Course Content

The Content tool allows you to create, edit, upload, and organize all learning materials for a course. Content is organized into MODULES while the course instructional materials are created, uploaded or linked within a module and are called TOPICS. A course can be built entirely using the Content Tool.

Content Area Layout | Creating New Modules | Adding Content | Adding Video & Audio |
Editing Modules and Topics | Moving/Reordering/Deleting Modules and Topics |
Completion Tracking Indicator | Print Content
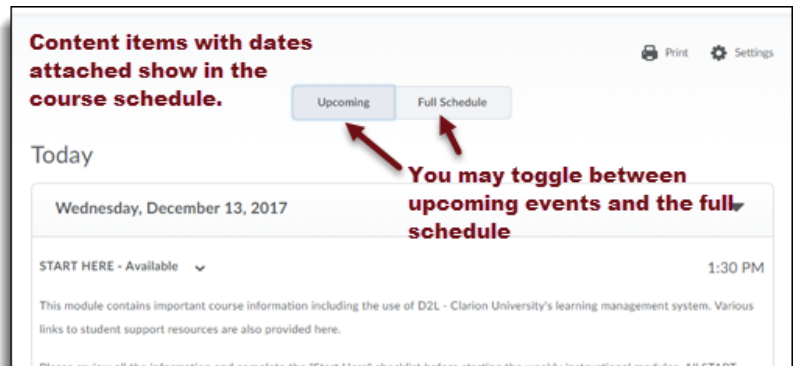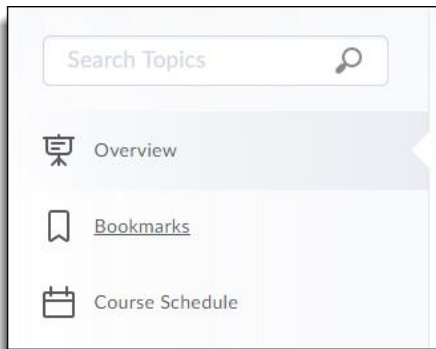
Accessing the Content Area

To access the Content tool in D2L, click the Content link on the navigation bar at the top of your course page.


The Content Area Layout

The Course content page contains two navigation panels on the left. The top panel (below the search field) provides:

- **Overview** – optional placeholder to add a course overview
- **Bookmarks** – conveniently link to frequently accessed areas of the course by selecting the bookmark icon when viewing content. Bookmarks are unique to each user.
- **Course Schedule** – displays course events for the upcoming 7 days. (Quizzes, due dates, etc.)
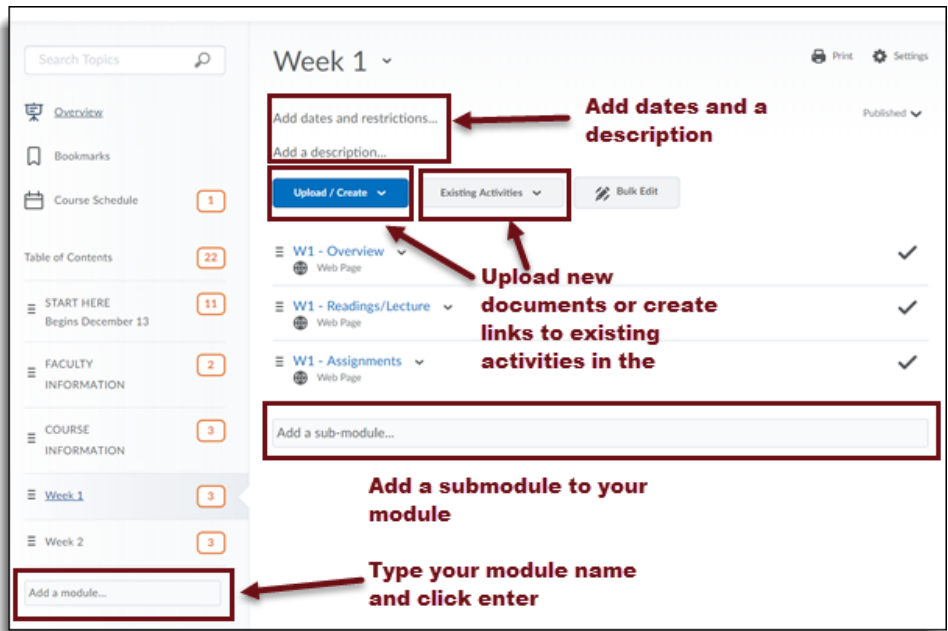

