

Creating Modules and Topics

You must create a module before you create a topic.

You can create sub-modules (modules within existing modules) to establish a deeper hierarchy.

If you want to keep your course content hidden while you are building it, set the status of your modules and/or topics as **Draft**.

Create a new module

- Click the Table of Contents link in the Table of Contents panel
- On the Table of Contents page, click the **Add a module** field and enter the module title
NOTE: the **Add a module** field is always **below** the Table of Contents title and any existing modules. You can find it in the left panel as well
- Press Enter or click outside the field to add the module.

The screenshot shows the LMS interface with the 'Table of Contents' panel active. The top navigation bar includes links for Course Home, Content, Dropbox, Quizzes, Discussions, Classlist, Grades, and Chat. The main content area is titled 'Table of Contents' and contains a search bar, 'Import/Export', 'Bulk Edit', and 'Related Tools' buttons. Below these is a message 'No items found.' and an 'Add a module...' field, which is highlighted with a red box. In the left sidebar, the 'Table of Contents' section is expanded, and its 'Add a module...' field is also highlighted with a red box.

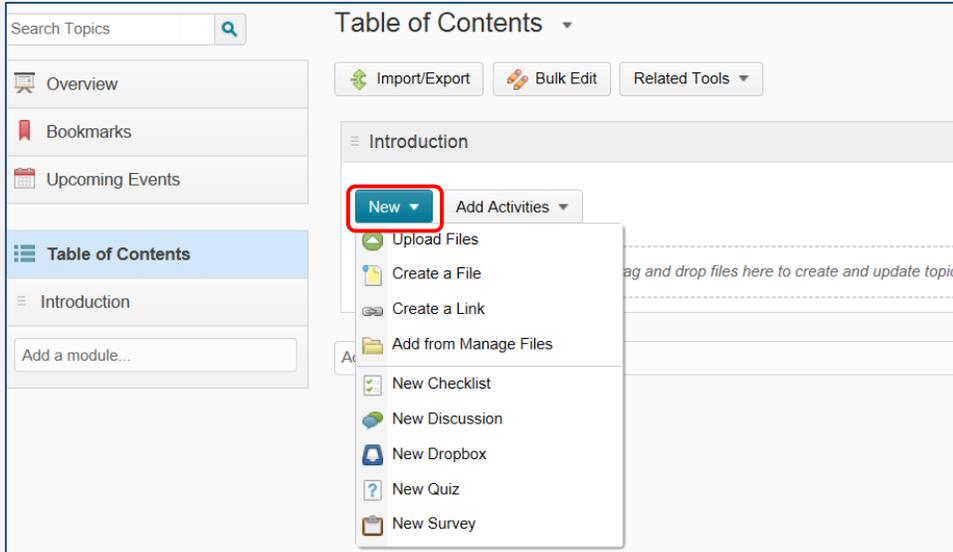
Create a new sub-module

- Click on the module you want to add a sub-module to **from the Table of Contents panel at the left**
- Enter your new sub-module title in the Add a sub-module... field
- Press Enter or click outside the field to add the sub-module

The screenshot shows the LMS interface with the 'Introduction' module page active. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Introduction' and contains a search bar, 'Add a description...', 'Published' status, 'Add dates and restrictions...', 'New', 'Add Activities', and 'Bulk Edit' buttons. Below these is a dashed box with the text 'Drag and drop files here to create and update topics' and an 'Add a sub-module...' field, which is highlighted with a red box. In the left sidebar, the 'Table of Contents' section is expanded, and the 'Introduction' module is selected, highlighted with a blue background, and a red arrow points to it.

Create a new topic

- Click on the module where you want to create a new topic from the Table of Contents panel or on the Table of Content page
- Click the **New** button and select one from the options listed in the drop-down list:



- Fill in the required fields (title, a URL link, instructions, or select the appropriate files you want to add or upload).

Add an existing course object as a topic

- Click the module to which you want to add a course object
- Select one of the options from the **Add Activities** button:

