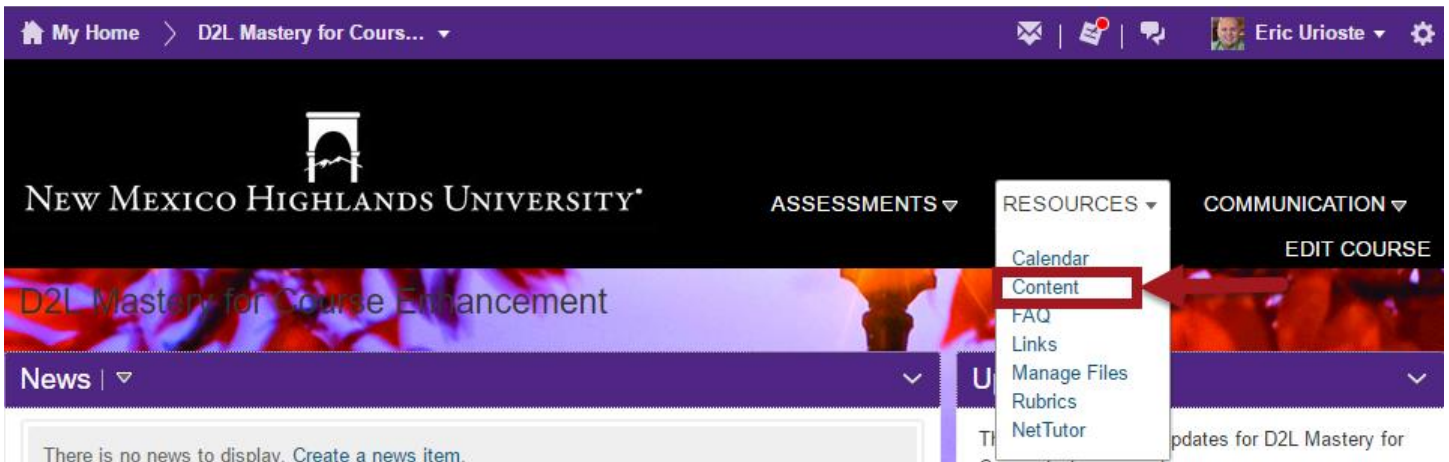## CONTENT OVERVIEW

The Content tool allows you to post and organize relevant learning materials for the course in a way that information about course expectations, course syllabus, lecture notes, and important dates are displayed clearly for course participants. Materials you can post in Content include documents, images, media files, URL links, and activities (e.g. discussions, quizzes, surveys, self-assessments, and dropbox folders).

To access the Content tool, click the Resources option on your course homepage and select the content link.
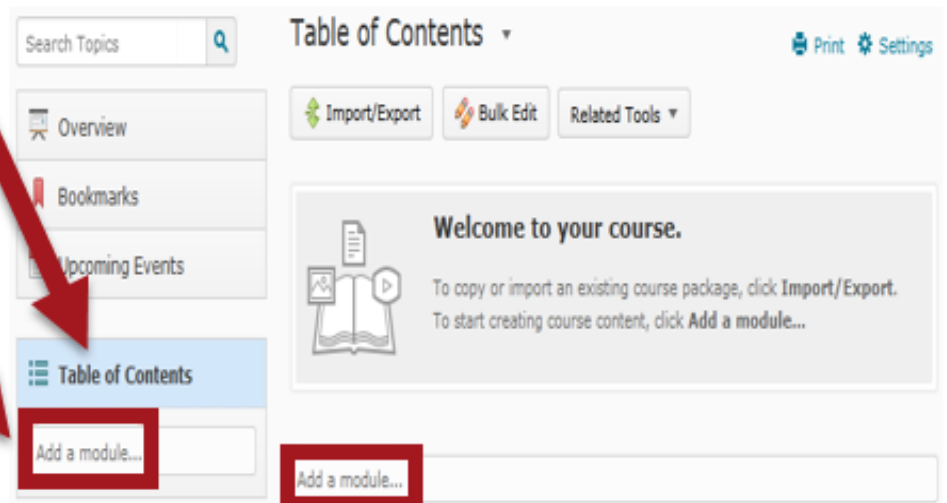

CREATING MODULES

Creating a module is the first step in creating course content. A module must be created before you can successfully add topics. Modules can also be created within other modules. To create a module:

In the menu on the left, click Table of Contents.