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Modules are organized in a Table of Contents Panel. When a module is selected, corresponding topics are displayed in the content area on the right. The numbers indicate how many topics are within the module.
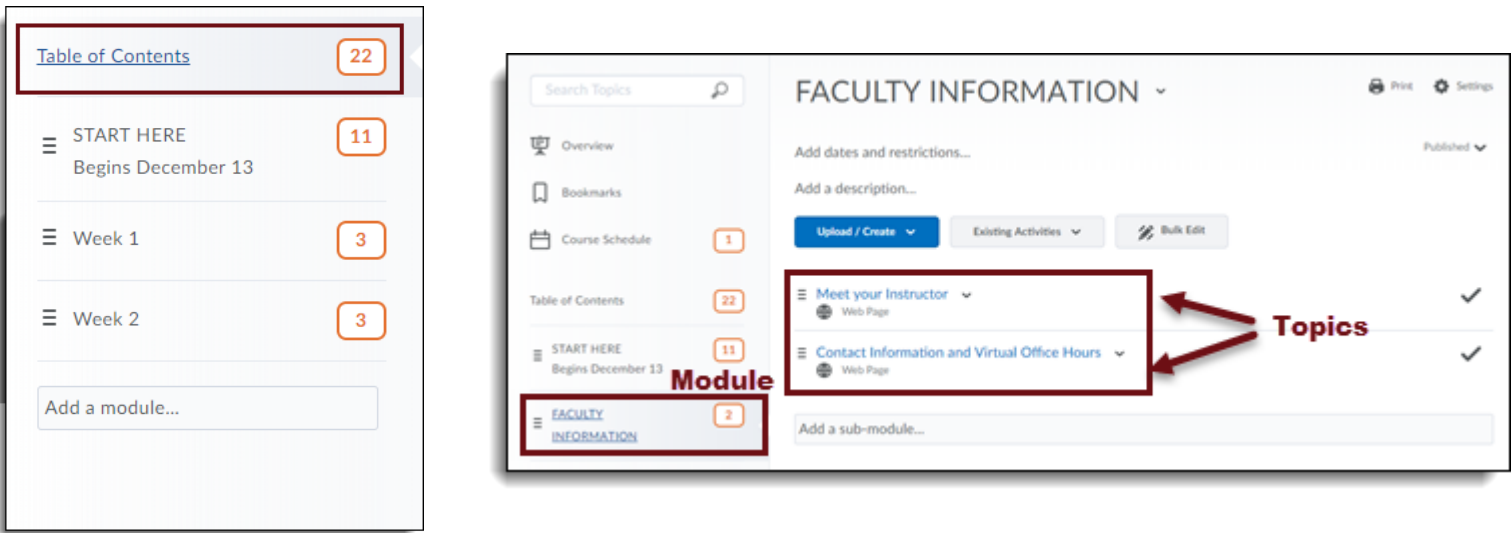
Creating New Modules

1. To create a new module, click in the **"Add a module…"** field in the Table of Contents panel on the left side of the screen.
2. To add a module within a module, select the module from the Table of Contents where the sub-module needs created. Enter the module title in the field that says "Add a sub-module"
3. Alternatively, sub-modules can be created by dragging and dropping an existing module onto another module.

4. The three gray lines to the left of module and topic titles are the "handles" used to click and drag a module or topic to reorder; alternatively, the options menu also has an option to "reorder" content.

