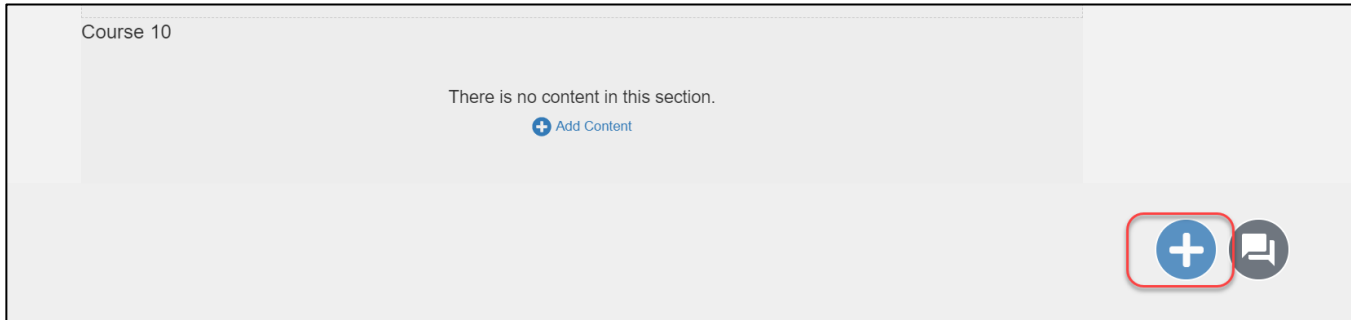


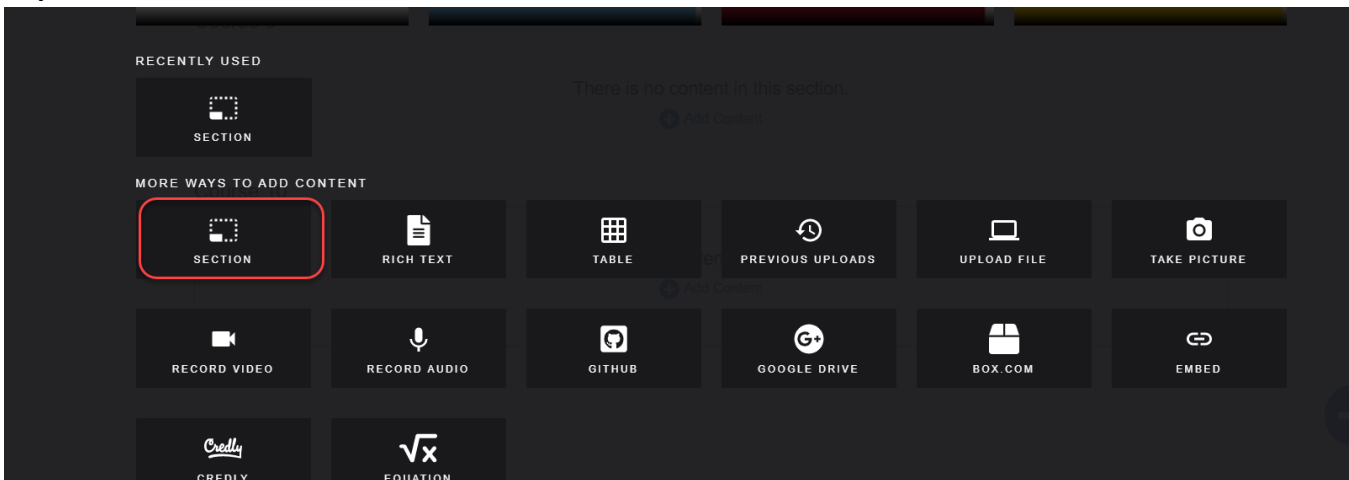
### Adding and naming a new section (formerly called slides)

#### Adding a new section:

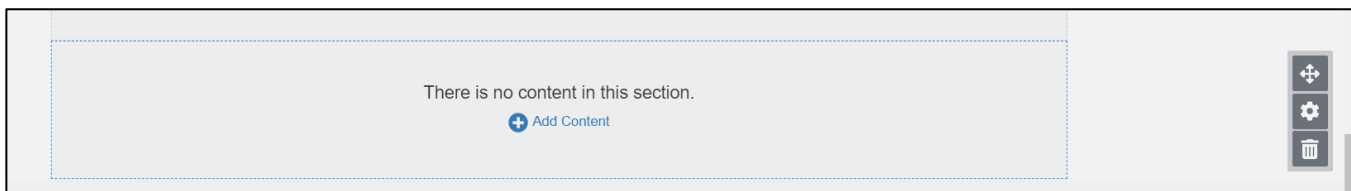
**Step 1:** Click on the + Blue/White plus sign in the lower right-hand corner of the screen:



**Step 2:** Click on SECTION:

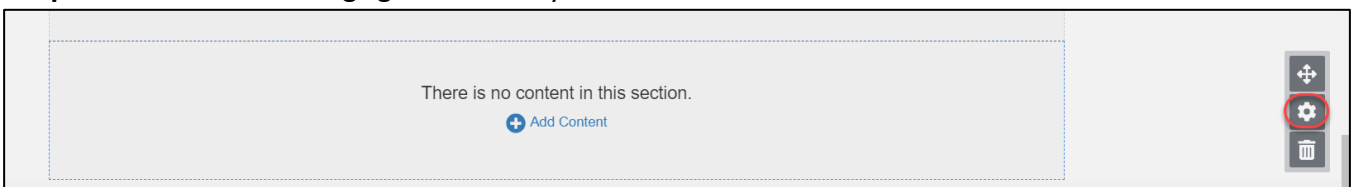


You will see a new section.



#### Naming a section:

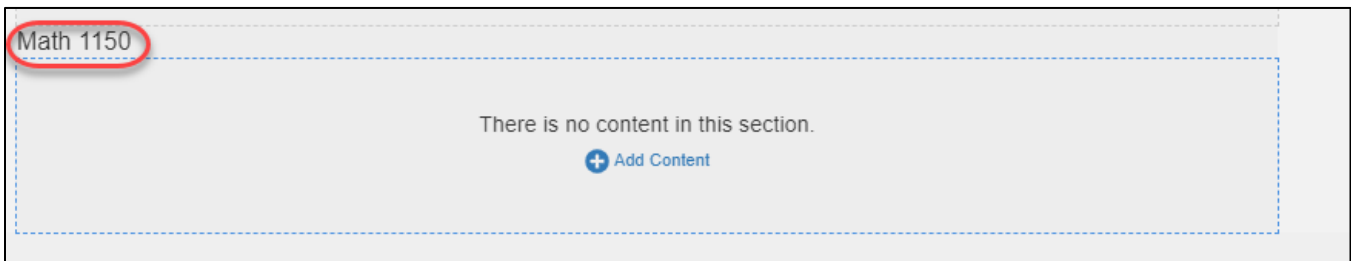
**Step 1:** Click on the Settings gear icon for your new section:



**Step 2:** Click on the **Section Options down arrow**, enter the **Name of the Course** in the Section name box, click **Display Slide Name** and enable **Display Section Name**



The Section/Course Name will be visible in the upper left corner of the section.



Consult the [Uploading a File](#) or [Uploading Multiple Files](#) guide sheets to add content to the section..