Outline of Topics

Click on 'Outline of Topics' on your 'Course Checklist.'
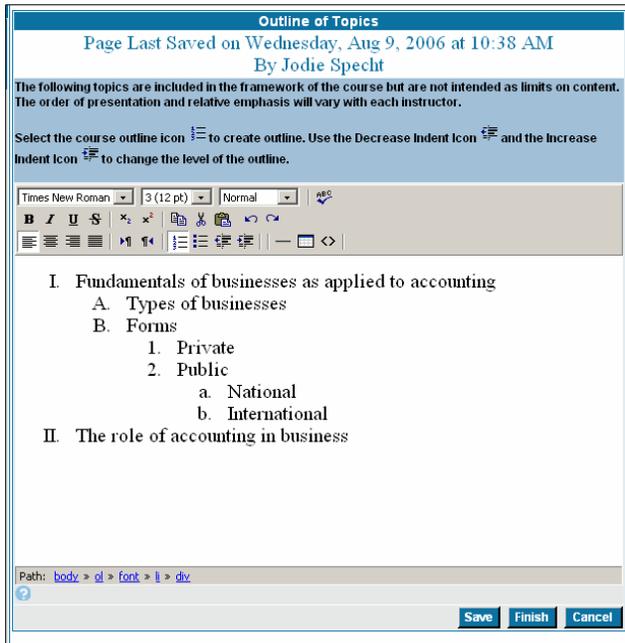
Outline Text

Click on the Ordered List icon to begin. A Roman Numeral I will appear. Type the main topic. Press the enter key to move to the next line. A Roman Numeral II will appear. Add an additional main topic or click on the increase indent button to have a capital letter A to appear as the beginning of the subtopic. You can continue to use the increase indent button to make further subtopics. The decrease indent button will move the cursor from a subtopic position to a main topic position.

The outline can be further formatted using the formatting buttons on the title bar. They function similarly to the formatting buttons in Microsoft Word.
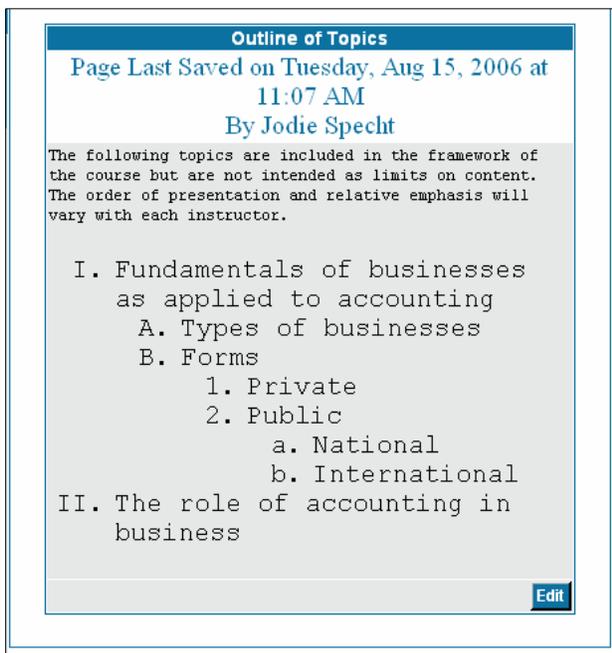
Save
Click on [Save] to save the information you have entered. The data entry fields remain available for data entry.

Cancel
Click [Cancel] to cancel the entries.

Finish
Click on [Finish] when you are completely done filling out all required fields. This is what the Outline of Topics looks like once you click [Finish]. A checkmark has also appeared next to 'Outline of Topics' under the 'Course Checklist.'

Edit
To make changes to the Outline of Topics click [Edit]. Otherwise, you may move on to the next entry, 'Course Assignments.'