

## Overview

Updated 09/13/2016. Version 10.6.x

Content is the primary place students will access materials in your course. Content is organized into “modules.” Within a module, you can upload files from your computer, create pages within D2L, add D2L activities like Dropboxes and Discussions, and add links to external websites. Content also allows you to set up completion tracking, which allows students to track their course progress.

## How to Access Content

Click **Instruction** in the course navigation bar, and then click **Content**.

## In This Guide

Adding an Overview

Adding Additional Content

Editing Content

Adding Descriptions

Controlling Content Visibility

For more D2L resources, go to <http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/>.

The screenshot shows the D2L 'Table of Contents' interface. On the left is a navigation sidebar with 'Overview', 'Bookmarks', 'Course Schedule', 'Table of Contents', 'Training', and 'Resources'. The main area is titled 'Table of Contents' and shows a list of modules: 'Training', 'Teaching Tool Box', and 'Resources'. Each module has an 'Upload / Create' button and an 'Existing Activities' dropdown. The 'Training' module is expanded, showing a list of topics: 'Originality Check Quickguide v10-6'. Callout boxes provide instructions: 'Upload your course syllabus in the Overview area.' points to the Overview link; 'The Table of Contents view displays all modules and their topics.' points to the main title; 'Click Bulk Edit to make all topic titles, descriptions and restrictions editable.' points to the Bulk Edit button; 'Click Collapse All to view only modules and not their topics.' points to the Collapse All button; 'Click Upload/Create to add a new topic to a module.' points to the Upload / Create button; 'Click Add Existing Activities to add a link to another item in your course, i.e., a Discussion topic, a Dropbox folder, etc.' points to the Existing Activities dropdown; 'Add a module quickly by typing a name for it into the Add a module... text box.' points to the 'Add a module...' input field; 'The content map is always displayed on the left side of the page in the Content area.' points to the sidebar; 'Add topics quickly to modules by dragging and dropping files within them.' points to the 'Drag and drop files here to create and update topics' area; and 'Completion Tracking status is displayed to the right of the topic's title.' points to the checkmarks on the right side of the topic list.



## Adding an Overview

The Overview area in Content can contain a text description of your course and/or one file that you upload to the area (like your syllabus). The Overview will be the first thing students see when they click Content.

**Note:** If you do not add anything to the Overview section, it will not appear when students view Content. Instead, the first thing they will see in the Content area will be the first module.

### Upload a File to the Course Overview

1. Click **Overview** in the left-hand content map.
2. Add your file. There are two ways to do this:
  - Click **Add Attachment**. A field labeled “Drag a file here to add it to the overview” will appear. Drag and drop the file from its location on your computer to the box (Figure 1). The box will turn green once you have dragged the file to it. Release the file, and it will be uploaded.
  - Click the drop-down arrow next to “Overview,” and select **Add an attachment** (Figure 2).

### Add a Course Welcome Message or Description

1. Click **Overview** in the left-hand content map.
2. Click **Add a welcome message, overview, or description** (Figure 3). A text box will appear.
3. Enter as much information into the text box as you wish.
4. Click **Update**.

## Adding Additional Content

### Create a Module

Modules are used to organize your course’s content, like folders on your computer. You can set up modules by timeframe (e.g., Week 1), by topic (e.g., Cellular Biology), or by type (e.g., PowerPoint). All content must go in a module.

1. Click **Add a module...** at the bottom of the content map (Figure 4). It will become a text box.
2. Enter a name for the new module in the text box.
3. Hit return or enter. A page for the new module will display on the right side of the page, and the module will now appear in content map.

