D2L 10.3:

Content Quick Start Guide

Overview --

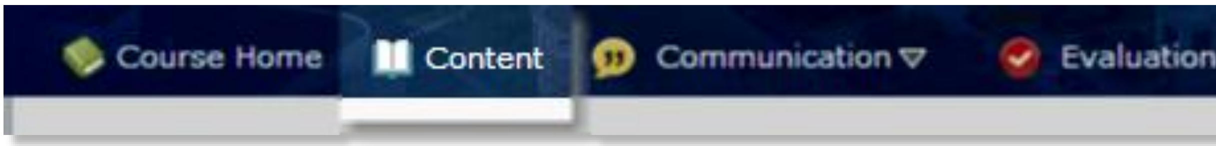
The Content tool is the central location which houses all of your course files. Content structure is organized by modules. A module is a folder to which you can upload files, create HTML pages, and add external links. The Content tool includes completion tracking, which allows students to monitor their course progress.

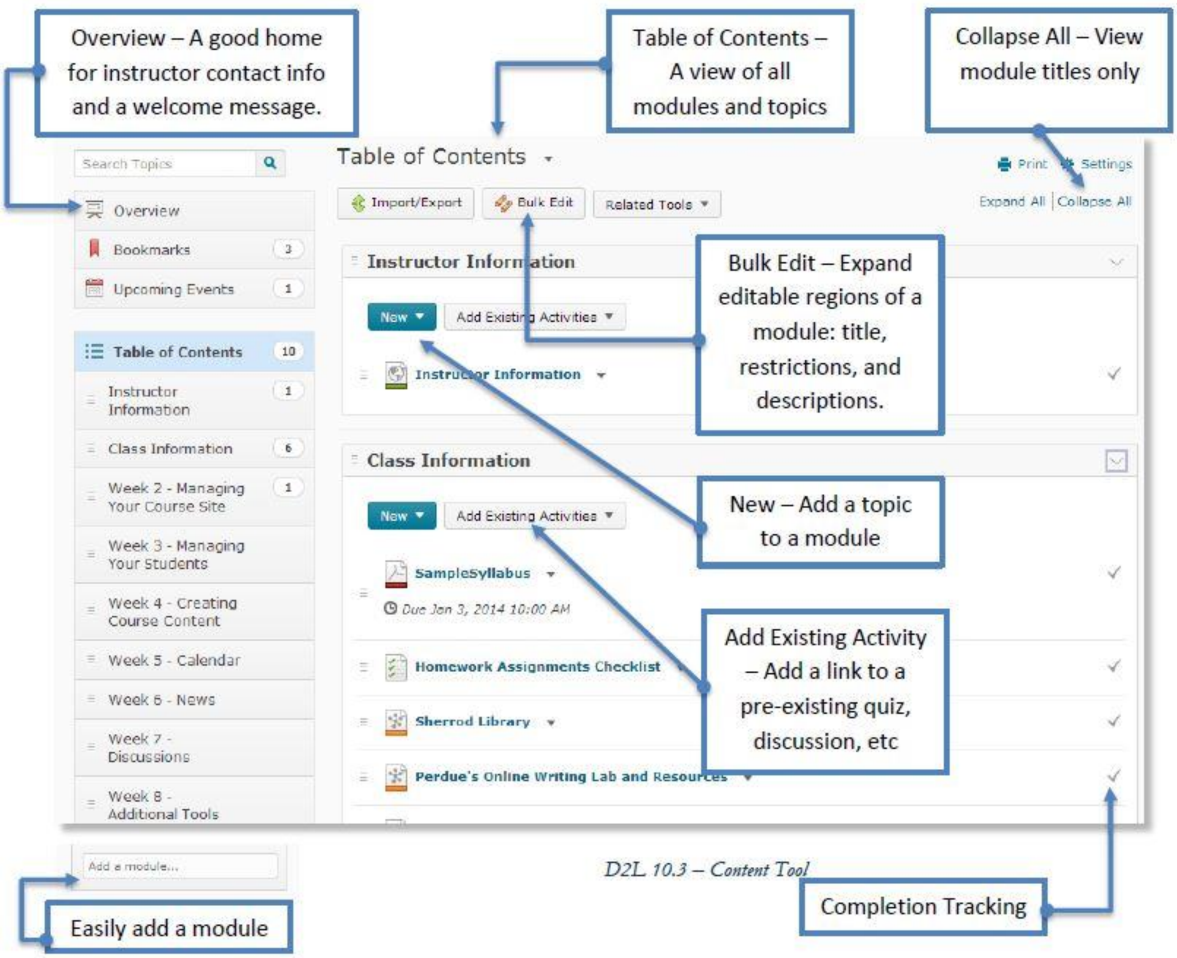
Objectives –

- How to Add an Overview
- How to Add Content
    - How to Create a Module or Sub-module
    - How to Upload Files to a Module
    - How to Create a New Document
    - How to Link to an Existing D2L activity
- How to Edit Content
    - How to Reorganize Content
    - How to Edit Titles
    - How to Edit an HTML Document
    - How to Delete a Module
    - Controlling Visibility and Accessibility

Accessing Content –

To open the Content tool, click on the *“**Content**”* hyperlink in the default course NavBar.





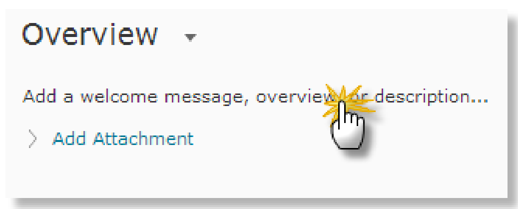
D2L 10.3 – Content Tool

The **Overview** is a space that allows instructors to add a welcome message, course description, contact information, or a file to the area. The section will be the first thing students see when they click *Content.* Attaching the syllabus or other document is not suggested for this area. You can, however, add a small, web-friendly graphic.

Note: You do not have to populate this section. If you do not add anything to the Overview, the first thing a student will see is the first module.

