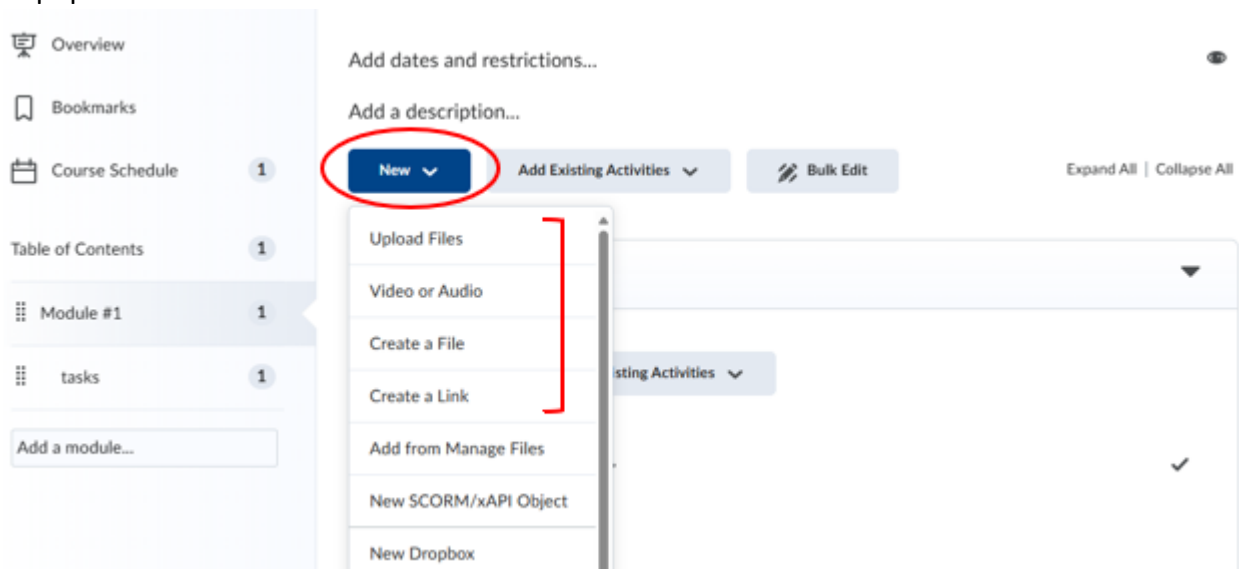




Topics

Topics refer to the files, videos, links, etc. that make up the course material for courses.

Navigate to the module that the topic should be in and select **New**. A drop-down menu with a variety of topic types will populate:



Some of the options are as follows:

1. **Upload Files:** uploading an existing document, such as a PDF, PowerPoint, Word Document, etc.
2. **Insert Video or Audio:** insert a link to a video/audio or upload it from your computer. Note: This will only insert the file, it won't provide a place to add additional text.
 - a. **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 below in #3.
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.