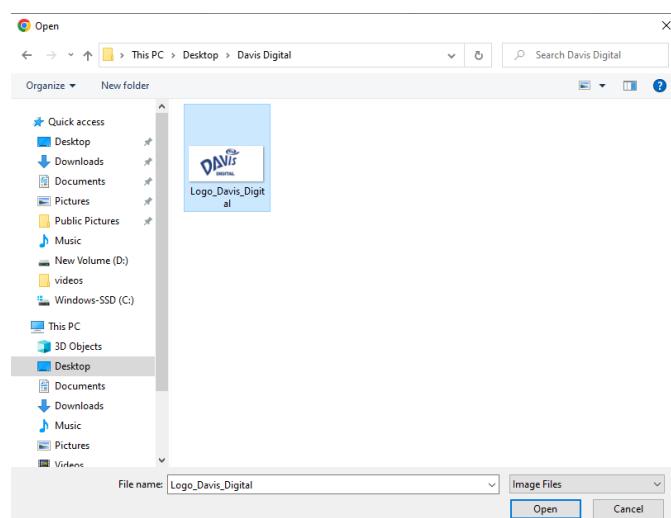
21. Click the **Images** Icon to begin.



22. The Image Module window will pop up. Click **Upload From Computer**.



23. Browse your computer and select the images you want to upload.

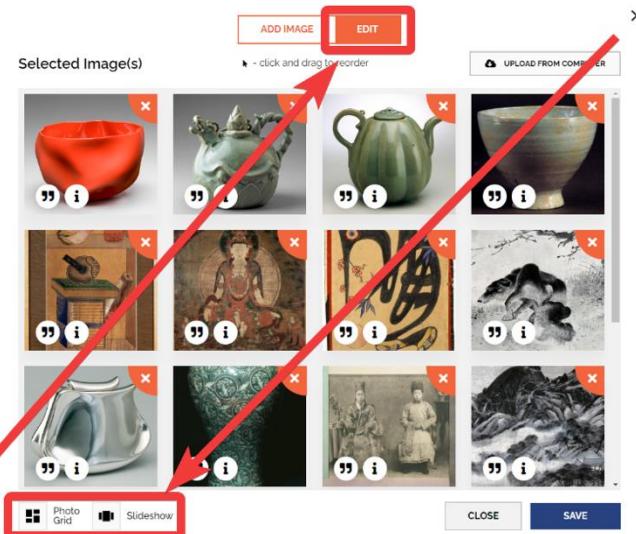




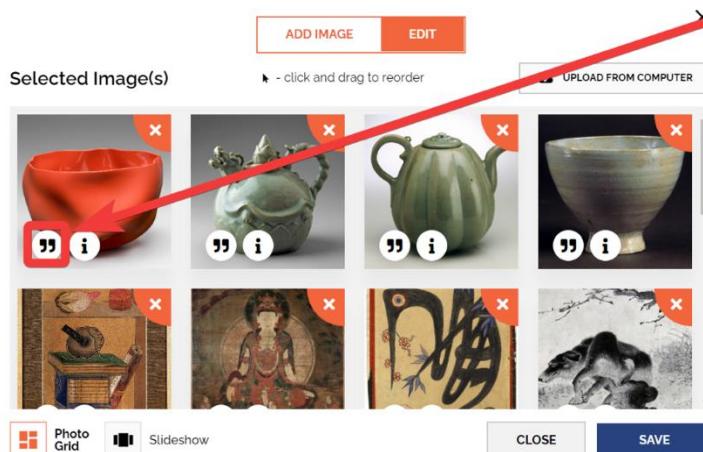
Images Module: Editing

After adding images to your Lesson or Portfolio, you can rearrange their order, add captions, crop and rotate, and choose a grid or a slideshow display.

