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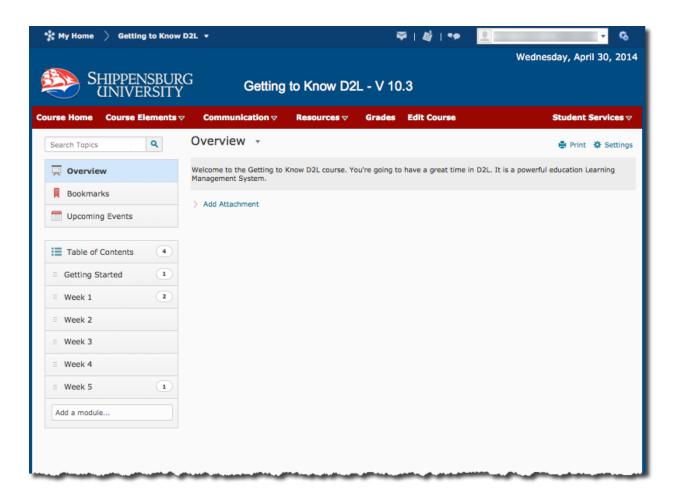
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Publishing Content

This tutorial contains the following topics:

- The Content Area
- Adding a Module to the Content Area
- Adding Topics (Items) to the Content Area
 - Creating a New File
 - Using an Existing Course File
 - o Uploading a New File
 - Linking to Course Content with Quicklink or to a URL
 - Adding Multiple Topics
- Downloading and Printing Content

The Content Area



The Content Area has four main views:

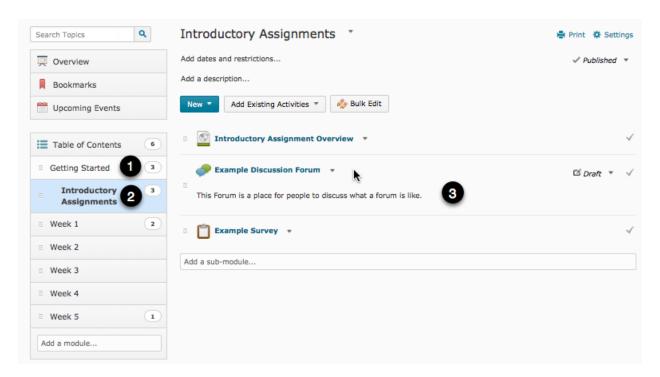
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1. **Course Overview** – an overview of the course and information about course expectations.

- 2. **Bookmarks** lists the topics that you decide to bookmark by clicking the Add Bookmark icon while viewing a topic.
- 3. **Upcoming Events** lists the course material due dates, start dates, and end dates within the next seven days. This includes dates used in the Calendar tool.
- 4. **Table of Contents** used to browse course materials and assignments. The Table of Contents is split up into Modules and Topics.

Modules can be thought of as folders where **Topics** reside. Topics are files such as HTML, PowerPoint presentations, or a PDF document. All Topics must be placed in a

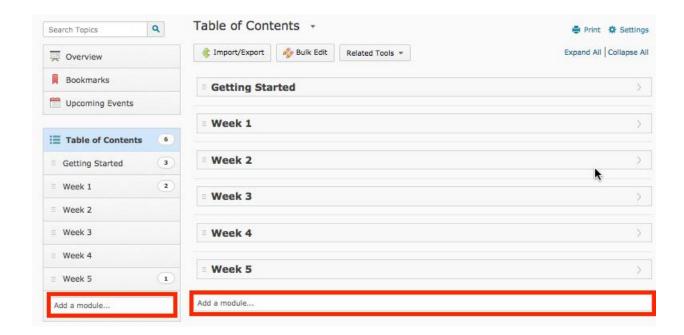
Module. A Module 1 can contain sub-modules and topics 2 that help organize the course content. 3 Instructors can place restrictions on both the Module and Topic levels of a course.



