TEACH

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

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.
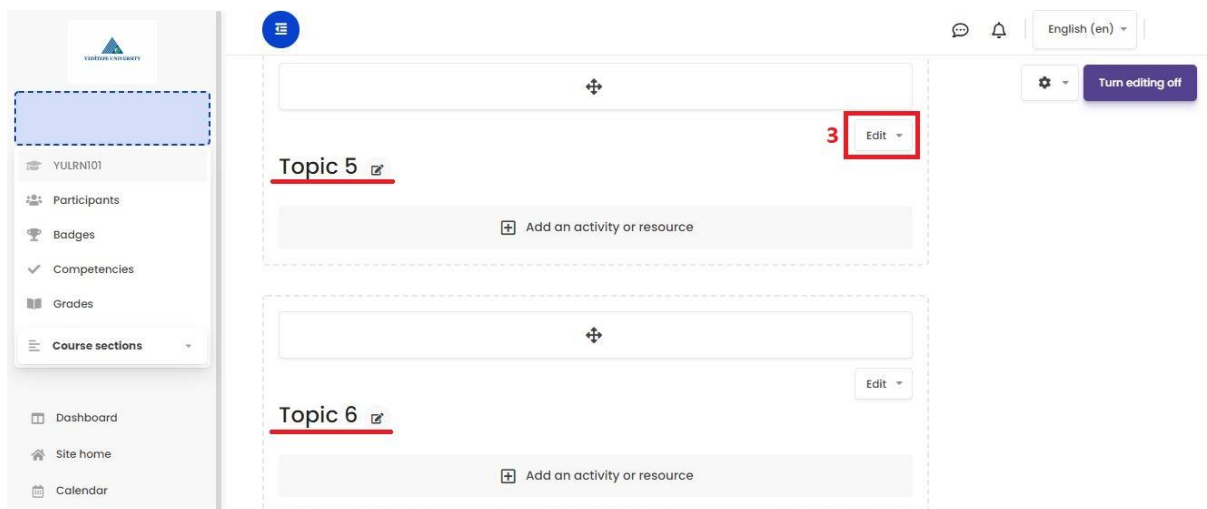

2- Go to the bottom of the page and click on the **"Add Topics"** button.
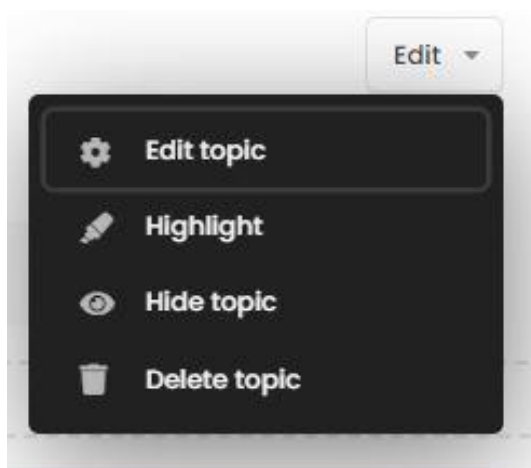
Add topics   ✕

Number of sections

2

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)