24. Once images have been selected or uploaded, the **Edit Images** window will open.

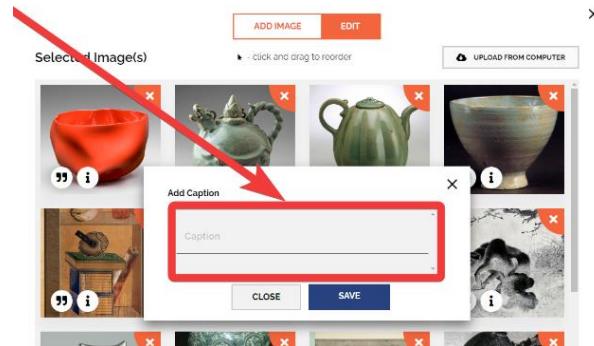


25. Click the **Caption** icon, which looks like quotation marks, to add a caption.

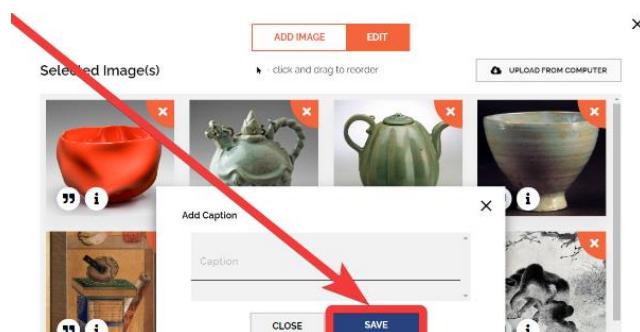




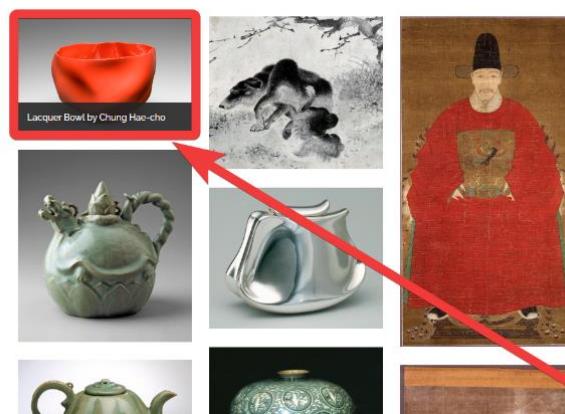
26. The **Add Caption** window will open. Enter information about the artwork or discussion prompts for students, etc. in the text field.



27. Click **Save** to add your new caption.



28. The caption will now appear below the image.





29. You can crop or rotate images by clicking the **Crop** icon.

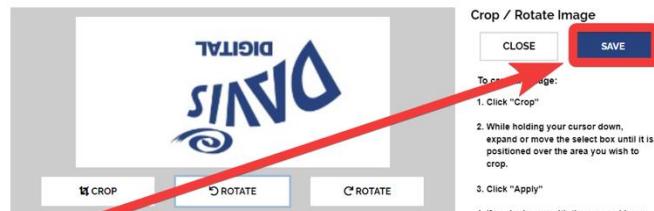
Note: Due to agreements with the image rights holders, crop/rotate is only available for images uploaded from your computer.



30. Use the **Crop**, **Rotate Left** and **Rotate Right** buttons to edit your image.



31. Click **Save**.



32. Your edits will now be visible from the image thumbnail.





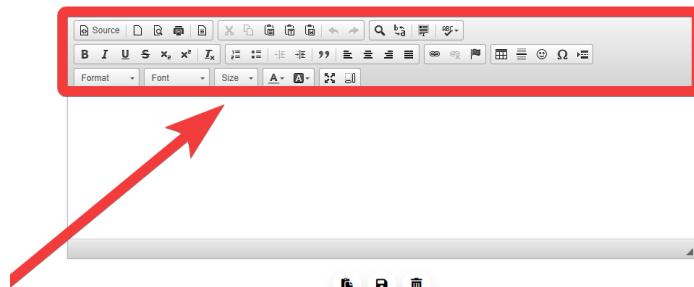
Text Module

The **Text** module allows you to add, compose, and format text.

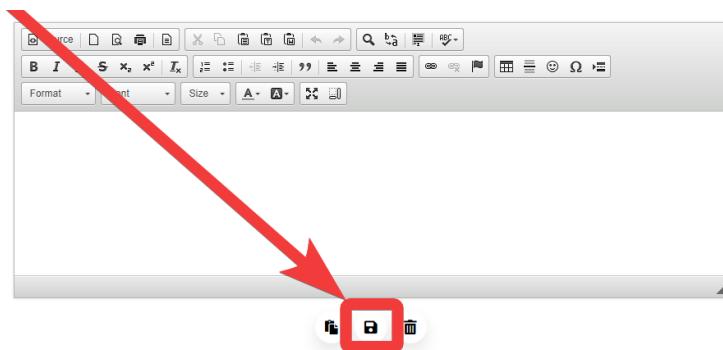
33. Click the **Text** icon to begin.



34. Enter text and use the formatting tools as needed. You can change the font size, text color, and add bullets, numbering, and more.