Adding a Module to the Content Area

- 1. From the Course Home page click on the **Content** link, under the **Course Elements** drop-down menu. The Content pane appears.
- 2. Either click on the text box that says **Add a module...** on the menu on the left-hand side of the screen, or click **Add a module...** below under all of the modules.

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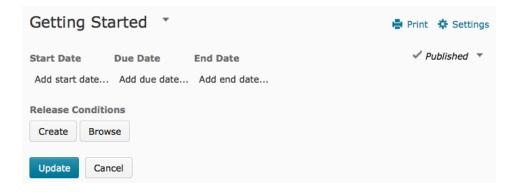


- 3. Type the name of the new module and press Enter or click outside of the text box to add the new module. Doing so will automatically save the new module.
- 4. To add a sub-module to the module, click on the module, then type the new sub-module name in the **Add a sub-module...** field and press enter or click outside of the field to add the sub-module.
- 5. To set whether a module is visible to students, click on the Module from the Table of Contents. In the top right, click on the drop-down arrow next to **Published.** Published allows students to see the module, but setting it as a Draft hides the module.



- 6. To add a module description, click **Add a description...** and type in the description. Click **Update** to save the description.
- 7. To add release conditions for the module, click on Add dates and restrictions...

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- 8. To set Date Availability for the Module:
 - Click Add Start Date...
 - Click in the date and time fields and select from the drop down menus.
- 9. To set a date when the module will no longer be available to students
 - Click Add End Date...
 - Click in the date and time fields and select from the drop down menus.
- 10. To release the Module under a set of conditions (a content item is viewed, after a post in a discussion topic, etc), click on the Create or Browse button in the Release Conditions area.
- 11. To save this module click on the **Update** button.

Adding Topics (items) to the Content Area

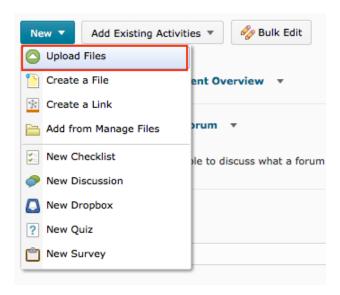
There are many ways to add information to the Content area (shown below). You can upload files, create files, link to websites, and add files already uploaded into D2L. Additionally you can create many new course activities directly into your modules, including: checklists, discussions, dropbox, quiz, and surveys. Lastly, you can add already existing activities.

Uploading a File From Your Computer

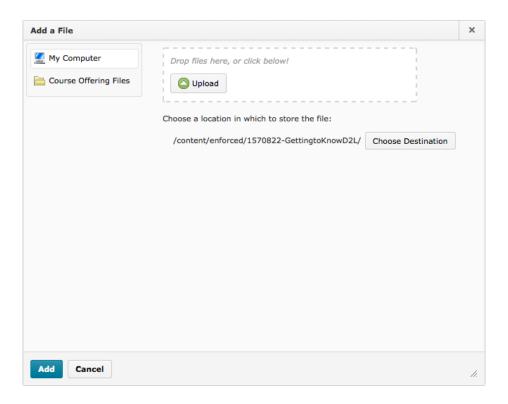
Use this option to create a topic by uploading a file.

- 1. From the Course Home page click on the **Content** link in the red Navigation bar. The Manage Content pane appears.
- 2. Choose the module you would like to add the file to.
- 3. Click on the **New** drop-down menu name , and select the **Upload New File** option.

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4. The Add a File pane appears with My Computer selected.



- 5. To select the file that will be uploaded:
 - 1. In the Add a file pan, click on the **Upload** button dialog box appears.
 - 2. Locate and select the file you wish to use.
 - 3. Click on the **Open** button. The path and filename of the file appear in the File to Upload text box.

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OR,

1. Drag and drop files into the white drag and drop box.

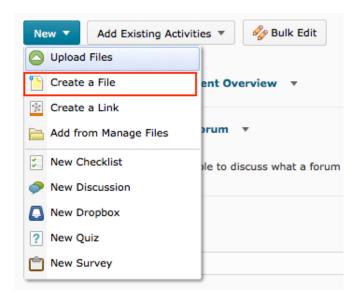


- 4. To upload the file click on the **Add** button
- 5. Verify the link by clicking it within the Content area.