Enter the module title in the Add a module field below the Table of Contents, either in the center of the screen or in the sidebar on the left.

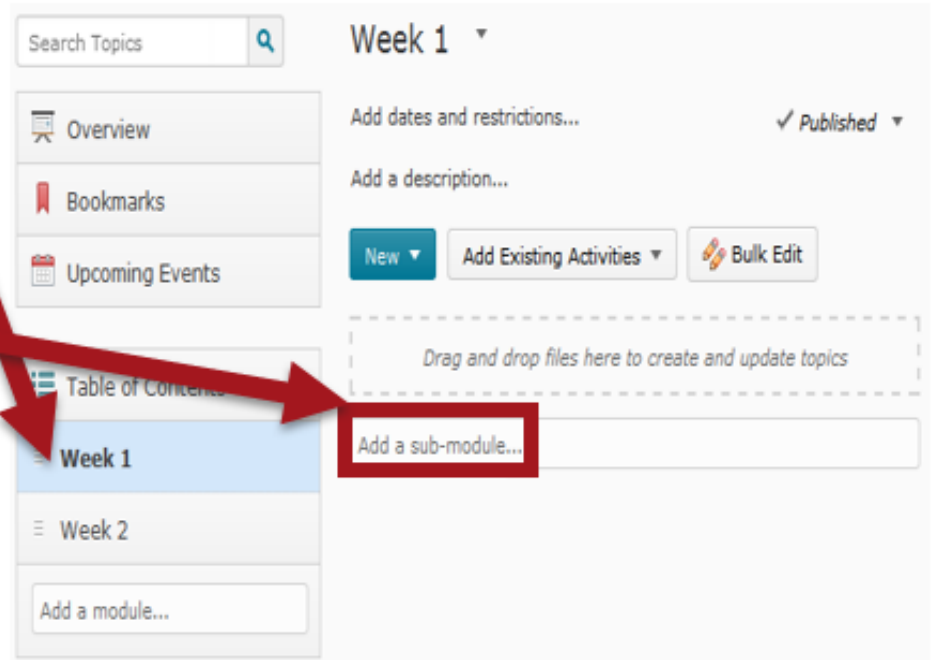Press Enter on your keyboard or click outside the field to add the module.

To create a sub-module:

If you desire to use sub-modules, discuss this with your Instructional Designer. Not all classes require the use of sub-modules.

In the menu on the left, click the name of the module you'd like to add a sub-module to.

Enter the module title in the Add a sub-module field in the center of the screen.
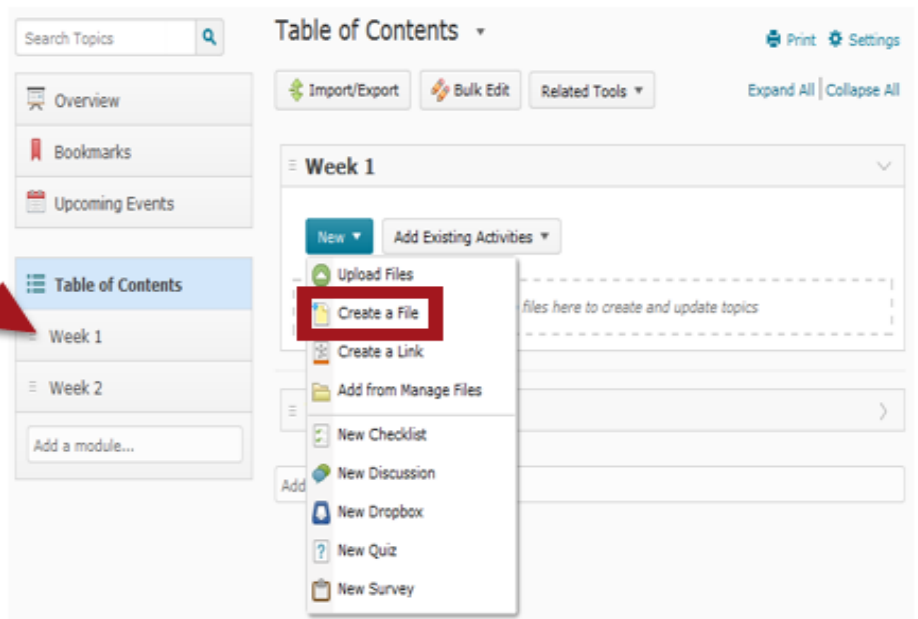
Press Enter on your keyboard or click outside the field to add the module.