35. Click **Save** to add the text module to your lesson.





Video Module

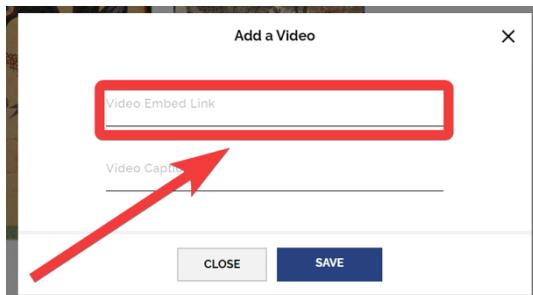
The **Video** module allows you to embed videos from YouTube, Vimeo, and other video services in your lesson or portfolio.

36. Click the **Video** icon to begin.

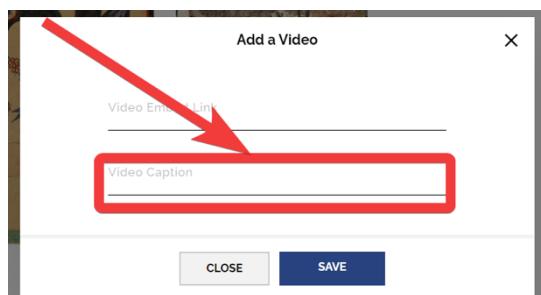


37. The **Add a Video** pop-up will open. Paste the embed code for the video you want to add into the top **Video Embed Link** field.

Note: You may need to visit the help section of the video site for assistance.



38. Once the embed code has been added, you can add a caption by entering text into the **Video Caption** field.





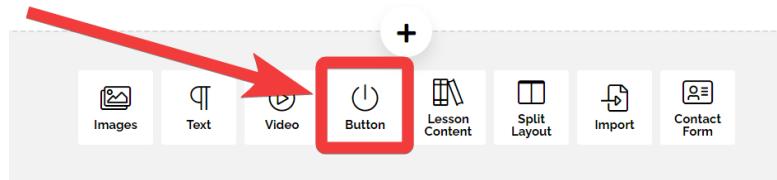
39. Click **Save** to finish adding the video to your lesson or portfolio.



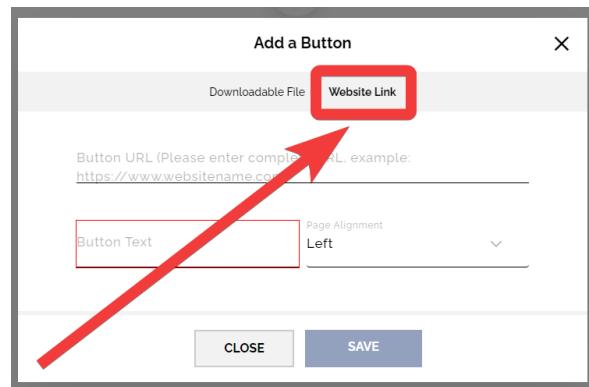
Button Module

Add a link to a website or downloadable file to your Lesson or Portfolio with the Button Module.

40. Click the **Button** icon to begin.

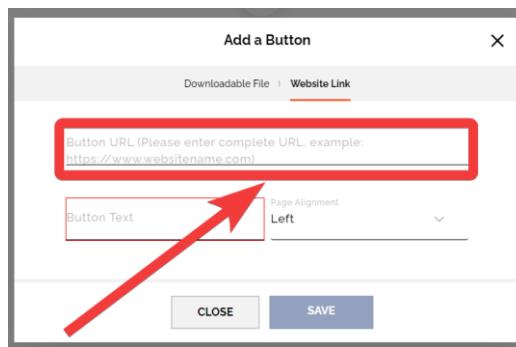


41. The **Website Link** menu opens by default.

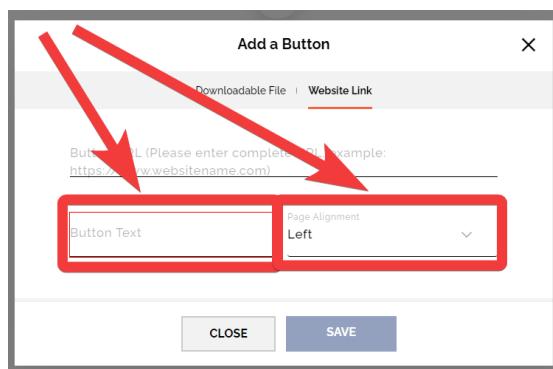




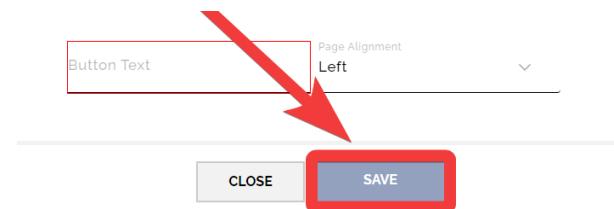
42. Paste the URL of a website you wish to link to into the **Button URL** field.



