



Topics

Topics refer to the files, videos, links, etc. that make up the course material for the course. Creating these topics is what will be covered here.

Navigate to the Module that the topic should be in and click the blue button that says "New." A drop-down menu with the options of topic types will populate:

A screenshot of a course management interface. At the top, there are navigation links: Course Home, Content, Assessments, Communication, Progress, Edit Course, and More. Below this is a search bar for topics and a section for 'Module 1'. The 'New' button is circled in red. A dropdown menu is open, listing various options. A red box highlights the first four options: 'Upload Files', 'Video or Audio', 'Create a File', and 'Create a Link'. Red arrows point from these options to a list of descriptions on the right: '-Existing Document', '-Insert Video or Audio', '-Create a new Document with the HTML editor.', and '-Insert a Link'. Other options in the dropdown include 'Add Existing Activities', 'Bulk Edit', 'Add from Manage Files', 'New Dropbox', 'New Checklist', 'New Discussion', 'New Quiz', and 'New Survey'.

The options are as follows:

1. Upload Files: uploading an existing document from the computer, such as a PDF, PowerPoint, Word Document, etc.
2. Insert Video or Audio: insert a link to a video/audio or upload it from the computer. **Note:** This will only insert the file, it won't provide a place to add additional text. If text is needed to accompany the video, that process will be discussed in this Module.
3. Create a File: create a Topic using the HTML editor. This editor will allow for the text accompanying images, videos, etc. This option also contains HTML templates to assist with course design and accessibility.
4. Create a Link: Here you will create a topic that links on a different website, for example, a login point for an ebook.