Creating a New File

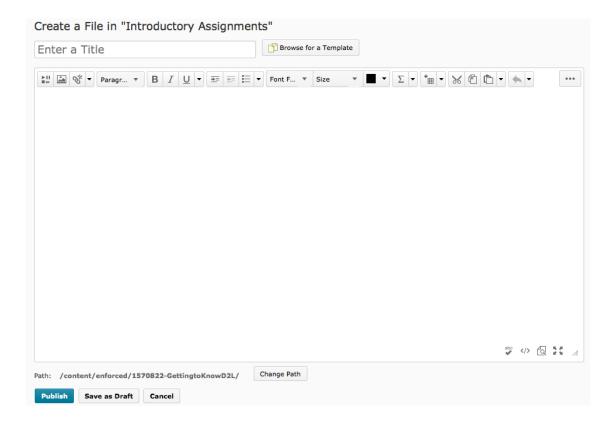
This option creates a web page in an .html file format. This file is native to D2L which means that if something happens inside the platform or the content is accidentally deleted a backup copy for this document does not exist. Please copy and paste the text placed in D2L using this method in a word processing document such as Word or Notepad.

- 1. From the Course Home page click on the **Content** link. The Content pane appears.
- 2. Click on the module under Table of Contents that will have the new file. Click the **New**button and select **Create a File**.



The Create a File pane appears.

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- 4. In the Title text box type the desired title.
- 5. In the HTML Editor type the topic's content. Use tools within the Editor to alter the appearance and functionality of your text.
- 6. To save this topic without publishing it, click on the **Save as Draft** button.
- 7. To save and immediately publish the document, click **Publish**.
- 8. Verify your link by clicking it within the Content area

OR,

- 1. Click on Copy from an existing file
- 2. Select the check box next to a previously created file from the pop up menu and click **Done.**

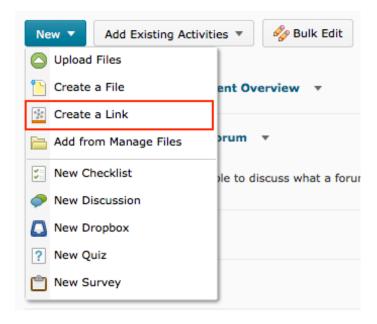
Linking to Websites outside of D2L

Instructors can place a link in the content area. The link can point to any website.

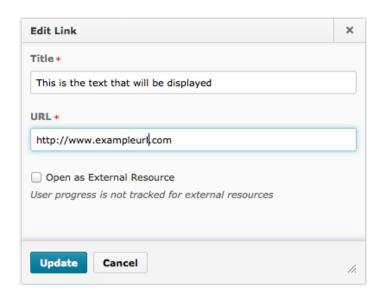
- 1. From the Course Home page click on the **Content** link in the red Navigation bar. The Manage Content pane appears.
- 2. Choose the module you would like to add the file to.

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3. Click on the **New** drop-down menu New , and select the **Create a Link** option.



4. The Edit Link dialog will open. Enter the Title and URL.



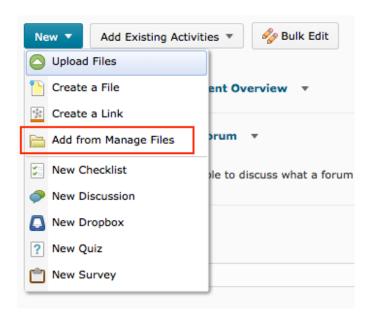
5. Open as External Resource allows the webpage to open in a separate window. The progress is not tracked. If you do not have it checked, the content will open in a D2L window.