CREATING HTML TOPICS

To create a Content topic using the HTML editor:

Click the New button under the module you'd like to add the topic to and select Create a File.
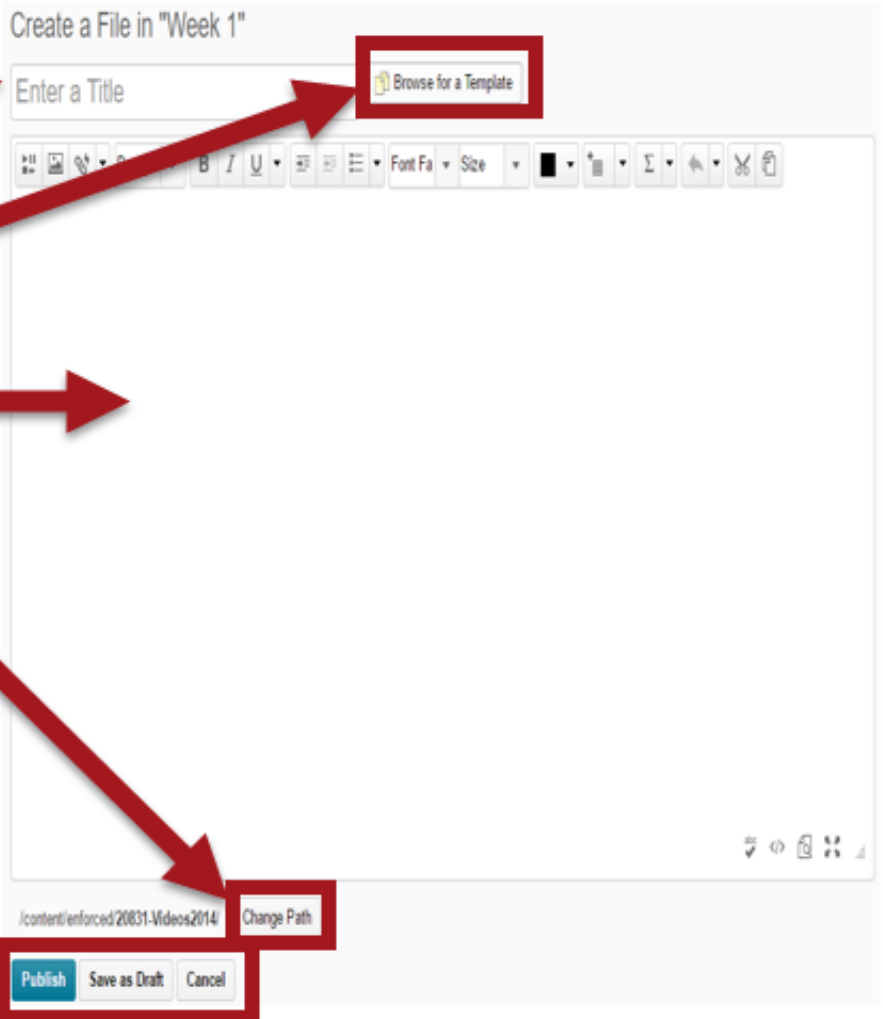
Create a File in "Week 1"

Enter the Title of the new topic.

