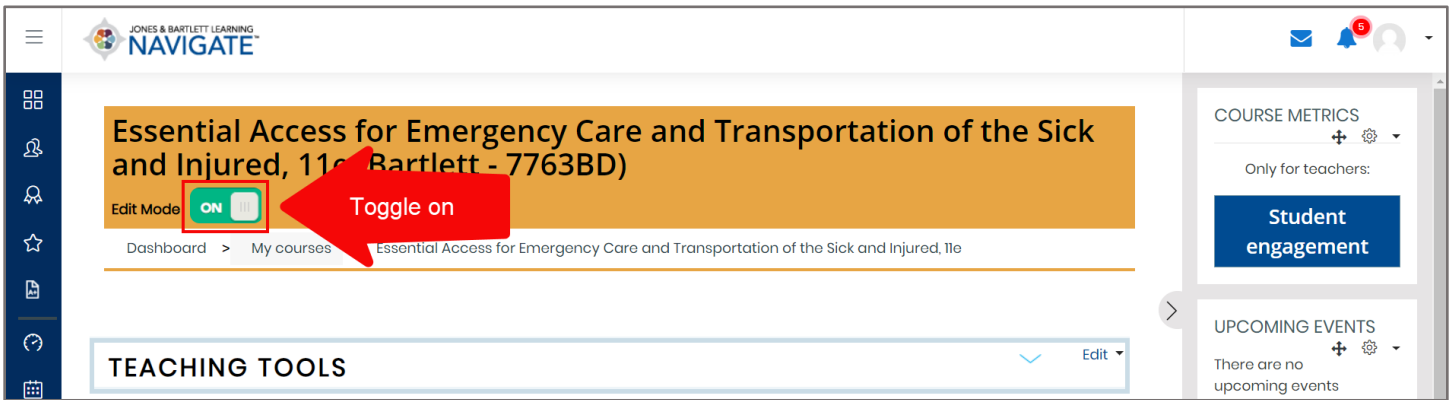


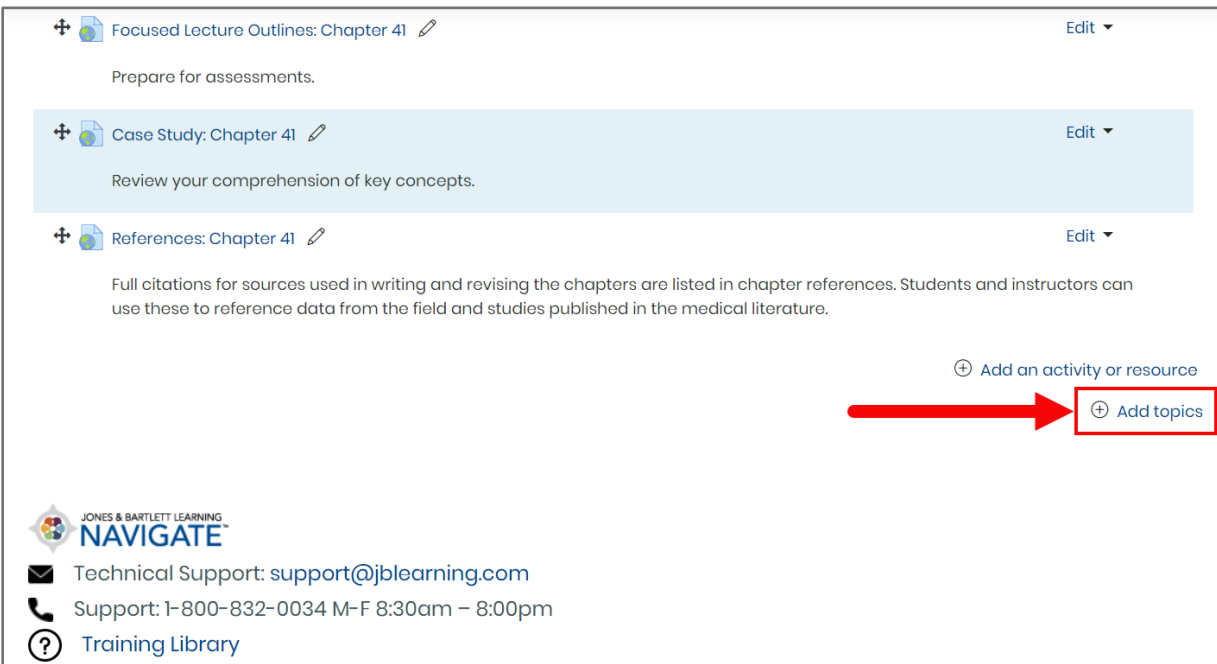
How to Create Topics and Sections in a Course

This document contains instructions for creating your own topics or sections in your course through Navigate's Edit Mode.