Adding a Course Welcome Message to Course Overview

1. Click **Overview** from the content map on the left-hand side of the page.
2. Click **Add a welcome message, overview, or description**. A text editor will appear.

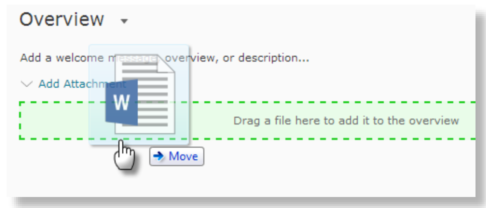


3. After you have typed your content, click **Update**.

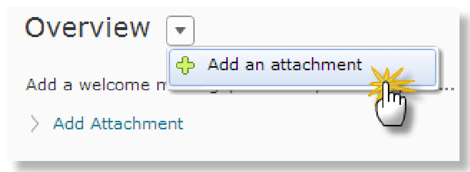
Upload a File to Course Overview

1. Click **Overview** from the content map on the left-hand side of the page.

2. There are two ways to upload your file:
   - Click the **Add Attachment** hyperlink. A field labeled "*Drag a file here to add it to the overview*" will display. Drag and drop the file from your computer (i.e. your desktop) into this box. The box will turn **green**, signifying that you can now release the file and insert it into the Overview.

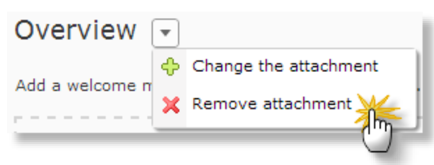


- Click the downward-facing arrow to the right of the Overview title and select **Add an Attachment**



Remove an Attachment from the Overview

1. Click **Overview** from the content map on the left-hand side of the page.
2. Click the downward-facing arrow to the right of the Overview title and select **Remove Attachment**



Adding Content

Create a Module

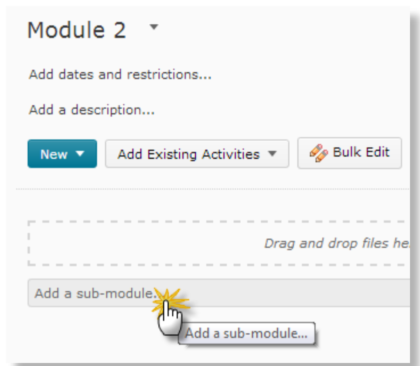
Modules are like folders; they are used to organize your course's contents. You can organize your modules by time, topic, type, etc. All content items must live inside of modules.

