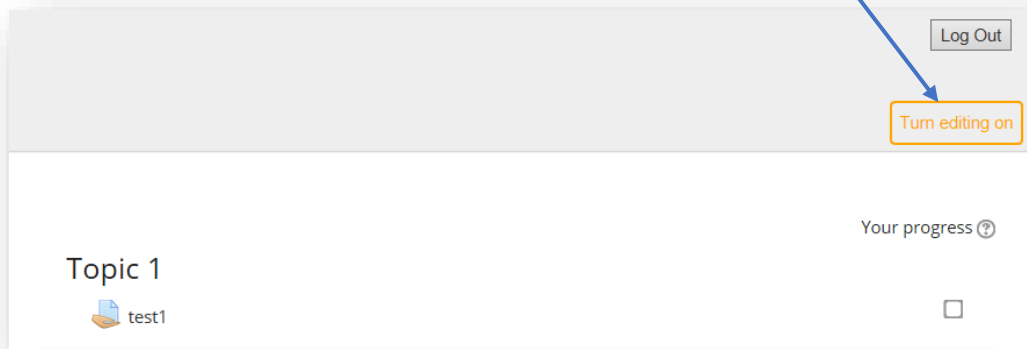


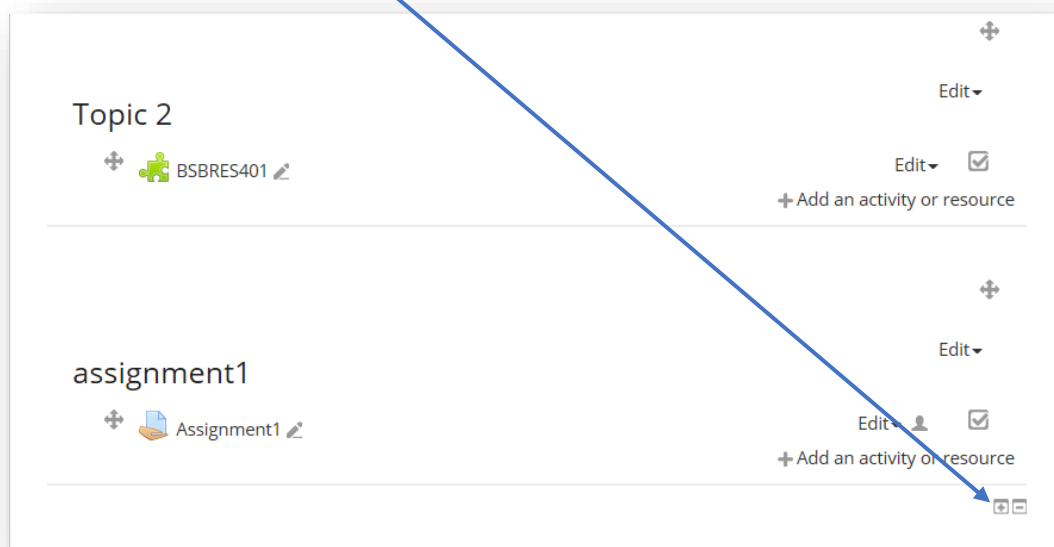
## Upload course materials manual

**If you want to upload teaching resources in your course, please follow:**

Step 1. After you enter the course, please click the 'turn editing on' button.



Step 2. Click the 'plus button' on the bottom to create a new topic and then click edit to edit the topic.




Step 3. Untick the box to change the topic name and add a summary if you want, then click save change button.

▼ General

Section name  ☐

Use default section name [Topic 4]

Summary ? 

Please review the course materials before you start to do your assignment.

► Restrict access

🔔 Draft saved.

Step 4. Please click Add an activity or resource after you create a topic.

