

Course: Adding Topics or Sections

Step-by-step guide

1. From the course page, enable **Edit mode** at the top right.
2. Topics may be inserted at any point in the course. Just be sure to expand the topic just above where you wish to insert the new one and click **Add topic** at the bottom. *May vary slightly depending on the selected course format.

The screenshot shows a course page in 'Edit mode'. At the top, the 'Welcome' topic is expanded, indicated by a red box around the downward arrow icon. To the right of the topic name is a 'Collapse all' link and a vertical ellipsis menu. Below the 'Welcome' topic are three sub-topics: 'FORUM Announcements', 'PAGE Getting Started', and 'URL National Public Radio'. Each sub-topic has its own icon, a title, a description, and a vertical ellipsis menu. At the bottom of the 'Welcome' topic is a light blue button with a plus icon and the text 'Add an activity or resource'. Below this button is a red arrow pointing to the 'Add topic' link. Below the 'Add topic' link is the 'Resources' topic, which is collapsed, indicated by a red box around the right-pointing arrow icon. Below 'Resources' is the 'Activities' topic, also collapsed, indicated by a red box around the right-pointing arrow icon.

In the example above, the **Welcome** topic is expanded, and clicking **Add topic** at the bottom would insert a new topic between **Welcome** and **Resources**.

3. To add multiple topics, click **Add topic** multiple times.
4. When completed, turn off **Edit mode** at the top right of your course page.

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