Adding sections to your VLE area

By default, every VLE area homepage has one (1) section available, namely the General section.

To add more sections:

1. Click the Start editing button located at the top-right corner.

If you have applied the *Topics* format, an **Add topic** button is available beneath every section. On the other hand, if you opted for a *Weekly* format, an **Add week** button is available beneath the last week.

2. Click the Add topic / Add week button to add a section in the required location.

| ∽ General 🖌 | 🖌 Collapse all 📑 | ✓ General <i>≱</i> | 🖌 Collapse all 🛛 🚦 |
|--------------------------|-------------------------------|----------------------------------|-------------------------------|
| FORUM Announcements 🖋 | : | FORUM Announcements 🖋 | I |
| | + Add an activity or resource | [| Add an activity or resource |
| | + Add topic | ✓ 2 October - 8 October <i>≥</i> | I |
| ✓ Topic 1 | • | | + Add an activity or resource |
| | + Add an activity or resource | ✓ 9 October - 15 October | I |
| ✓ Topic 2 ≠ | i | | Add an activity or resource |
| | + Add an activity or resource | | + Add week |
| | + Add topic | | |

To delete a section:

- 1. Click the Start editing button located at the top-right corner.
- 2. Click the **Edit** (3-dot) icon available to the right of the section you wish to delete.

| ∽ Topic 17 🖋 | | (|
|--------------|----------|--------------|
| + Add | ¢ | Edit topic |
| | 0 | Highlight |
| | ۲ | Hide topic |
| | ÷ | Move |
| | Û | Delete topic |

3. Click **Delete topic / week**.

Note:

• If the section contains any resources or activities, you will be prompted to confirm the deletion of the section and its contents. If you proceed, all activities and resources within the section will be deleted.

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