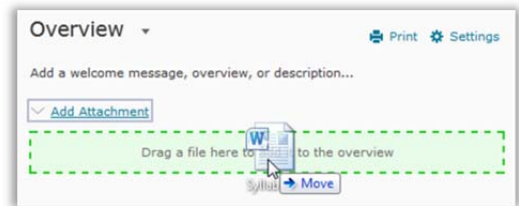


Figure 1

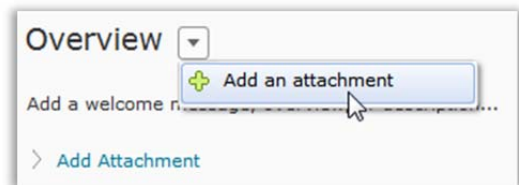


Figure 2

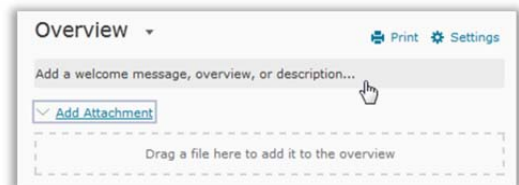


Figure 3

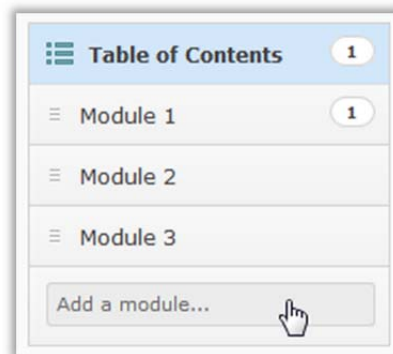


Figure 4



**Note:** By default, the status of a new module is set to “published,” meaning it will be visible to students immediately. See the section below on “Controlling Content Visibility” for instructions on hiding a module and everything in it until you have finished creating it.

### Create a Submodule

Submodules are optional and allow further organization of your content.

1. Go to the module in which you would like to create a submodule.
2. Click **Add a submodule...** (Figure 5) to open a text box that will allow you to add a title for the submodule.
3. Enter a name for the submodule.
4. Hit enter or return. A box for the submodule will appear below the module in the content area.

### Upload a File


1. From within a module, click **Upload/Create**.
2. Click  **Upload Files** (Figure 6).
3. Click  **Upload**.
4. Find and select the file(s) on your computer.

**Note:** You can select more than one file at a time if you want to add multiple ones to a module or submodule.

5. Click **Add**. The file will now appear as a link within the module or submodule.

### Create a New Document

You can use D2L’s HTML editor to author a new document within the Content area. The HTML document can contain text, links, images, and embedded video. (See the “HTML Editor Quickguide” for more information.)

1. Go to the module in which you want to create a HTML document.
2. Click **Upload/Create**.
3. Click  **Create a File**. A page that will allow you to create a new file will open.
4. Enter a title in the top textbox.

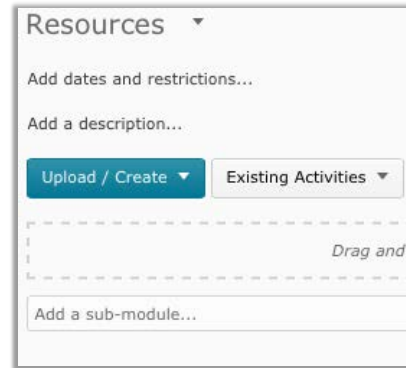


Figure 5

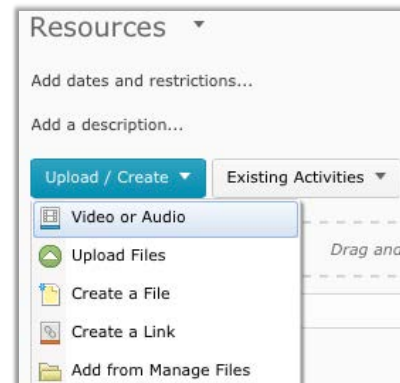


Figure 6

**Note:** If you have already created an HTML file in your course and want to apply the formatting and styles from it to a new HTML file, click **Browse for a Template** on the “Create a File” page. A dialog box that displays all of the HTML files in your course will open; select the file you want to copy, then click **Add**. The content from the page you selected will display in the HTML Editor, and you can replace text, images, and other media with new content.


5. Enter your content in the main textbox.
6. Click **Publish**.

### Add a Link to another D2L Activity

You can add links to Assignment folders, Discussions, Quizzes, and other D2L tools in your Content area. Linking to activities allows you to better structure the course experience for students; for instance, you can add a link to a Discussion topic about a reading directly after that reading in a module.

1. Go to the module or submodule in which you want to add a link.
2. Click **Existing Activities** (Figure 7).
3. Select the type of activity you want to link to. The “Add Activity” pop-up window will open.
4. Click on the specific item you want to link to. The window will then close, and the item you selected will now appear in the module.

### Add a Link to an External Website

1. From within a module, click **Upload/Create**.
2. Click  **Create a Link**.
3. Enter the text you want to display for the link in the title field.
4. Enter or paste the web address in the URL field.
5. Click **Create**.