Enter a Title

Browse for a Template

(Optional) If you already have an HTML file loaded in your D2L site that you'd like to use as a template, you can click the Browse for a Template button. The text of the file will copy into the HTML Editor for you to use.

Use the HTML Editor to enter the desired text.

(Optional) When you select to create a new HTML file, D2L will automatically set it to save to the Manage Files area of your course. If you would like to save the file to a specific folder in Manage Files, you can click the Change Path button to select where you'd like the file saved.

Once you are done, you can click the Publish button to make the file available immediately. Or, if you still need to make changes, you can Save as Draft.

/content/enforced/20831-Videos2014/   Change Path

Publish   Save as Draft   Cancel

UPLOADING FILE TOPICS

To create a Content topic by dragging the file from your computer and dropping it into D2L:

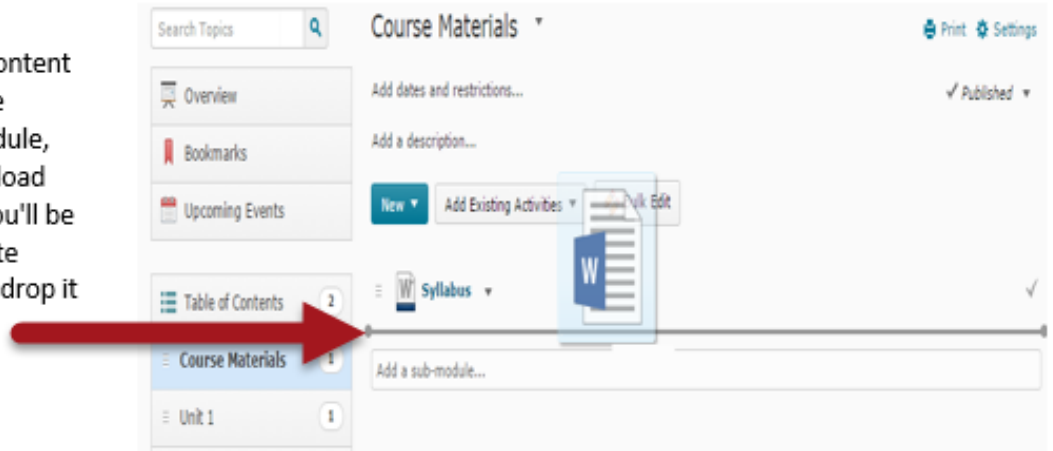In the menu on the left, click the module you want to add a file to.

Locate the file on your computer that you'd like to add.

Drag and Drop it into the module you'd like to add it to. You can drag it over the module name in the sidebar or to the target area

Course Materials

Add dates and restrictions...

Add a description...

New ▾   Add Existing Activities ▾   Bulk Edit

Drag and drop files here to create and update topics

Do not include the following symbols in your file names:
<>:"/|?*
They will not upload.