43. Enter the website name or other text into the **Button Text** box. This will be the button text on screen. Select Left, Center or Right alignment to determine where your button will appear on your Lesson or Portfolio page.

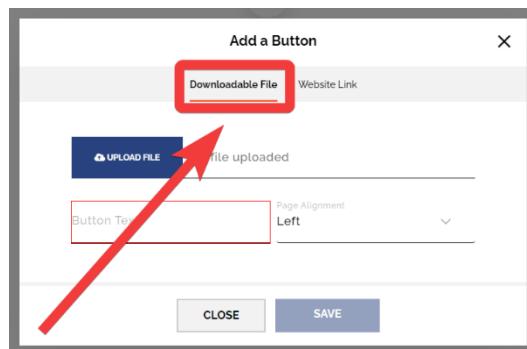


44. Click **Save**.

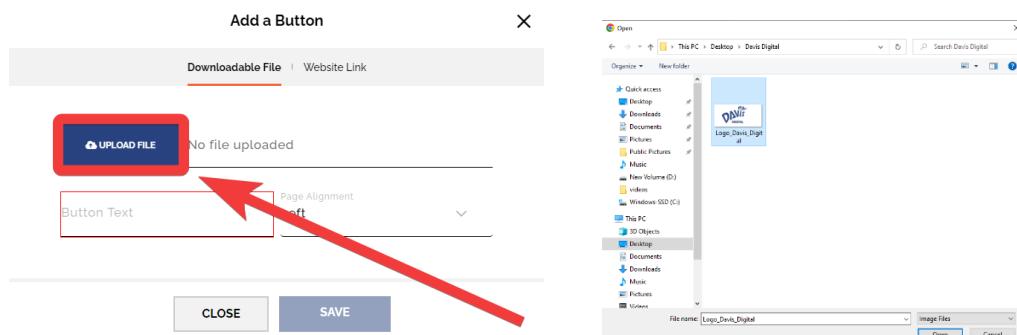




45. Click **Downloadable File** to add a file for your viewers to download.



46. Click **Upload File**, then select the file on your computer.



47. Repeat **Steps 43 and 44** to add text to your button, select page alignment, and save it to your lesson or portfolio.

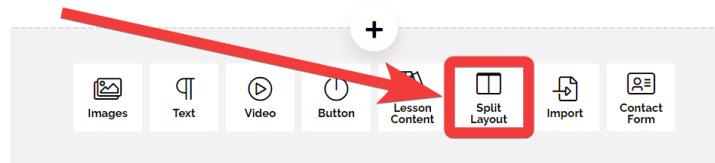




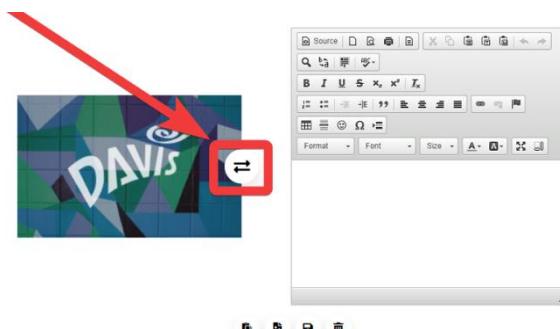
Split Layout Module

The **Split Layout** Module features a single image and text box displayed side-by-side. This module automatically appears when you create a new Lesson or Portfolio. You can also add a Split Layouts from the add content menu.

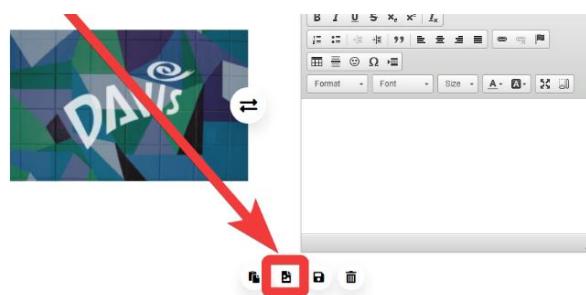
48. Click the **Split Layout** icon to begin.



