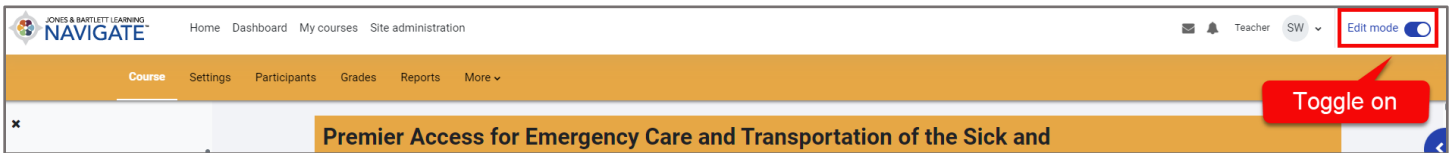


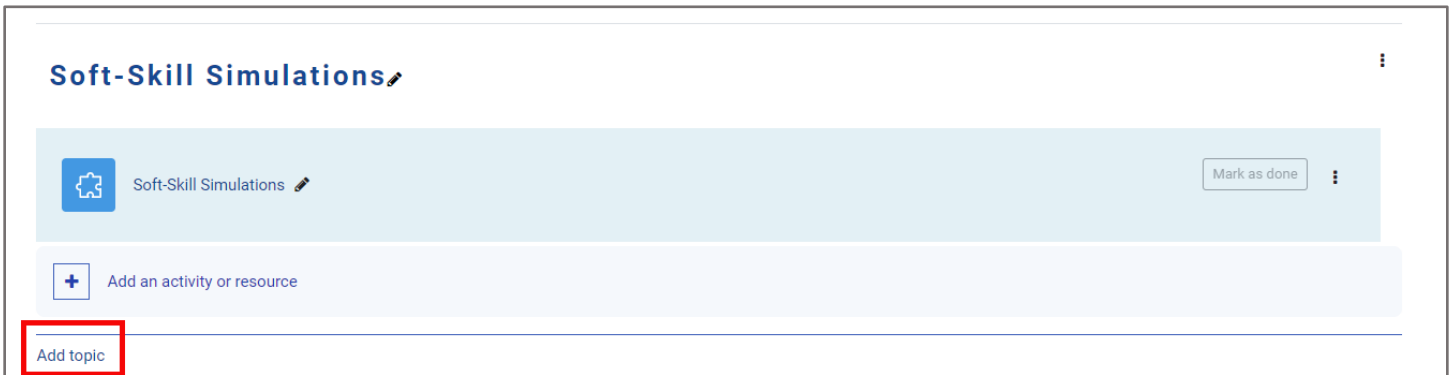
How to Create Topics and Sections in a Course

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 to the desired location of the new topic and click **Add topic** to create a new topic beneath the current topic.



3. The page will refresh, displaying the new topic you have created. Modify name and properties of the new topic as desired and add activity or resource as desired.
 - a. Click on the topic name and use the **Pencil icon** to rename the topic as desired. Click **Enter** when finished.
 - b. Click on the topic menu to modify other attributes as desired.

The screenshot shows the 'Soft-Skill Simulations' interface. At the top, there is a header 'Soft-Skill Simulations' with a pencil icon. Below it, there is a light blue bar with a puzzle piece icon, the text 'Soft-Skill Simulations', and a 'Mark as done' button. Underneath, there is a '+ Add an activity or resource' button. The main area contains two 'Add topic' sections. Each section has a topic name 'Topic 3' with a pencil icon and a three-dot menu icon. Red callout boxes point to the pencil icon and the three-dot menu icon, both labeled 'Modify as desired'. Below each topic name is another '+ Add an activity or resource' button.

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

The screenshot shows the top navigation bar of the course management interface. On the left, there is the 'JONES & BARTLETT LEARNING NAVIGATE' logo and navigation links: Home, Dashboard, My courses, Site administration. On the right, there is a 'Teacher' profile, a 'SW' dropdown, and an 'Edit mode' toggle switch. The toggle switch is currently turned on. A red callout box points to the toggle with the text 'Toggle off'. Below the navigation bar, there is a course title: 'Premier Access for Emergency Care and Transportation of the Sick and'.