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Adding Content

There are a variety of content types and ways to add content:

| Content types	Description
Upload file	Insert a D2L supported file type (.doc, .ppt, .xls, .pdf, .txt, .html, .jpg, .gif, .png) from a computer or external storage device.
Video or Audio	Upload a D2L supported file (swf, mp3, mpg, mp4, mov, wav, wmv) from a computer or external storage device.
Create a File	Enables instructors to author content from scratch using the built-in html editor.
Create a Link	Link to an external URL
Add from Manage files	Link to a file previously uploaded and stored in the Course Files area (Manage files)

To Add Content:

1. Select a module from the Table of Contents panel where the content/topic is to be inserted.
2. Select the **Upload/Create** button or the **Existing Activities** button and choose the type of content or activity desired. The "**Upload/Create" button** allows you to build new content items**;** The **"Existing Activities" button** allows you to create quick links to other D2L Learning Activities.
3. To quickly insert a file from your computer, you can drag and drop the file into a module or topic.
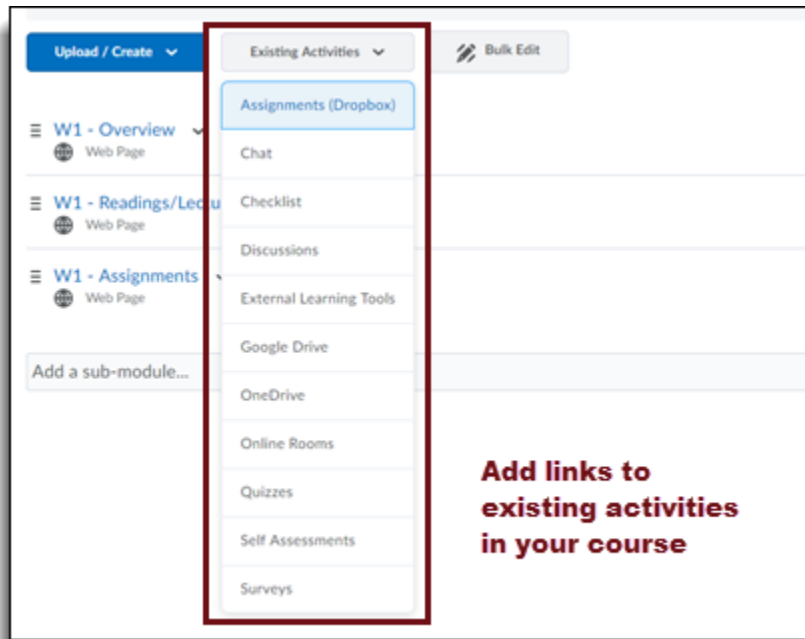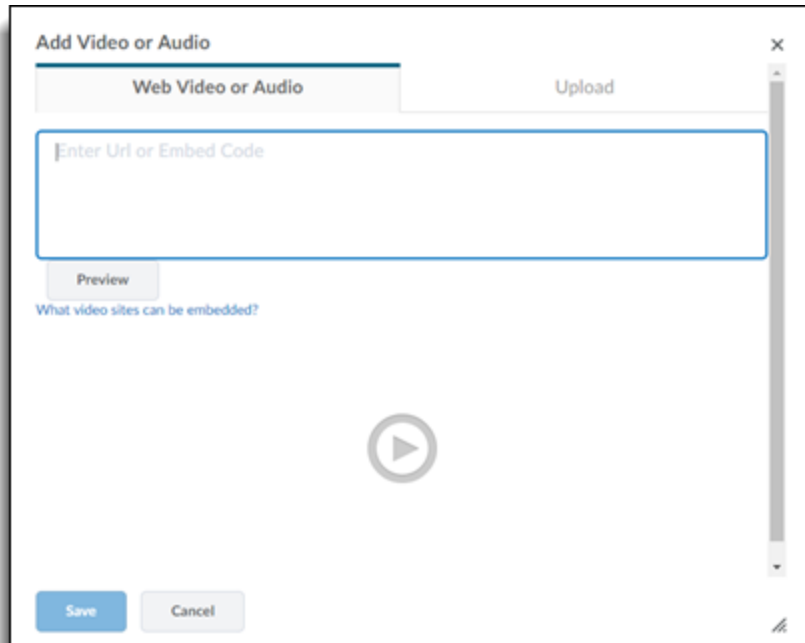
Adding Video & Audio