49. The arrow icon (arrows pointing in opposite directions) swaps the Image and Text modules from left to right.

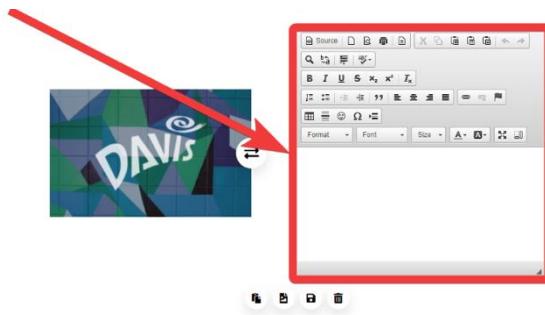


50. Click the **image icon** to edit or change the image.

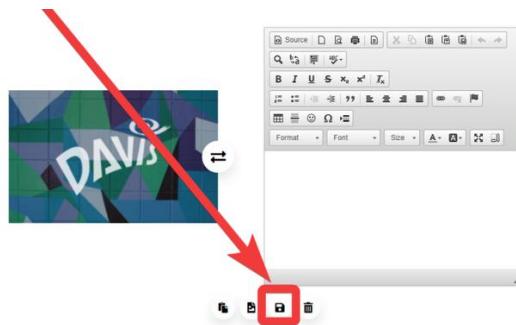




51. Click the **Edit Icon** to input and format text.



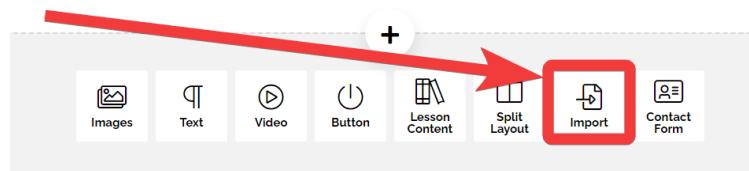
52. When finished, Click the Save button to save the module to your lesson or portfolio.



Import Module

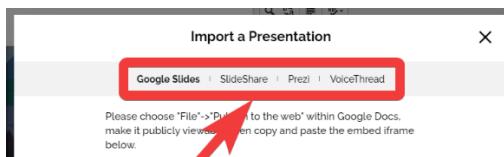
You can add presentations from Google Slides, SlideShare, Prezi, and Voicethread to your Lesson or Portfolio with the **Import** Module.

53. Click the **Import** icon to open the Import Module.

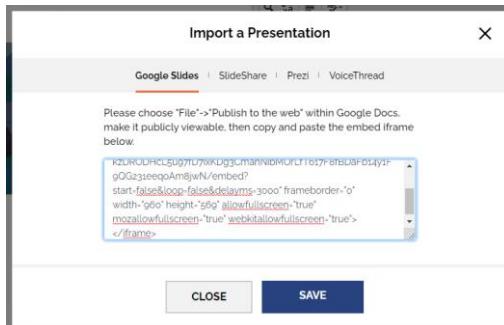




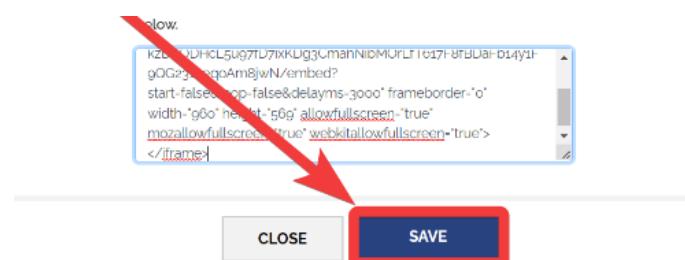
54. Select the presentation service you want to import content from.



55. Copy the Share URL (also called “embed code”) (usually found in the Share options) and paste it into the box.



56. Press **Save** to save your Import Module.



You will now see the presentation in your Davis Digital Lesson or Portfolio.





Lesson Content Module

You can import content from a Davis Digital Lesson to a Portfolio. This is a useful feature if you have uploaded images or content to a lesson that you'd like to add to a portfolio without re-uploading everything.

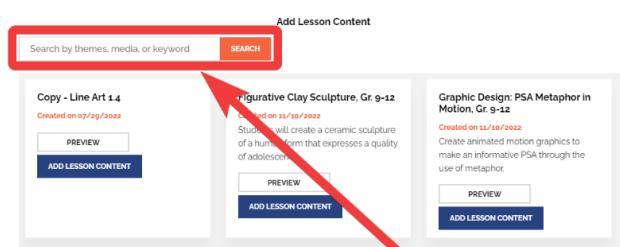
Note: This module is only available in Davis Digital Portfolios.

Note: Davis Book content and Davis Art Images are excluded from this feature.

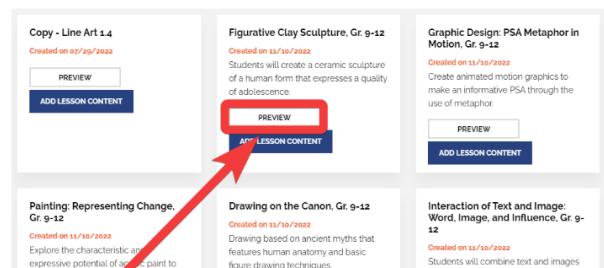
57. Click the **Lesson Content** icon.



