



# 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.

A screenshot of a course management interface. On the left is a sidebar with a search bar and a list of course sections: Overview, Bookmarks, Course Schedule (1), Table of Contents (33), Module 1 (11), Module 2 (1), Stuff (11), Module 1 (1), Module 3: Assessments (2), and Module 4: Communication (2). The main area is titled 'Module 1' and contains options to 'Add dates and restrictions...', 'Add a description...', and a 'New' button. The 'New' button is circled in red, and a dropdown menu is open below it. The menu items are: Upload Files, Video or Audio, Create a File, Create a Link, Add from Manage Files, New SCORM/xAPI Object, New Dropbox, New Checklist, New Discussion, New Quiz, and New Survey. A red box highlights the first four items, with arrows pointing to them from a legend: '-Existing Document' for Upload Files, '-Insert Video or Audio' for Video or Audio, '-Create a new Document with the HTML editor.' for Create a File, and '-Insert a Link' for Create a Link. At the bottom of the main area, it says 'Starts Feb 20, 2024 3:00 PM'.

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:

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.

