

# CREATE A FILE AND INSERT STUFF

You can insert images, videos or other objects into your topics for your course. This tutorial shows the steps to create a new topic in a module or submodule and how to insert something into that topic.

## Step 1.

Click **Upload/Create** in the module or submodule where you would like to create a new topic.

## Step 2.

Select **Create a file**. Give your file a title and enter your content.

## Step 3.

To insert videos/images into your topic, click **Insert Stuff**. 

## Step 4.

Click on the location where you would like to search for an item.

## Step 5.

Once you have retrieved your item, click on **next** and then **insert** on the bottom left of the panel.

## Step 6.

To make the topic available in your course, click on **Publish**. If you click on **Save as Draft**, the topic will be saved to your course, but it will not be viewable by others until it is published.

## Step 7.

To view the newly created topic, follow the breadcrumbs trail right above your topic title and click on the **module** link, you should be able to see the topic added on the list of topics.

If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>