58. Enter text to search for a specific lesson or scroll through multiple pages.



59. Click **Preview** to see the content before you add it to your portfolio.





60. Click **Add Lesson Content** to import the lesson content into your portfolio.

A screenshot of a digital platform interface showing a grid of lesson content cards. The cards include: 'Copy - Line Art 1.4' (Preview, Add Lesson Content), 'Figurative Clay Sculpture, Gr. 9-12' (Preview, Add Lesson Content, highlighted with a red arrow), 'Graphic Design: PSA Metaphor in Motion, Gr. 9-12' (Preview, Add Lesson Content), 'Painting: Representing Change, Gr. 9-12' (Preview, Add Lesson Content), 'Drawing on the Canon, Gr. 9-12' (Preview, Add Lesson Content, highlighted with a red arrow), and 'Interaction of Text and Image: Word, Image, and Influence, Gr. 9-12' (Preview, Add Lesson Content).

61. The imported lesson content will now be visible in your portfolio.

A screenshot of a lesson content page titled 'Teacher Content'. The page includes sections for 'Description', 'Essential Question', 'Focus Questions', and 'Theme'. The 'Theme' section is listed as 'Clay Figure' and '3-D Media'. To the right of the text is a photograph of a clay sculpture of a figure in flight, with a caption below it: 'Student artwork, Sylvia Brandt. Plaster. 5½" x 4½" (14.5 x 11 cm)'. Below the image are four small circular icons.

Contact Form Module

Add a contact form to your Portfolio with this module. The form allows viewers of your portfolio to send you a message without revealing your email address.

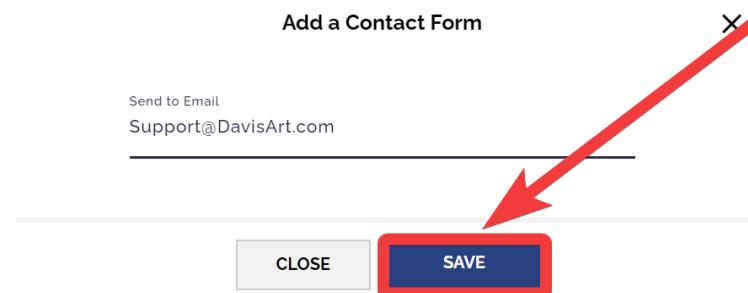
Note: The Contact Form Module is only available in **Portfolios**.



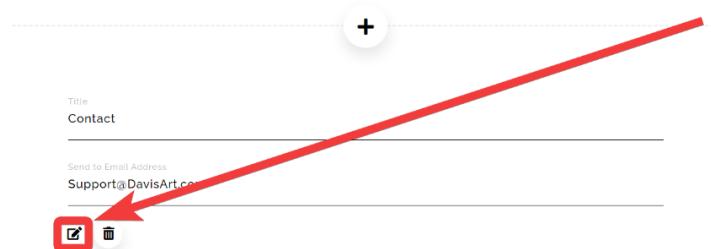
62. Click the **Contact Form** icon to begin.



63. Enter your email address and click **Save**. Any messages entered into the contact form will be sent to this address.



64. You can Edit the title of the contact form or the email address by clicking the pencil icon when the portfolio is opened in Edit mode.





65. Click the save icon (floppy disk) to save your changes.



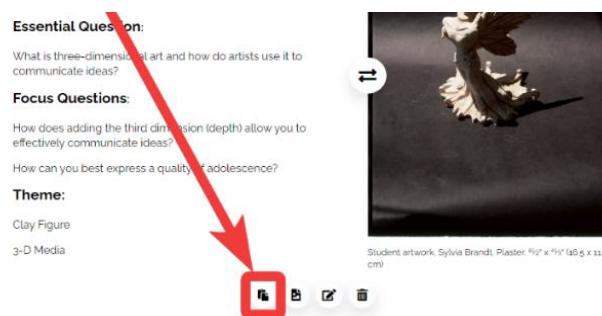
66. You will see the completed contact form when viewing your portfolio in presentation mode.

A screenshot of a contact form titled 'Contact'. It includes fields for 'Name', 'Email', and 'Subject Line', and a 'Message' area. Below these is a 'SEND' button. The entire form is presented in a clean, minimalist style.

Copy a Module

You can copy an entire module from one Lesson to another or from one Portfolio to another with the **Copy Content** function.