1. Under Content > **Upload/Create** > select **Video or Audio.**
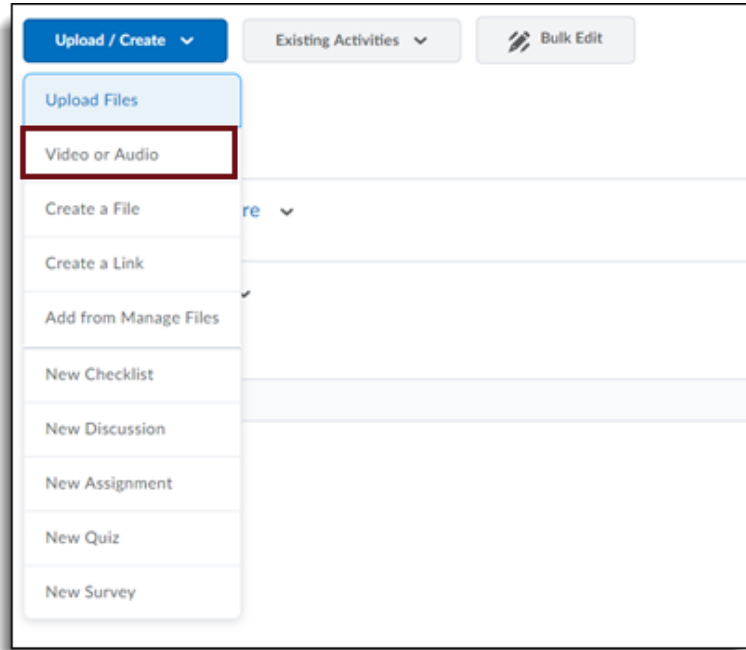
2. After selecting this option, the following screen will appear. Then copy and paste the URL or embed code. Embed code can be found under most "Share" options on a video site.
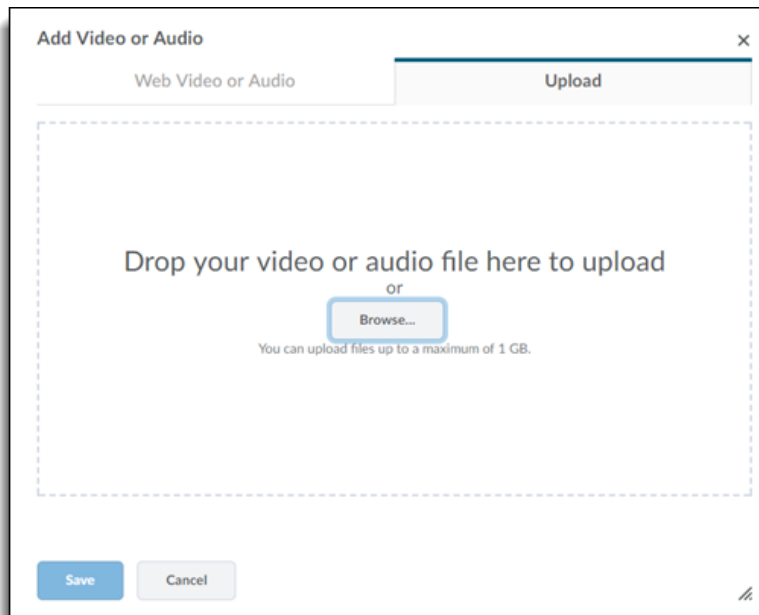