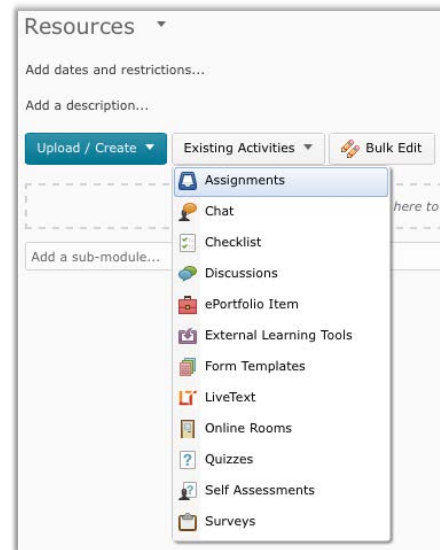


Figure 7

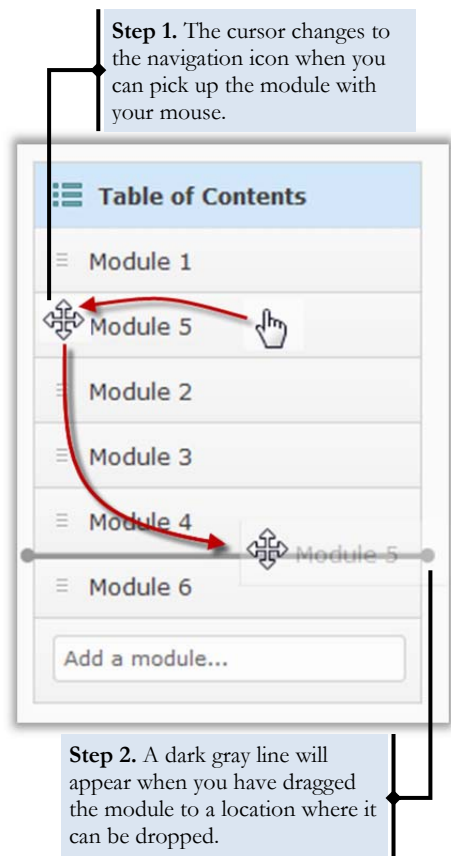




Figure 8

## Editing Content

### Reordering Content

You can reorder your modules in the content map, or you can reorder topics within a module by dragging and dropping them in the content area. See Figure 8 for an illustration of dragging and dropping in the content map.

1. Hover your cursor over the  icon to the left of the name of the item you want to reorder until your cursor changes to the  icon. This icon indicates that you can “pick up” the item with your mouse.


2. Hold down your left mouse button, and move your mouse to drag the module or topic up or down the list to where you want to place it. When you can place the item you are dragging between two other items, a dark gray line that indicates the item's new location will appear.
3. Release the module or topic when you have dragged it to its new location.

**Note:** If a module turns orange when you drag an item over it, this signals that you can place the item inside the module, i.e., it becomes one of its submodules.

### Edit a Module or Topic Title

1. Click the module or topic's name.
2. Click the module or topic's title at the top of the page (Figure 9). The title will become an editable text box.
3. Enter the new module name.
4. Press enter.

### Edit an HTML File

1. Click the HTML File.
2. Click  **Edit HTML**.
3. Make your changes in the text box.
4. Click **Update**.

### Delete a Module or Topic

1. Click the dropdown arrow next to the name of the module or topic that you want to delete.
2. Click **Delete Module** or **Delete Topic** (Figure 10). A pop-up window will open.
3. Select an option for deletion:
  - You can delete both the module or topic and all files and activities that you have added to it.
  - You can delete the module or topic from the content map but keep all associated files or activities that you added to it in the course.
4. Click **Delete**.

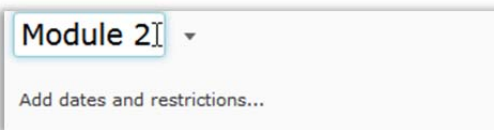


Figure 9

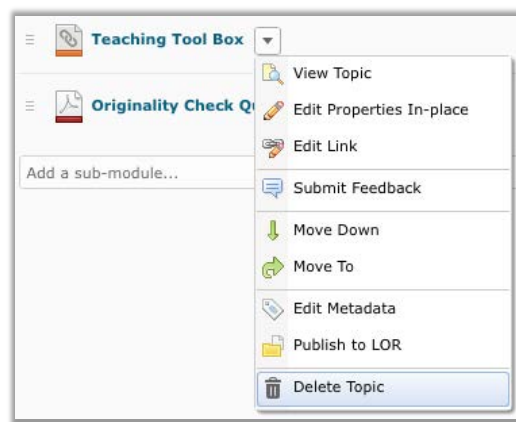


Figure 10

## Adding Descriptions

### Add Descriptions to Modules

You can add descriptions to modules that will be visible to students when they view the entire table of contents and when they click on the module. Descriptions can add context and instructor guidance on your files and content.