1. On the course homepage, toggle on the course **Edit Mode** using the button at the top of the page.

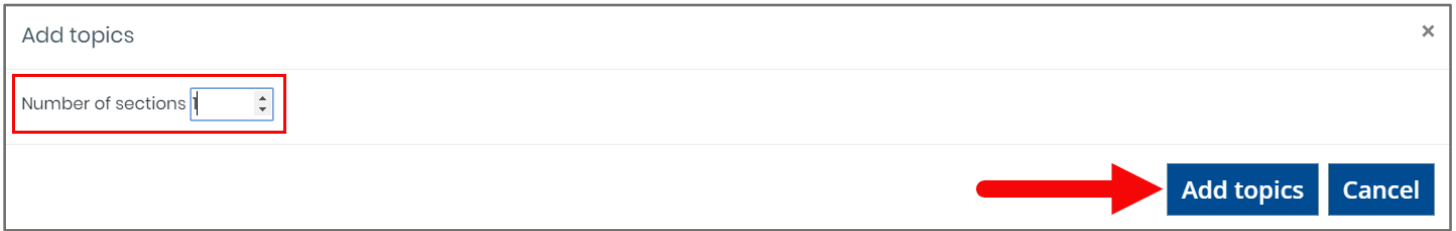


2. The page will refresh, displaying all editing options. Scroll down to the bottom of the page and click the **Add topics** to the right.

