

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 dropdown arrow. To the right of 'Welcome' is a 'Collapse all' link and a vertical ellipsis menu. Below the 'Welcome' topic are three items: a 'FORUM' titled 'Announcements', a 'PAGE' titled 'Getting Started', and a 'URL' titled 'National Public Radio'. Each item has a checkbox, an icon, a title, and a vertical ellipsis menu. Below these items is a light blue button with a plus icon and the text 'Add an activity or resource'. At the bottom of the 'Welcome' section, the text 'Add topic' is shown with a red arrow pointing to it. Below the 'Welcome' section is the 'Resources' section, which is collapsed, indicated by a red box around the right-pointing arrow. Below 'Resources' is the 'Activities' section, which is also collapsed, indicated by a red box around the right-pointing arrow.

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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