67. Open your lesson or portfolio in Edit mode and click the **Copy Content** icon beneath the module you want to copy.





68. The **Copy Content** module will open.

A screenshot of the 'Copy Content' module. At the top, there is a search bar labeled 'Search by Title or Keyword' with a magnifying glass icon, a dropdown menu labeled 'View Lessons from a folder', and a 'Sort By' dropdown set to 'Recently Edited'. Below this is a grid of four lesson cards, each with a checkbox, a thumbnail image, and a title with a description. The lessons are: 'Copy - Line Art 1.4' (Date Created: 07/29/2022, Last Edited: 03/06/2023), 'Figurative Clay Sculpture, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022), 'Graphic Design: PSA Metaphor in Motion, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022), and 'Painting: Representing Change, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022).

69. Use the search field or scroll through the listings to locate the lesson or portfolio you'd like to copy your content to.

A screenshot of the 'Copy Content' module. A red arrow points to the 'Search by Title or Keyword' search bar, which is highlighted with a red box. Below the search bar is a grid of four lesson cards, each with a checkbox, a thumbnail image, and a title with a description. The lessons are: 'Copy - Line Art 1.4' (Date Created: 07/29/2022, Last Edited: 03/06/2023), 'Figurative Clay Sculpture, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022), 'Graphic Design: PSA Metaphor in Motion, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022), and 'Painting: Representing Change, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022).

70. You can also use the Folder Dropdown menu to select a lesson or portfolio within a folder.

A screenshot of the 'Copy Content' module. A red arrow points to the 'View Lessons from a folder' dropdown menu, which is highlighted with a red box. Below the dropdown is a grid of four lesson cards, each with a checkbox, a thumbnail image, and a title with a description. The lessons are: 'Copy - Line Art 1.4' (Date Created: 07/29/2022, Last Edited: 03/06/2023), 'Figurative Clay Sculpture, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022), 'Graphic Design: PSA Metaphor in Motion, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022), and 'Painting: Representing Change, Gr. 9-12' (Date Created: 11/10/2022, Last Edited: 11/23/2022).



71. Select the Lesson or Portfolio you want to copy the content to.

A screenshot of a 'Copy Content' dialog. At the top, there's a search bar and a dropdown for 'View Lessons from a folder'. Below that, a 'Sort By' dropdown is set to 'Recently Edited'. The main area shows a grid of four lessons, each with a checkbox. The first lesson, 'Copy - Line Art 1.4', has its checkbox checked and is highlighted with a red arrow pointing to it. The other three lessons are empty checkboxes. Each lesson has a thumbnail, a title, and a small description with dates.

72. Click **Copy** to add your module to the selected Lesson or Portfolio.

A screenshot of the same 'Copy Content' dialog, but now the first lesson, 'Copy - Line Art 1.4', has its checkbox checked and is highlighted with a red arrow. A red arrow also points to the 'COPY' button at the bottom right of the dialog.

73. Select Confirm or Cancel.

A confirmation dialog box with the text: 'Copy content Teacher Content 1: Description - Theme from Lesson Figurative Clay Sculpture, Gr. 9-12 to Lesson Copy - Line Art 1.4 ?'. At the bottom are two buttons: 'CANCEL' on the left and 'CONFIRM' on the right, both in white text on a dark background.

74. You will see a confirmation when the action is complete. The copied module will now appear in the lesson or portfolio you selected.

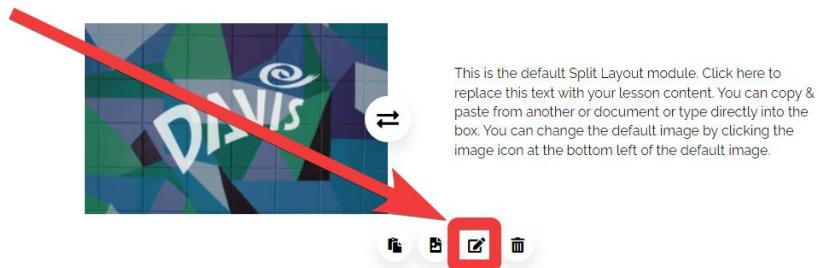
A confirmation message: 'Content Teacher Content 1: Description - Theme has been copied to Lesson "Copy - Line Art 1.4" successfully.' with a close button 'X' in the top right corner.

