

## Adding and Deleting Course Topics

Sections can be added or removed directly from the course home page. To add an additional section, start by turning on **Edit mode**.

	Edit mode 🔵		Edit mode	
Off		On		

Open the Side Navigation Panel and select **Course Overview**.

> Course Overview	please delete this tool. Steps for this can be found here:
✓ Start Here	Removing the Day One Access Tool If you are not sure if the Day One tool is needed for your course,
Attendance	please contact your course coordinator for clarification.
OCCC DAY ONE PORTAL	
More information about Day One	
A note for Instructors: If your cou	Add an activity or resource
✓ Week One	Add topic

## **Adding Topics**

Topics can only be added or deleted in the Course Overview. Select the **Add topic** to add a topic.





Select the pencil edit icon to change the topic name.



Enter the new name of the topic and click **Enter** to save the new topic name.

Escape to cancel, Enter when finished	I
+ Add an activity or resource	

## **Deleting Topics**

In the Course Overview section, choose the Course Topic you would like to delete. Click the three vertical dots on the same row as the topic to be deleted.

Understanding Moodle <b>∢</b>	I
+ Add an activity or resource	
- Add topic	
Topic 2₽	
Add an activity or resource	
Add topic	
Gradebook Setup∢	I
Add an activity or resource	
Add tonic	

## Next, select **Delete Topic**.

Topic 2/	
	Edit topic
+ Add an activity or resource	O Highlight
	<ul> <li>Hide topic</li> </ul>
Add topic	🕂 Move
	🛍 Delete topic



The Topic will be deleted, and the remaining topic will retain the same order.

Understanding Moodle /	:
Add an activity or resource	
Add topic	
Gradebook Setup	:
Add an activity or resource	

If you have questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.