The Target Area is only available in Content modules that are empty. Once you've uploaded one file to the Content module, you can still use Drag and Drop to upload files, but when dragging the file in, you'll be looking for a gray line that will indicate where the file will be listed once you drop it in.
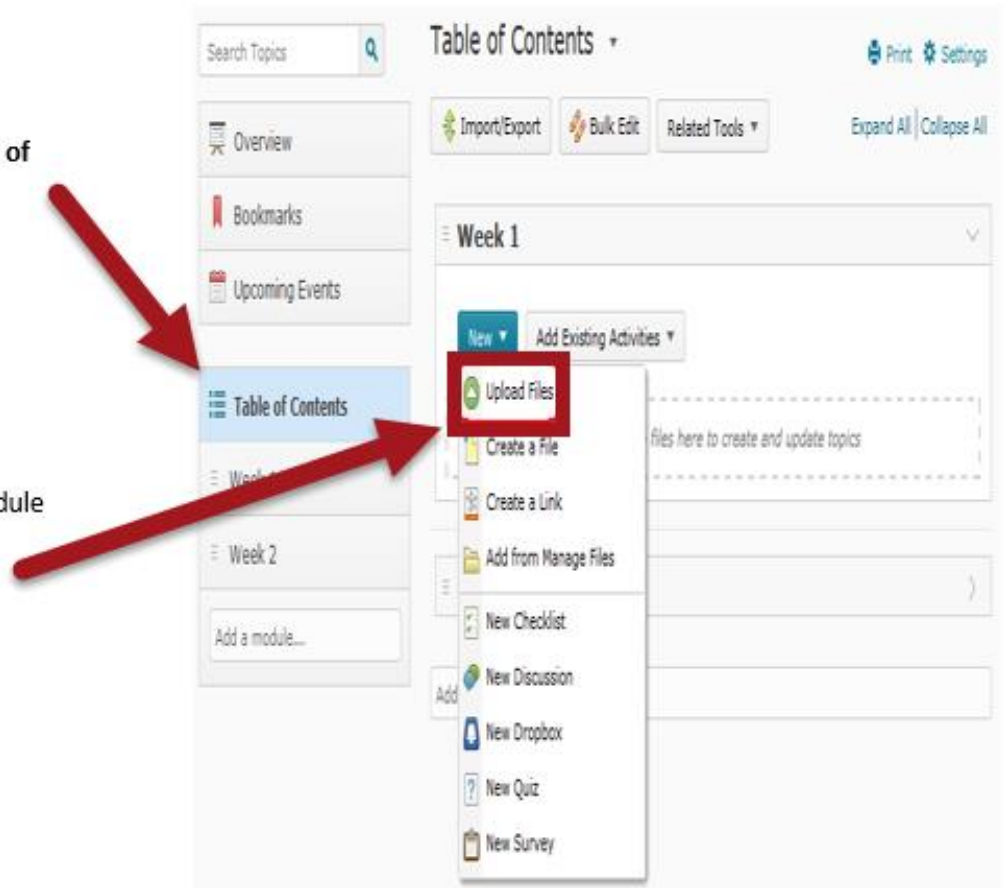
BY BROWSING FILES

To create a Content topic by dragging the file from your computer and dropping it into D2L:

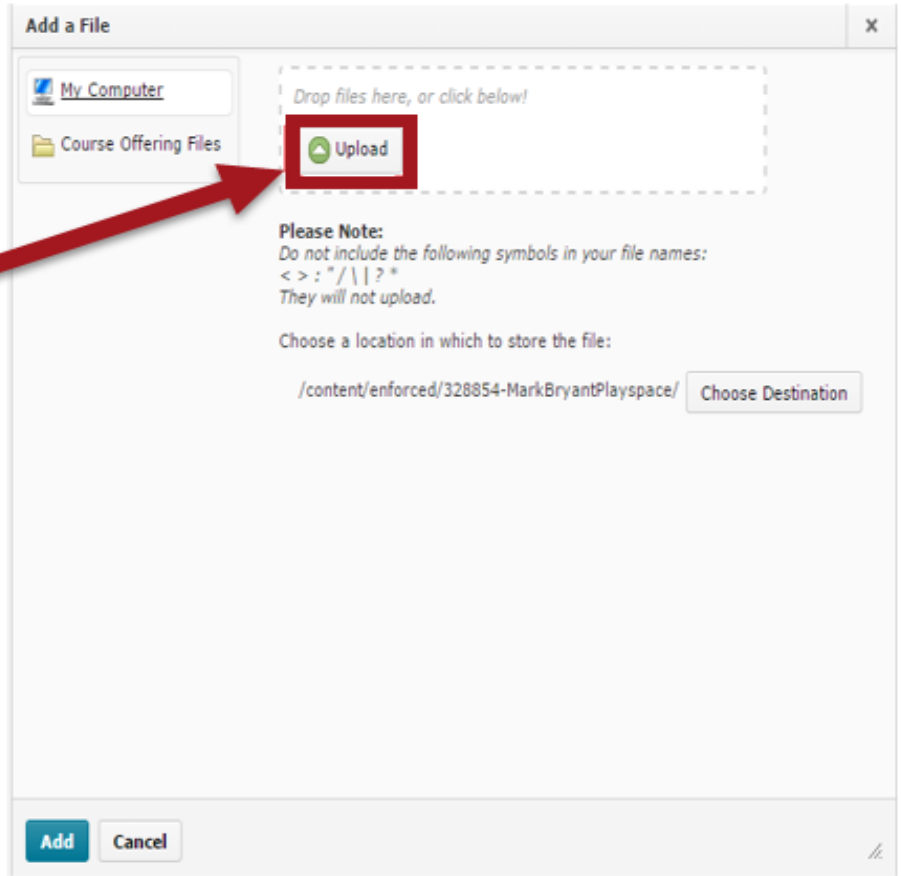To create a Content topic by browsing for and uploading from your computer:

In the menu on the left, click **Table of Contents.**

Click the **New** button under the module you'd like to add the topic to and select **Upload Files.**
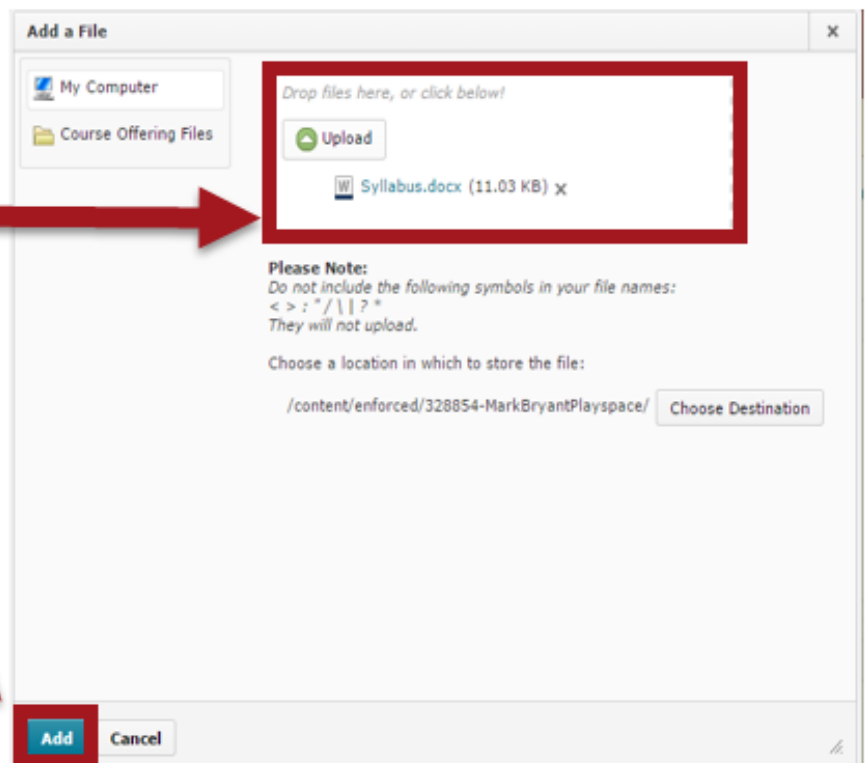
Click the **Upload** button to browse your computer for the file you'd like to add.

Once you've selected your file, click the **Add** button.

ADDING TOPICS FROM MANAGE FILES

To create a Content topic using a file currently stored in the Manage Files area of your D2L course:

In the menu on the left, click **Table of Contents.**

Click the **New** button under the module you'd like to add the topic to and select **Add from Manage Files.**

Find the file you would like to add and check the box to the left of it. Once at least one file has been selected, the **Add** button will become active. Click the **Add** button to add your Content topics.