[▶ GO TO COPY - LINE ART 1.4](#)

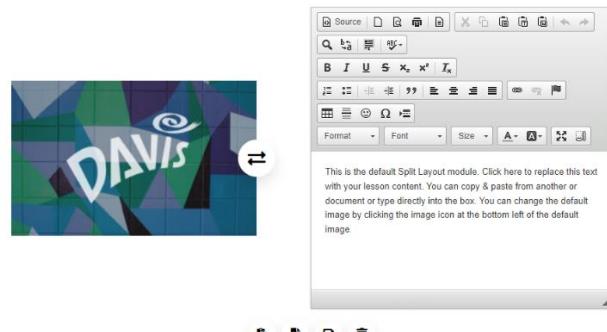


Edit a Module

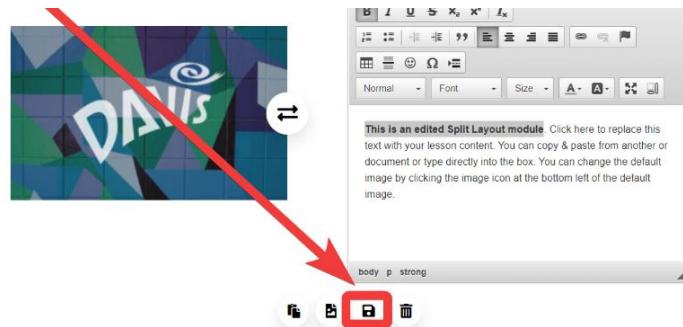
75. Click the **Edit Content** icon beneath the module you want to edit.



76. The module will open in edit mode, allowing you to make any needed changes.



77. Click the **Save** icon.





The edited module will now appear in your lesson or portfolio.

A screenshot of a digital portfolio interface. At the top, there is a navigation bar with links: "My Portfolios", "View", "Share", "Copy Link", "Export", "Help", "Not Featured", and "Save". Below the navigation bar is a "Split Layout" module. The left side of the module contains the Davis Digital logo. The right side contains text: "This is an edited Split Layout module. Click here to replace this text with your lesson content. You can copy & paste from another document or type directly into the box. You can change the default image by clicking the image icon at the bottom left of the default image." Below this text are several small icons for editing and saving. At the bottom of the module is a "Save" button.

Delete a Module

78. In Edit mode, click the **Delete** icon beneath the module you wish to remove.

A screenshot of a digital portfolio interface. At the top, there is a navigation bar with links: "My Portfolios", "View", "Share", "Copy Link", "Export", "Help", "Not Featured", and "Save". Below the navigation bar is a text module. The module title is "Experience Art" and the subtitle is "Introduction to Experience Art". The theme is "Art and Design". The vocabulary includes: element of art, line, shape, form, value, color, space, texture, texture, principle of design, scale, proportion, movement, rhythm, pattern, emphasis, contrast, balance, unity, variety, evolving ideas, recontextualization, juxtaposition, personal narrative, hybridity. The keywords include: element, line, shape, form, value, color, space, texture, principle, design, scale, proportion, movement, rhythm, pattern, emphasis, contrast, balance, unity, variety, evolving ideas, recontextualization, juxtaposition, personal, narrative, hybridity, appropriation, text, image, layering, collaboration, tradition, media, art, form, drawing, painting, collage, mixed media, sculpture, sculpture, creativity, making, communicate, daily life, expression, nature, places, lessons, celebrations, beauty, creating, responding, preserving, connecting, visual, tools, traditions, copyright, fair, use. A red arrow points to the "Delete" icon (a small square with a minus sign) located at the bottom of the module.

79. The module will be removed from the Lesson or Portfolio.

A screenshot of a digital portfolio interface. At the top, there is a navigation bar with links: "My Portfolios", "View", "Share", "Copy Link", "Export", "Help", "Not Featured", and "Save". Below the navigation bar is a text module. The module title is "Experience Art" and the subtitle is "Introduction to Experience Art". The theme is "Art and Design". The vocabulary includes: element of art, line, shape, form, value, color, space, texture, texture, principle of design, scale, proportion, movement, rhythm, pattern, emphasis, contrast, balance, unity, variety, evolving ideas, recontextualization, juxtaposition, personal narrative, hybridity. The keywords include: element, line, shape, form, value, color, space, texture, principle, design, scale, proportion, movement, rhythm, pattern, emphasis, contrast, balance, unity, variety, evolving ideas, recontextualization, juxtaposition, personal, narrative, hybridity, appropriation, text, image, layering, collaboration, tradition, media, art, form, drawing, painting, collage, mixed media, sculpture, sculpture, creativity, making, communicate, daily life, expression, nature, places, lessons, celebrations, beauty, creating, responding, preserving, connecting, visual, tools, traditions, copyright, fair, use. A "VIEW BOOK" button is at the bottom of the module.