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Using an Existing Course File

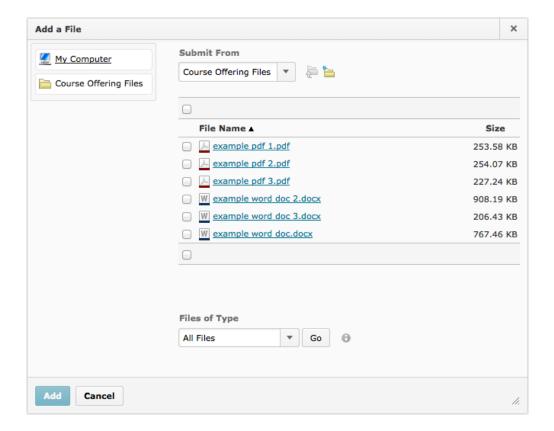
Use this option to create a topic by adding an already-uploaded file to the current course. This option allows for connecting to the already-saved files in the Manage Files area. Course files are any files that have been uploaded into the Content area. These files are located in the Managing Course Files area.

- 1. From the Course Home page click on the **Course Elements/Content** link in the red Navigation bar. The Content pane appears.
- 2. Choose the module you would like to add the content to.
- 3. Click on the **New** drop-down menu and select the **Add from Managed Files** option.



4. The Add a File pane appears with Course Offering Files selected.

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- 5. To select the file:
 - 1. Locate and select the file by clicking on the radio button next to the document.

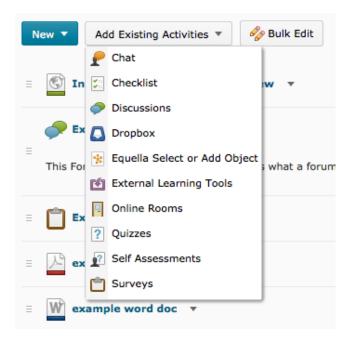
Tip: You can sort by file type by clicking the **Files of Type** dropdown.

- Click on the Add button.
- 6. Verify the link by clicking it within the Content area

Linking to existing Course Content

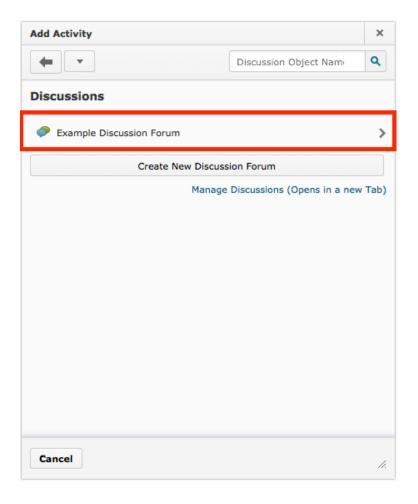
- 1. From the Course Home page click on the **Content** link in the red Navigation bar. The Manage Content pane appears.
- 2. Click on the **Add Existing Activities** drop-down menu to select the type of activity you would like to insert. You can choose to link to an existing chat, checklist, discussion, dropbox, Equella object, external learning tool (campus pack blog, wiki, etc), online room (collaborate), quiz, self assessment, and survey.

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- 3. Fill out information for the prompt that appears.
 - 1. You can change the type of Quicklink by clicking on the Back arrow or drop
 - down arrow and selecting the new type.
 - 2. Use the menus to select the Activity.

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Drag and Drop Files

Instructors can drag and drop files directly into the module from their computer.

- 1. From the Course Home page click on the **Course Elements/Content** link in the red Navigation bar. The Content pane appears.
- 2. Choose the module you would like to add the content to.
- 3. Click on the **New** drop-down menu and select the **Add from Managed Files** option.
- 4. Open your computer's file browser and find the files that you would like to upload to
- 5. Highlight the file[s] and then click and drag the file to module. You will see a black bar in the location where the file will be uploaded to.
- 6. Do step 4 with as many files as you want to upload.

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- 7. Files will automatically upload into the module. Verify the topics by clicking on them.
- 8. To update a file, simply drag and drop the updated file, then when the Upload Files dialogue box pops up, click upload.
 - 1. If you wish for all files you update this way to automatically update, in the Content settings, select the checkbox "Automatically update files that have the same file name". This setting can be changed at any time from the Content Settings menu.