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3. After entering the URL or embedded code, it will take you back to the content heading you added the video or audio to. Once you click on the sub-content, the video or audio will appear and can be played.
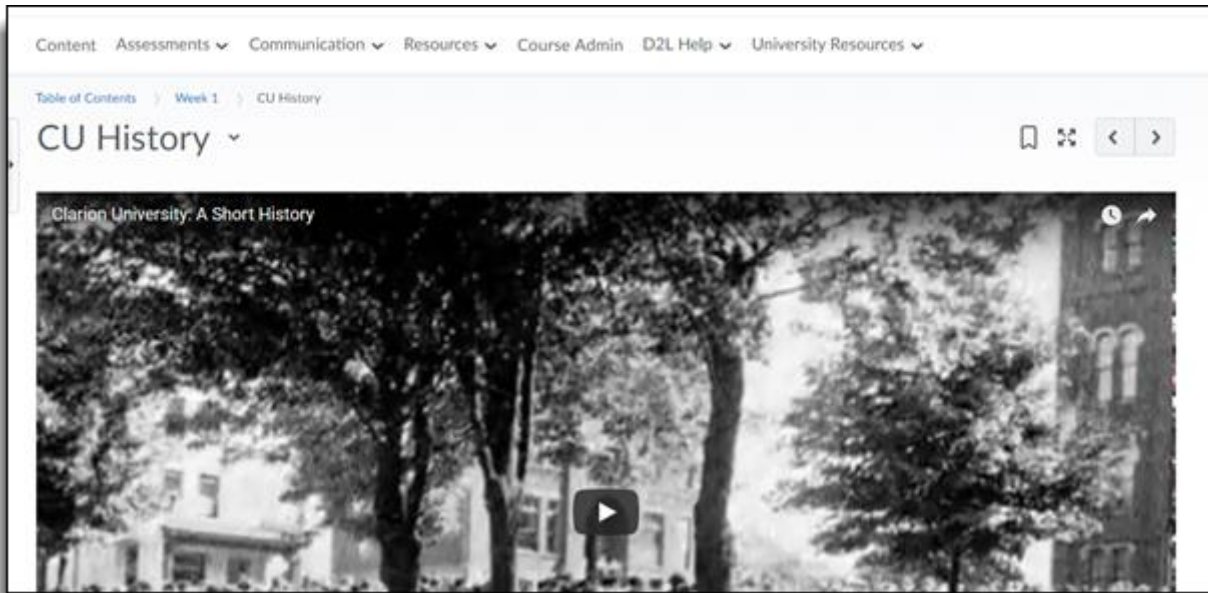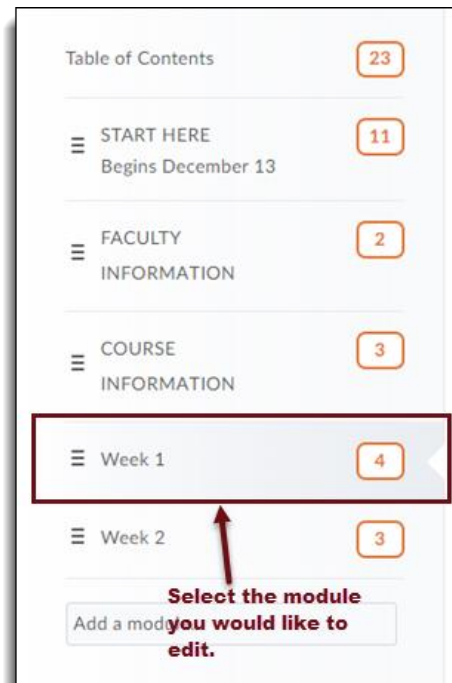

4. You can also add your own video or audio by searching your documents and dropping the video or audio to then be uploaded. Another option is to click browse and add the video or audio that way.

Editing Modules and Topics

In order to edit a module or topic you must first select the module under the Table of Contents.