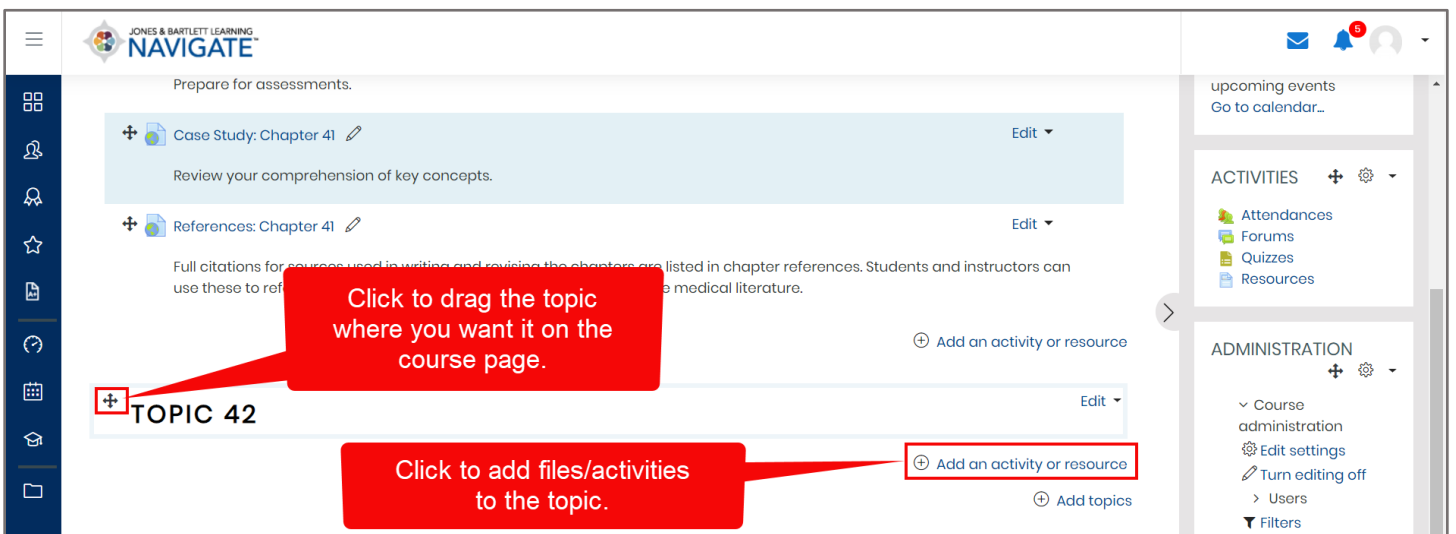


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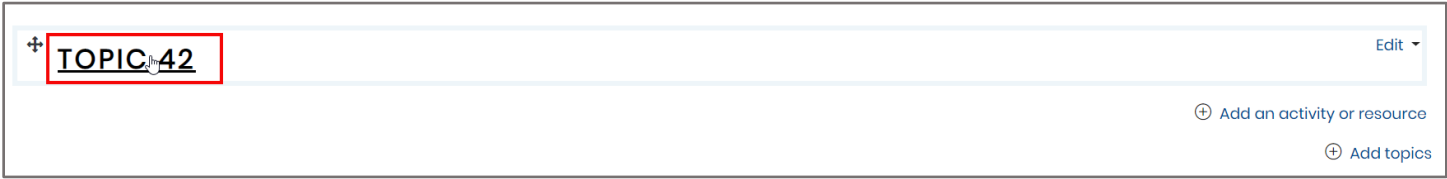
3. A popup window will display with a field in which you may enter the number of new topics you would like to create. When satisfied, click the **Add topics** button.



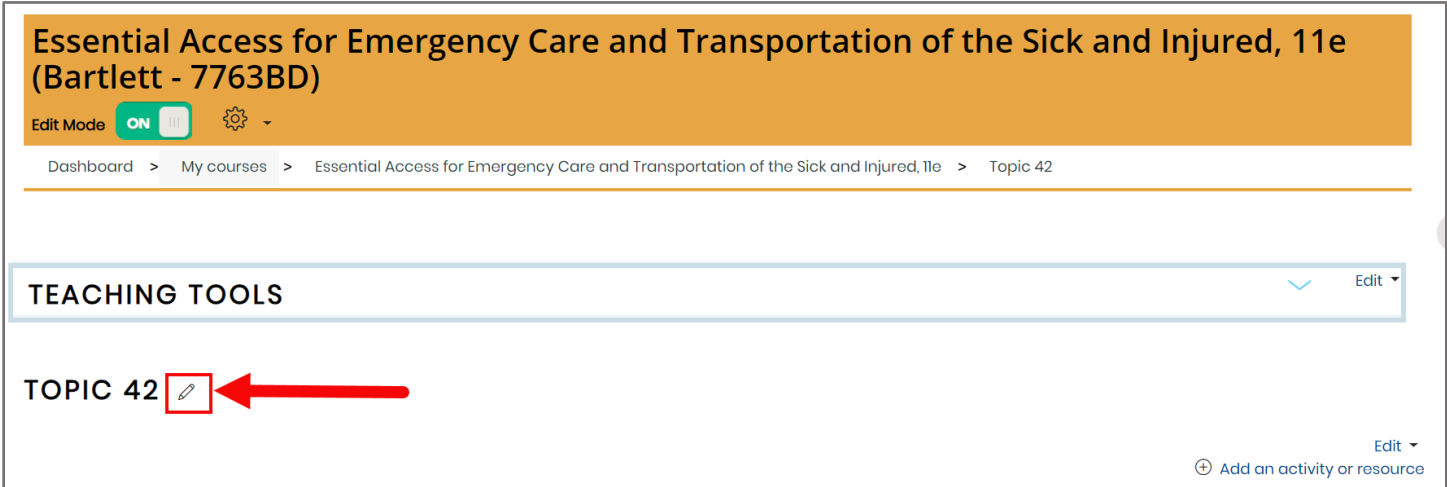
4. The page will refresh, displaying the new topics you have created. You may also use the **Compass arrow** to the left of the topic name to drag and drop the topic(s) to a preferred location within the course and begin adding your own files or resources to the topic as needed.



5. Click on the topic name and use the **Pencil icon** to rename the topic as needed. Press **Enter** on your keyboard when finished.



A screenshot of a user interface showing a text input field containing the text "TOPIC 42". The text is highlighted with a red rectangular box. To the right of the text is a small pencil icon. In the top right corner of the field, there is an "Edit" dropdown menu. Below the field, there are two buttons: "Add an activity or resource" and "Add topics".



A screenshot of a course page. The title is "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". Below the title is a navigation breadcrumb: "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Topic 42". There is a section titled "TEACHING TOOLS" with a dropdown arrow and an "Edit" button. Below this, the text "TOPIC 42" is displayed next to a pencil icon, which is highlighted by a red arrow pointing to it. In the bottom right corner, there is an "Edit" dropdown menu and a button labeled "Add an activity or resource".



A screenshot of a text input field containing the text "EMS Procedures". Above the field is a light blue banner that says "ESCAPE TO CANCEL, ENTER WHEN FINISHED". A red callout box points to the input field with the text "Enter desired topic name here and press 'Enter'".

6. When finished, turn **Edit Mode** off at the top of the page, and review your changes.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763P...)

Edit Mode OFF **Toggle off**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > EMS Procedures

TEACHING TOOLS ▼

EMS PROCEDURES

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