1. Click the module you want to add a description to.
2. Click **Add a description....** A text box will open (Figure 11).
3. Enter your description in the textbox.
4. Click **Update**.

### Add Descriptions to Topics

You can add descriptions to topics that will be visible to students when they view the module it is in (but not in the table of contents view.) Descriptions can add context and instructor guidance on your files and content.

1. Click the dropdown arrow next to the name of the topic that you want to add a description to.
2. Click **Edit Properties In-place** (Figure 12). Properties options will be displayed below the topic's title.
3. Click **Add a description....** A text box will open.
4. Enter your description in the textbox.
5. Click **Update**.

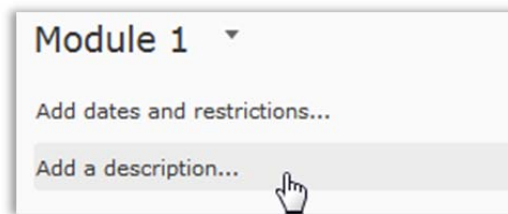


Figure 11

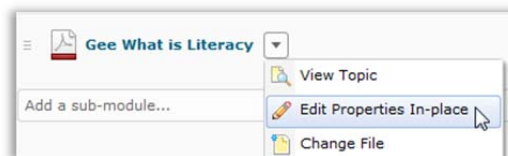


Figure 12

## Controlling Content Visibility

---

You have two options for controlling content visibility: you can hide modules or topics in your Content from students, or you can make them only accessible before or after certain dates.

### Hide Modules

1. Click the module you want to hide from students.
2. Click **✓ Published ▼** to the right of the module's title to open the status dropdown menu.
3. Click **Draft**. The module's status will be reset, and it will be hidden from students until you return to it and set its status as **Published** again.

### Hide Topics

1. Click the dropdown arrow next to the name of the topic that you want to hide.
2. Click **Edit Properties In-place** (Figure 12). Properties options will be displayed below the topic's title.
3. Click **✓ Published ▼** to the right of the topic's title to open the status dropdown menu.
4. Click **Draft**. The topic's status will be reset, and it will be hidden from students until you return to it and set its status as **Published** again.

## Set Availability Dates and Due Dates

**Note:** If you set availability dates, students will always see the topic or module title and the date it will be available, but they will not be able to access it outside the specified dates.

1. Click the module you wish to restrict visibility for by date.
2. Click **Add dates and restrictions...** (Figure 13).
3. Set a start date, end date, and/or due date as desired. Click the appropriate buttons to open the date and time selectors.
  - If you set a start date, students will not be able to see the item until after the date and time you indicate.
  - If you set an end date, students will not be able to see the item after the date and time you indicate.
  - Due dates do not control visibility. If you set a due date, the item will appear in the D2L course calendar for the date and time you indicate.
4. Click **Update** (Figure 14).

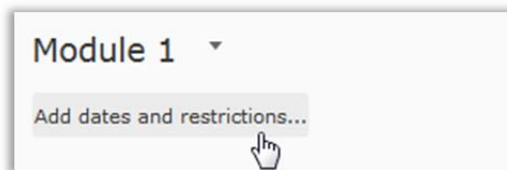


Figure 13

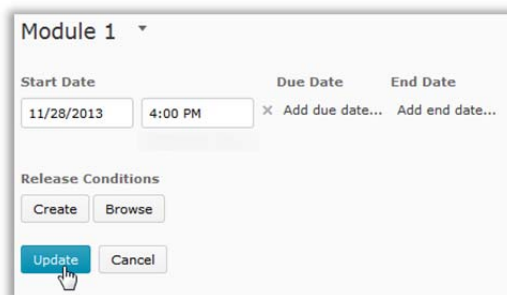


Figure 14