Once you have accessed the module, click on a text field to edit module properties. From here, you can add a description, change its visibility (whether or not it's "Published" or a "Draft" affects its visibility to students as visible and hidden respectively, and add dates or release conditions.
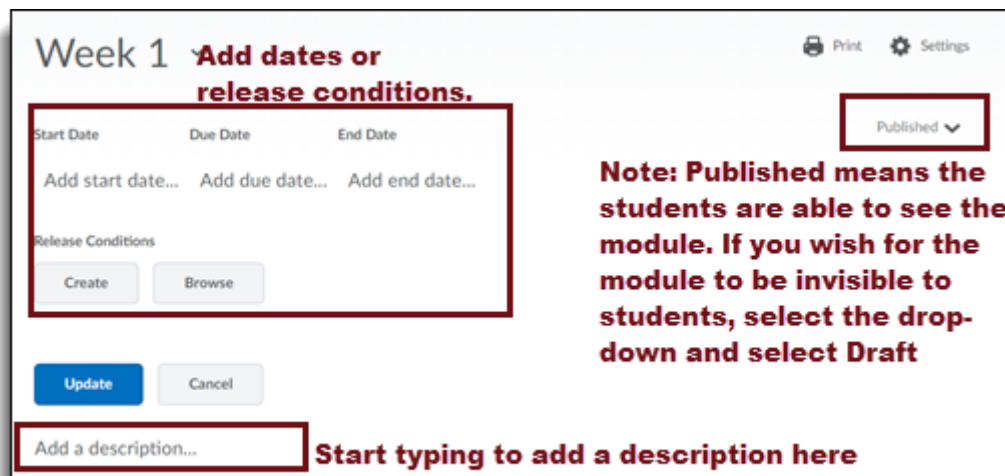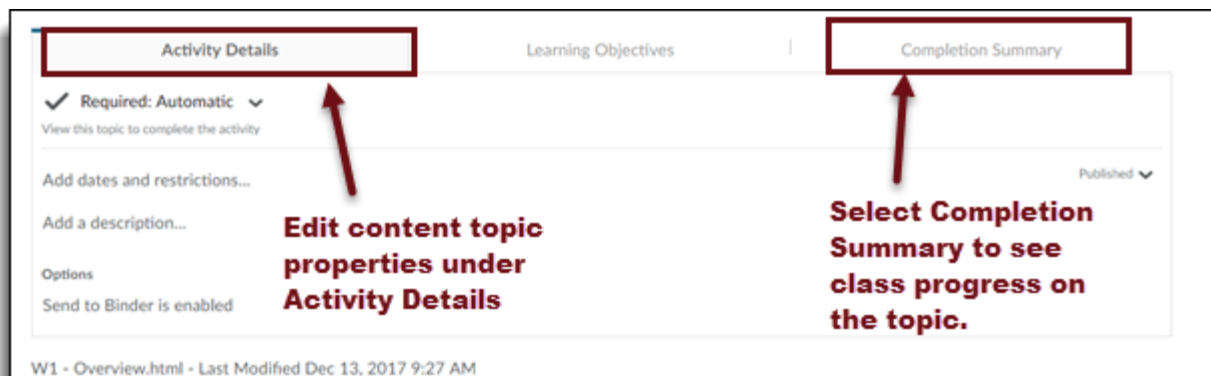

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The process of editing a topic is largely the same. Click on the drop-down options menu and select Edit Properties In-Place.
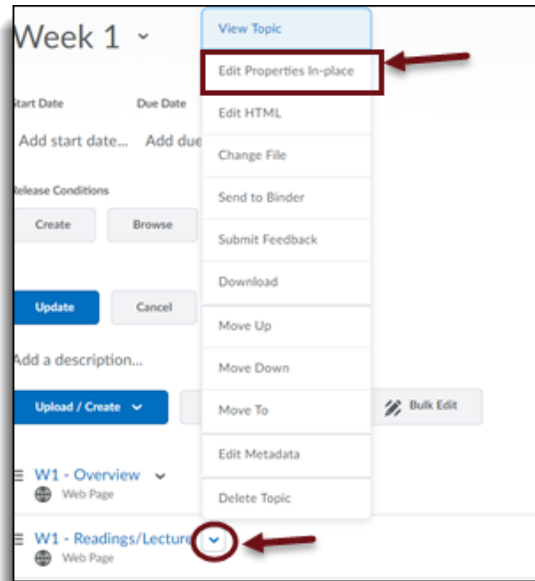
To collapse the Properties fields and remain in the content area, simply click the module title in the left navigation panel.