1. Click **Add a module…** at the bottom of the content map. A textbox will appear.
2. Type the module's name in the textbox

3. Press the <**Enter**> or <**Return**> key on your keyboard. Your new module will open to the right, ready for you to begin adding your content items.

Create a Submodule

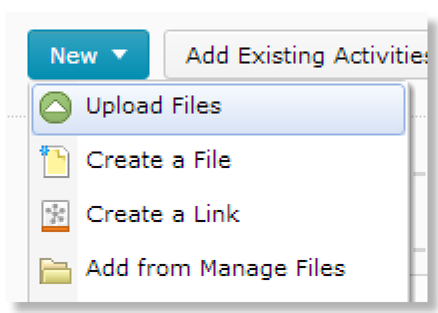
1. Open the module in which you would like to create a submodule.
2. Click **Add a submodule…**. A textbox will appear.



3. Type the submodule's name in the textbox
4. Press the <**Enter**> or <**Return**> key on your keyboard. Your new module will appear within its parent module.

Upload a File

1. From the Table of Contents or from within a module, click the **New** button.



2. Click **Upload Files**
3. Click **Upload**.
4. Browse to find the file(s) on your computer. Double-click the file's name to select it.

5. Click **Add**. The file will now appear as a link within your module.

Note: You can select multiple files at one time.

Create a New Document

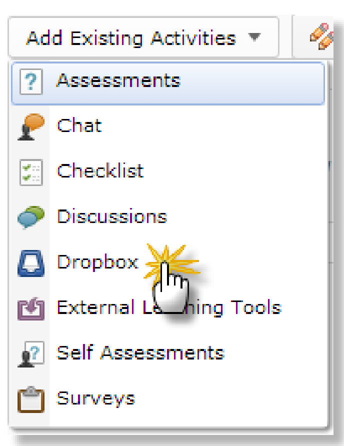
You can use D2L's HTML editor to create new documents from within the learning environment. This HTML file can contain text, images, and video. You can customize this document using HTML code. For more information on HTML, please register for an HTML content workshop!

1. From the Table of Contents or from within a module, click the **New** button. *(Figure 7)*
2. Click **Create a File**. The HTML editor will open to allow you to create a new file.
3. Enter a title in the *Enter a Title* textbox.
4. Enter your content in the larger textbox.
5. Click **Publish**.

Add a Link to another D2L Activity

You can add links to your discussion topics, dropbox folders, quizzes, and other D2L tools in Content. Linking these tools within Content allows your students easy access and navigation within the course.

1. Navigate to the module in which you would like to add the link.
2. Click the **Add Existing Activities** button



3. Select the type of activity from the drop-down menu. The *Add Activity* window will appear
4. Click on the *item* you would like to add
5. The *link* will now appear within your module.

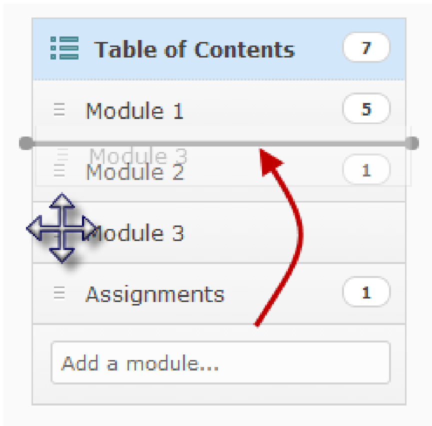
Create a Link to an External Website

1. Navigate to the module in which you would like to add the link.
2. Click the **New** button
3. Click **Create a Link**
4. Enter the link text
5. Enter or paste the web address (URL)
6. Click **Create**

How to Edit Content

Reordering Content

To reorder modules and topics, use the drag and drop feature in either the content map or the main content area. Refer to the figure for an illustration of this feature.

