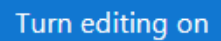# New Course Topics

As part of Stage 2, you are expected to add a new **Topic** to demonstrate that you will be able to expand your course in the future. It is also a valuable skill that can use to help re-organize your course page.

Adding a new Topic to your course

1. On the main page of your course, click the **Turn editing on** button.

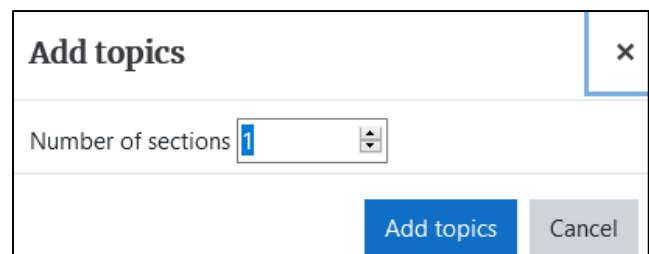2. Scroll down to the bottom of the screen.

3. Below the last topic is the **+Add topics** link.
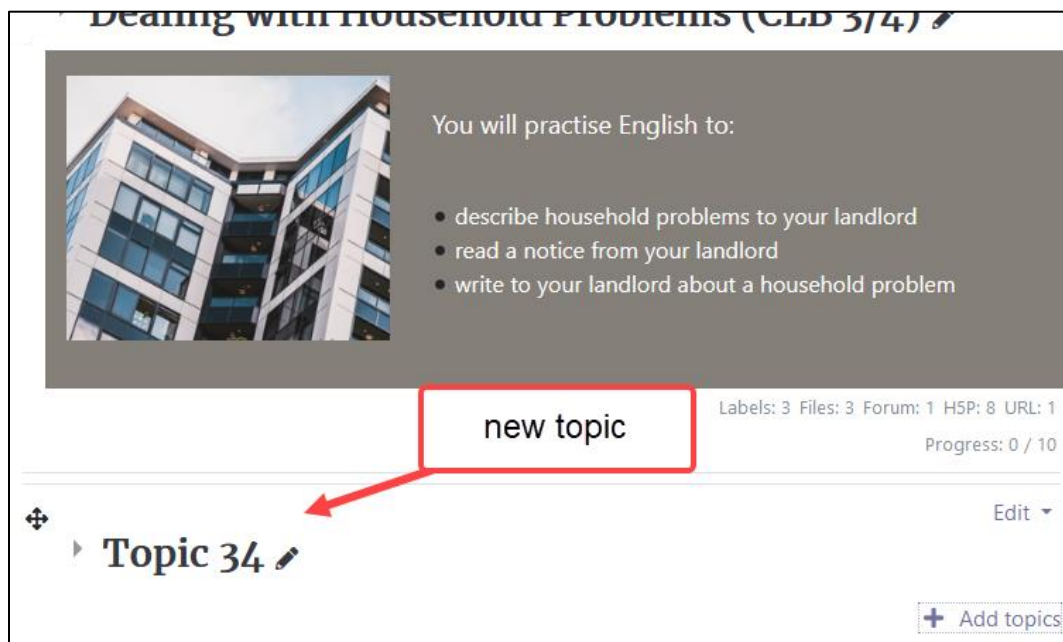

4. Click on the **Add topics** link.

5. In th**e Add topics** pop-up, type the number of **topics** to be added to your course.

6. Click on the Add **topics** button.

Note: The new topic(s) appear. In this example, there is only 1 new topic named **Topic 34**.

7. Click on the **Edit topic name** icon. (it looks like a pencil) ,

8. Type the **name** of the new topic, and then
    press the **ENTER** key.
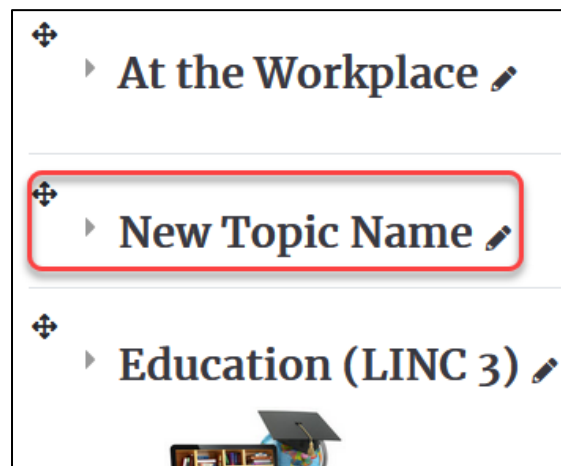

➤ New Topic Name ✎

9. Click on the **Move section** icon.

10. In the pop-up list of **Topic sections** that appears, click on the topic section that will follow the
    new topic.

Move Topic 34   ✕

To item "At the Workplace"
To item "Education (LINC 3)"
To item "Column Reporting topic"
To item "Health and Safety (LINC 4)"
To item "Canada (LINC 3)"
To item "Canadian Culture (LINC 3)"

Note: this is the result.

⊕ ➤ **At the Workplace** ✎

⊕ ➤ **New Topic Name** ✎

⊕ ➤ **Education (LINC 3)** ✎
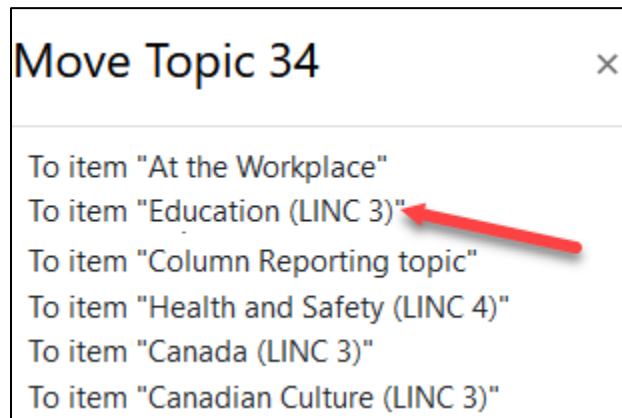
11. Click on the **Turn editing off** button.

    NOTE: If you ever need to move a topic to <u>lower</u> in the course, you will instead select the topic

    section that will <u>precede</u> the moving topic, in the **Topic Sections** popup.