You can also edit properties in "**Topic view**":

- Click the topic to view it. The properties panels will appear below the content.
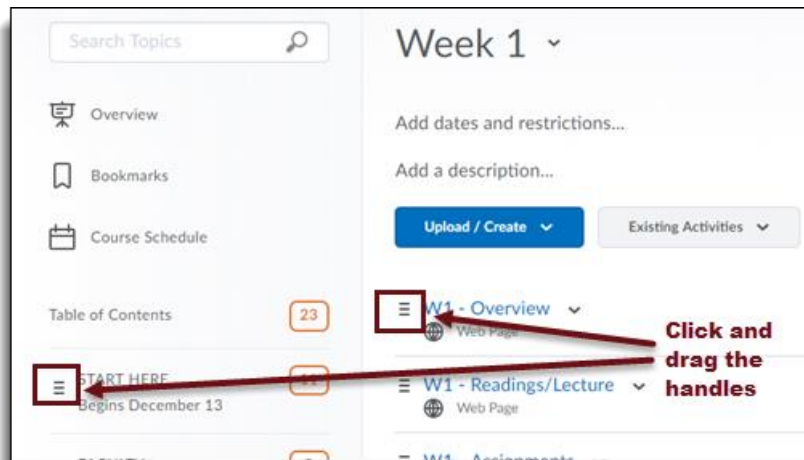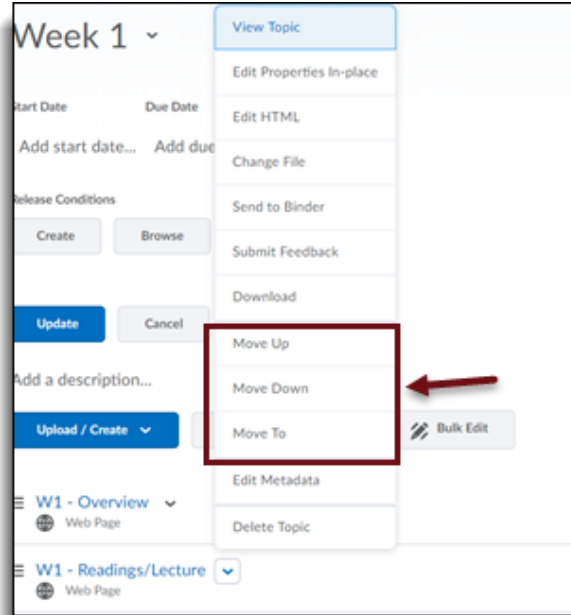

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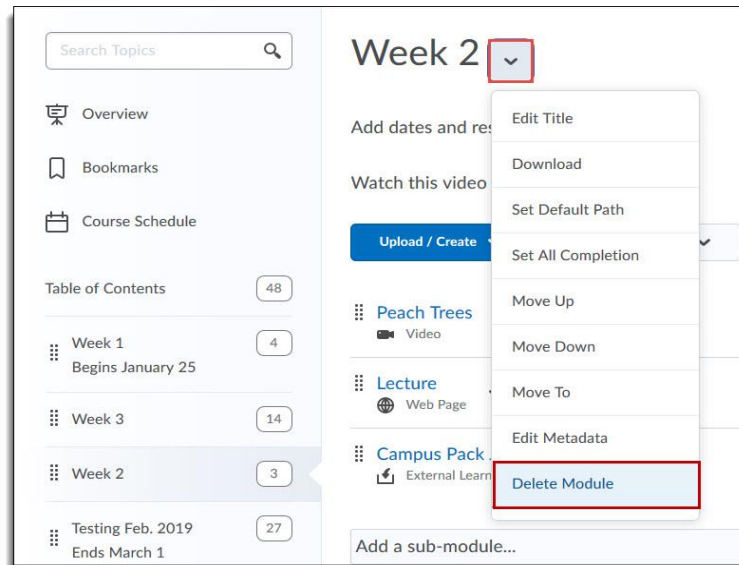## Moving, Reordering and Deleting Modules and Topics

There are two ways to Move and Reorder Modules and Topics:

1. Select the Options menu next to the Module or topic title and choose the desired action.
2. OR, grab the "handles" beside the module or topic title and drag it to a new location.

