

How to add a new week/topic to a course?

The screenshot shows the YU-LEARNT course dashboard for course YULRN101. On the left is a navigation menu with options like Participants, Badges, Competencies, Grades, and Course sections. The main content area displays course information, including 'Duyurular', 'YU-LEARNT', 'FAQs', and 'YUI01 - Fall 2021 - Att'. Below this, 'Week 1' and 'Week 2' are listed. On the right, a 'Course administration' sidebar contains options like 'Edit settings', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Backup', 'Restore', 'Import', and 'Reset'. A red box with the number '1' highlights the 'Turn editing on' button in the top right corner of the main content area.

- 1- After selecting the specific course from the left column and accessing to the main page of the course, click the **“Turn Editing On”** button on the right.

The screenshot shows the YU-LEARNT course dashboard with a topic editor. The 'Turn editing on' button is now 'Turn editing off'. The main content area shows a topic editor for 'Topic 6' with an 'Edit' dropdown and an 'Add an activity or resource' button. At the bottom of the page, a red box with the number '2' highlights the 'Add topics' button.

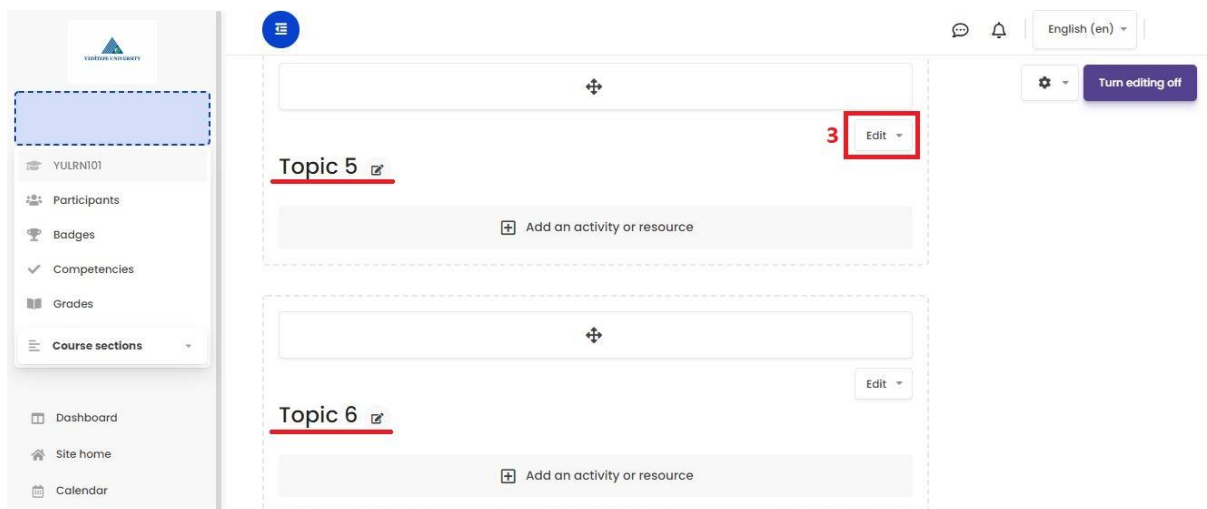
- 2- Go to the bottom of the page and click on the **“Add Topics”** button.

Add topics ✕

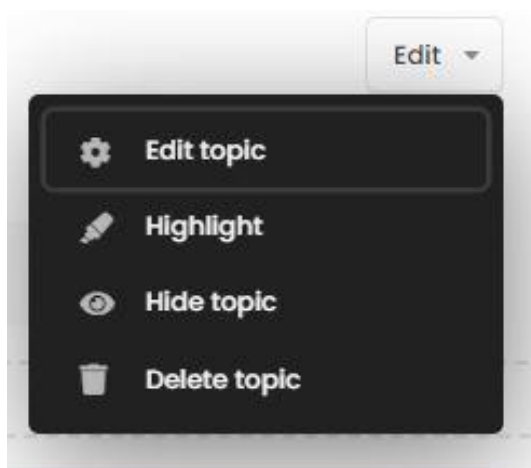
Number of sections

Add topics Cancel

✓ In the page that you accessed, you should write the number of weeks/topics to be added to the course in the "Number of sections" box and click the "Add topics" button.



3- As you see, the new weeks/topics are now on the main page of the course. When you click the **“Edit”** button on the top right you will see editing options there:



✓ You can edit information such as title and summary if you click the **“Edit Topic”** button.

✓ You can highlight the specific week/topic from the **“Highlight”** section (Like midterm or homework week)

✓ You can hide the specific week/topic from the **“Hide Topic”** section and make it invisible to students (You can use this feature for the weeks that you created the content before but will make access for students later)

✓ You can delete the week completely by clicking the **“Delete Topic”** section (Please remember that all content/event/resources to the related week will be deleted when you delete the week)