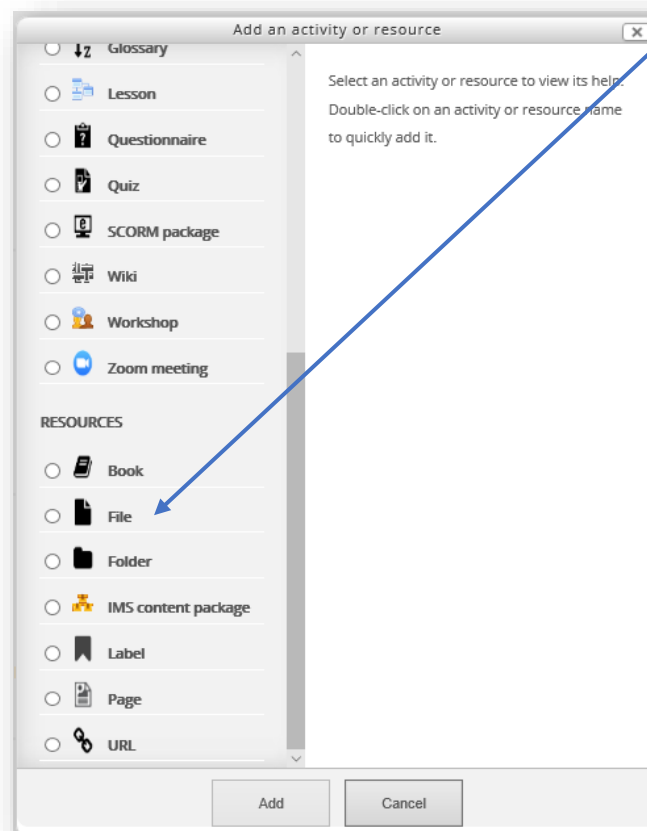
Week 1

Please review the course materials before you start to do your assignment.

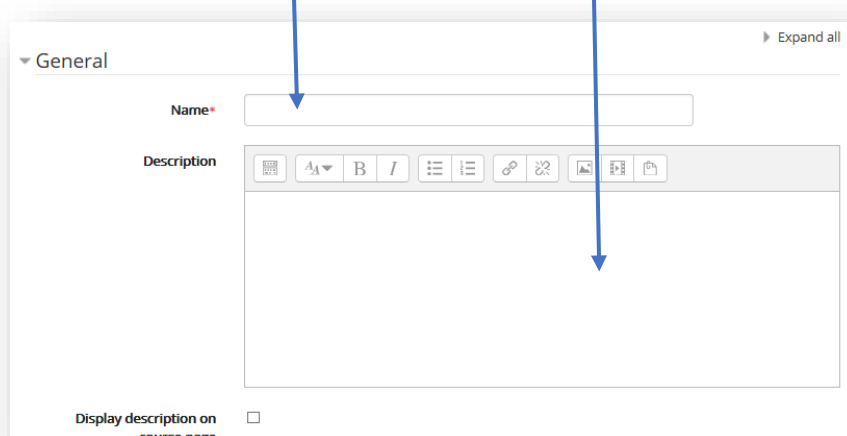
✚ Edit ▼



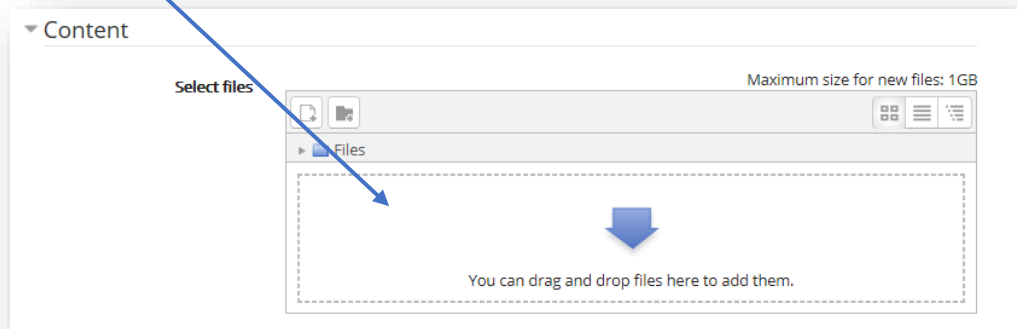
Step 5. Choose which resource type you want, you may need to choose File in most cases.



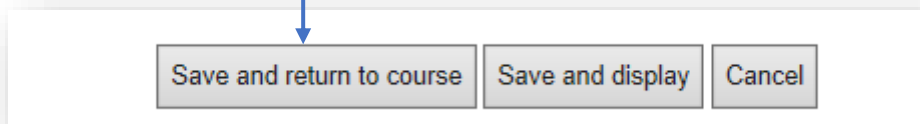
Step 6. You can change the file name and add a description here.



Step 7. Add files that what you want in the content part.



Step 8. Finally, click Save and return to course button to finish edit.



**Note:** If you still have questions about this, please do not hesitate to contact IT by following email accounts should you have any queries.

[servicedesk@aibt.edu.au](mailto:servicedesk@aibt.edu.au)

