Add, edit and reorder sections (topics)

On the left-hand side of your workspace, you will see a list of sections/topics, like pages. The first section is ready-made (“General”). Plan how you want to organise your course: weekly or theme based, or you can just have all materials in one section and all assignments in another.

- You can add, remove, reorder and rename sections.
- You can restrict access to a section.

Add, delete or rename a section

When the editing mode is on all sections are displayed on one page.

- Click **Add new section** and a new section will appear between sections users has pressed. Section appear also on the left navigation panel. The added section will be given a default name, such as Section 5. You can rename the section.
- To **rename a section**, click the “pencil icon” in the section title that you want to change. Then you can type in a new name.
- To **delete section** click three dots after section name (editing mode on) and select Delete topic

Reordering sections

To **reorder sections**, first click “Turn editing on”. Open left navigation panel. When your cursor is on top of section name in left side navigation panel an arrow will appear. You can drag and drop section with all it’s content to new location. Notice that you can also collapse content on left navigation to make it more easy move sections.

Take a look at some tips on how to use and restructure MyCourses Workspaces.