3. Delete a Module or Topic by selecting the options menu and choosing "Delete."


Completion Tracking

Content includes a "Completion Tracking" icon to monitor course progression. It is set to "**Required: Automatic**" by default; however, you can change your default preference by selecting the "Settings" link in the upper right portion of the Content area.

• "**Automatic**" items are check-marked once the student has accessed the topic item.
• **"Manual"** items checked by the student when the student completes an item.
• "**Not Required**" are usually supplemental materials and will not count towards the student's progress. Checkmark option is "turned off" completely.

Once all topic items have been accessed within a module, the Module nav bar will show a checkmark for the Module indicating to the student that they have viewed all content.
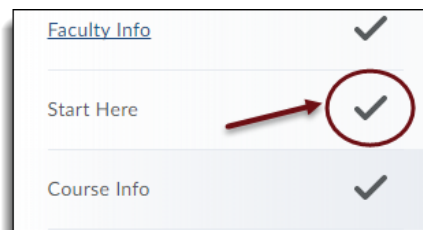

Printing Content

1. Click the content item you would like to print.
2. In the document viewer, select the download icon in the lower right corner of the viewing frame.
3. Depending on the browser, follow the on-screen prompts to open or save the file. Choose "open", and then print through the applications menu.
4. Alternatively, navigate to the computer downloads folder and open the file to print.

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The following file types will open in the document viewer: .doc, .docx, .xls, .ppt., .pdf, .html, and .txt and image files such as .jpg and .bmp. All other files have to be downloaded.
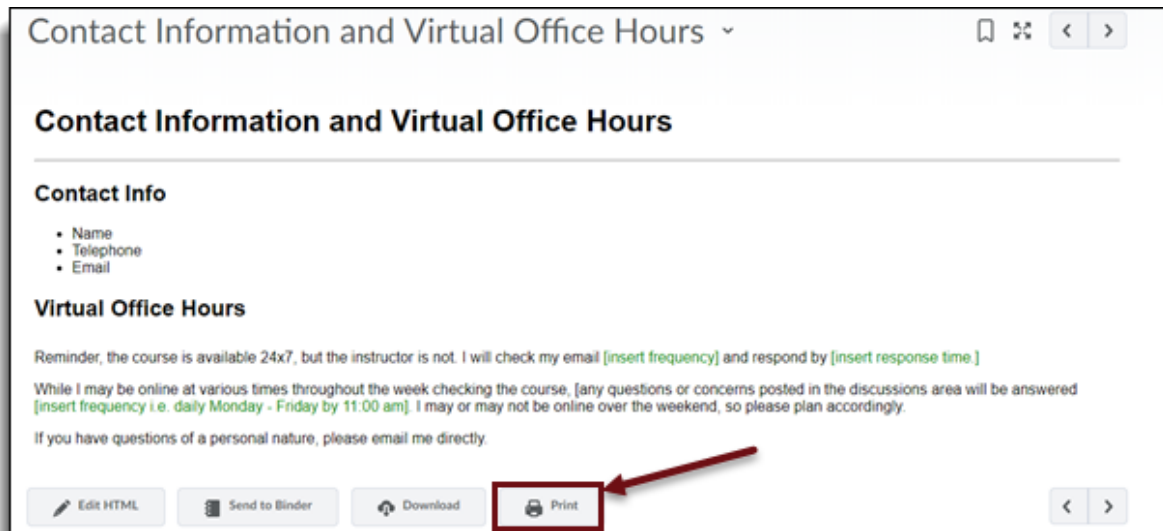
There is also the ability to print without downloading the document beforehand only if the document is an **HTML file.**

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