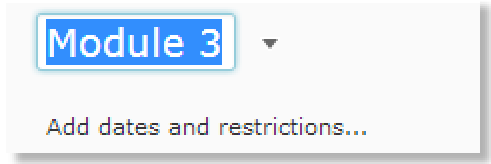


1. Hover your cursor to the left of an item's name. Your cursor will change to crosshairs. This cursor is your signal that you can move this item to a new location.
2. Hold down your left mouse button, and move your mouse up or down to drag the item to its new location. Note that a grey bar will appear, indicating the item's new location.
3. Release your mouse button to drop the item into its new location.

Note: When dragging and dropping modules via the content map, a module turning orange indicates that you are placing the selected module inside of the orange module, creating a submodule.

Edit a Module or Topic Name

1. Click on the **module** or item to open it.
2. Click on the **module or item's name** at the top of the page. The title will become a text box.



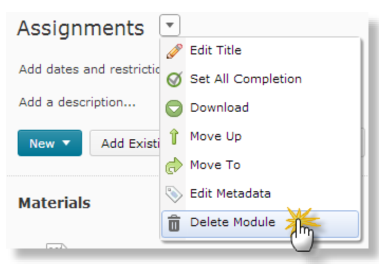
3. Enter the **new name**
4. Press the **<Enter>** key on your keyboard.

Edit an HTML File

1. Click on the **HTML file's name** to open it.
2. Click the **Edit HTML** button located below the current text.
3. **Make your changes** in the text editor.
4. Click the **Update** button.

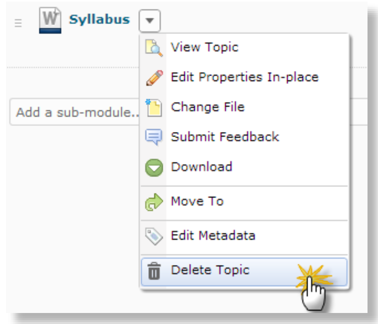
Delete a Module

1. Click on the **module name** to open it.
2. Click the downward-facing arrow to expand the **context menu**
3. Click **Delete Module**



Delete a Topic

1. Click the downward-facing arrow to expand the context menu of the topic (item) you want to delete.
2. Click **Delete Topic**



Adding Descriptions to Modules or Topics

Descriptions can now be added to modules or individual topics. A description can provide additional information, context, and guidance to your students. These descriptions are visible to students from the Table of Contents as well as when they click on the module or topic.

1. Click to open the module you want to add a description to
2. Click **Add a description…** A textbox will open

3. Enter your description
4. Click **Update**

Content Visibility and Accessibility

There are two options in terms of controlling what your students can see and access within the Content tool. You have the ability to hide a module or topic altogether. Alternatively, you can set dates of accessibility.

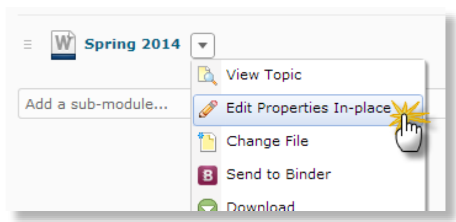
Hiding a Module

1. Click the module you would like to hide from the student view.
2. Click the *Published* link the right of the module's title.

3. Select **Draft** from the dropdown menu. Selecting draft will immediately hide the module and its contents from students until you return to this module and select **Published** again.

Hiding a Topic

1. Click the dropdown menu to the right of the topic you would like to hide from the student view.
2. Select **Edit Properties In-Place**. The properties of this topic will expand below the topic's title.



3. Click the *Published* link to the right of the topic's title.
4. Select **Draft** from the dropdown menu. Selecting draft will immediately hide the topic from students until you return to this module and select **Published** again.

Availability and Due Dates

Note: When setting availability dates, students will always be able to see the topic or module, but they will not be able to access it outside of the specified date range. To hide a topic or module, see the previous section.

1. Click on the module you wish to restrict accessibility for by date.
2. Click the text **Add dates and restrictions…**
3. Set a start, end, or due date as desired, click on the text: **Add a Start Date**…, etc
    - **Start Date** – the students will not be able to access the time <u>until</u> after the date and time specified.
    - **End Date** – the students will not be able to access the time <u>after</u> the date and time specified.
    - **Due Date** – If you set a due date, the item and the due date will appear in the course calendar.
        - **Note: The Due Date and End Date cannot be the same date.*
4. Click **Update**