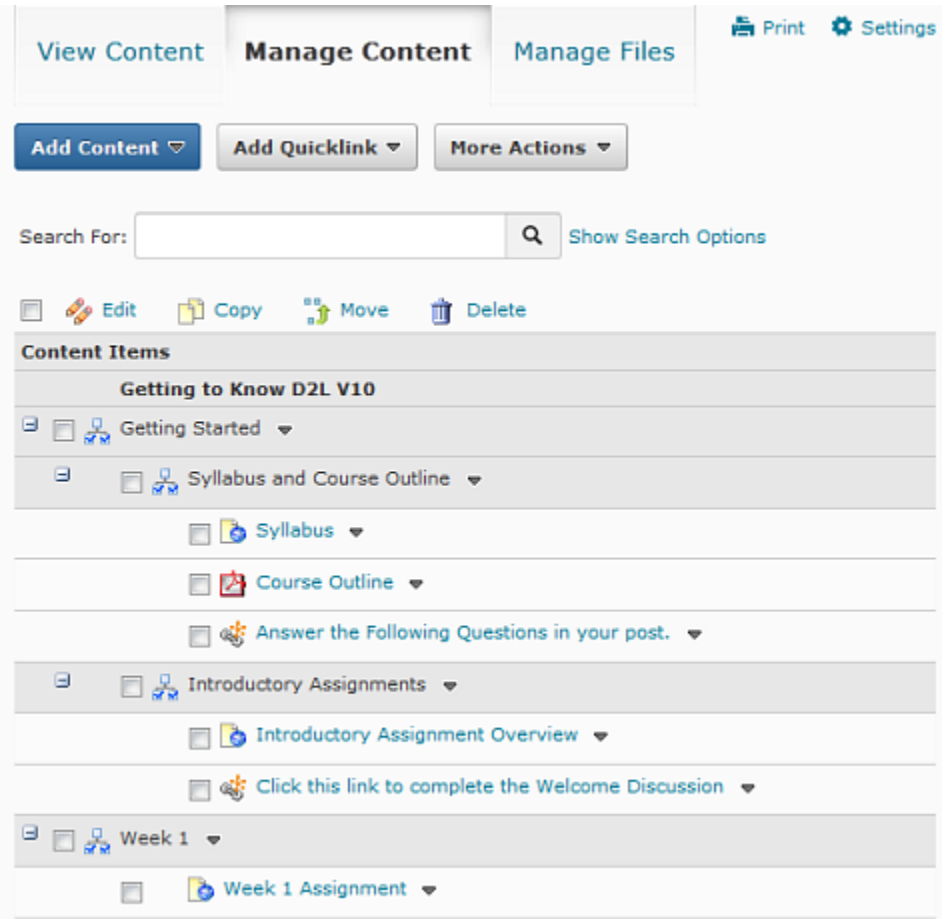
Managing Course Content

The Manage Content pane provides tools that allow instructors to edit the details of each module or topic as well as reorganize them.

Accessing the Manage Content Pane

The Manage Content pane provides tools for modifying the modules and topics of your course.

To get there, go to the Course Home page on the red Navigation bar and click on the **Content** link under the **Course Elements** drop-down menu. The Manage Content pane appears.



Content Management Buttons

The Manage Content pane contains buttons for common management functions when working with your course content. This table shows the buttons and their functions.

Button	Function
Manage Content	Returns you to the Manage Content pane
New Module	Opens the New Module pane from which you can create a new module
New File	Opens the New File pane, from which you can create a new topic
New Course File	Opens the New Course File pane from which you can create a new module.
Upload File	Opens the Upload New File pane in which you can upload a new file.
Add Multiple Topics	Opens the Add Multiple Topics pane from which you can create a number of topics at one time
Add Quicklink	Click the drop-down menu and select the type of Quicklink. Opens the New Quicklink pane.
Reorder	Opens the Re-Order pane, from which you can adjust the order of modules and topics
Reports	Opens the Content Statistics.
Edit	Opens the Edit Selected Items pane for the selected modules and/or topics
Copy	Allows you to copy the selected items to the desired module which is selected from a pull-down menu
Move	Allows you to move the selected items to different areas within the content pane
Delete	Allows you to delete the selected items

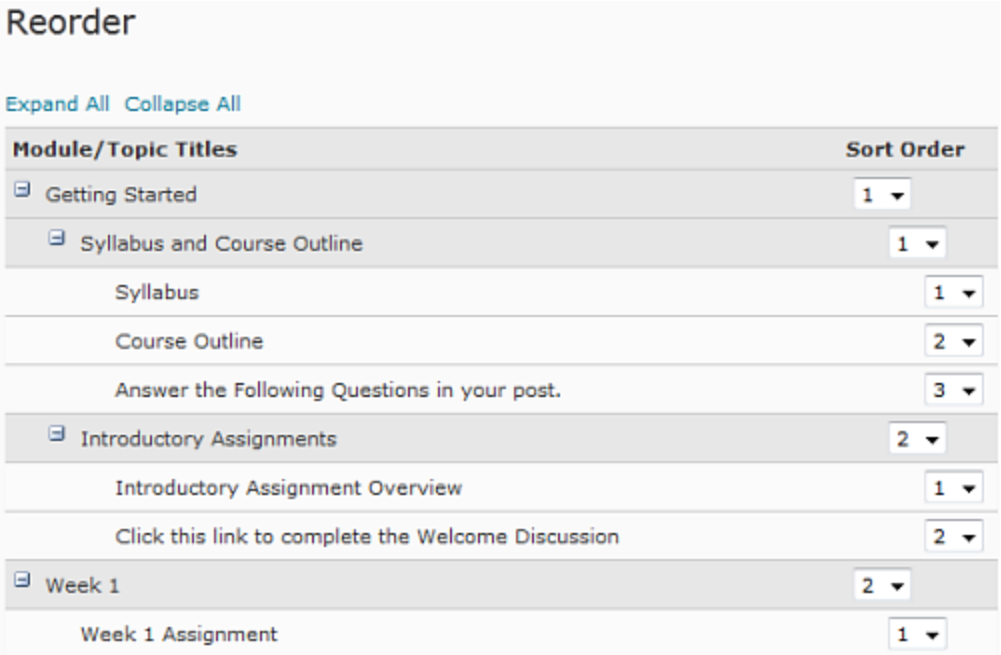
Moving Modules & Topics

The instructor can choose to rearrange the modules and topics in any given course in two ways:

1. By modifying either the order of topics and modules
2. By moving topics to a new parent module.

Modifying the Order of Topics and Modules

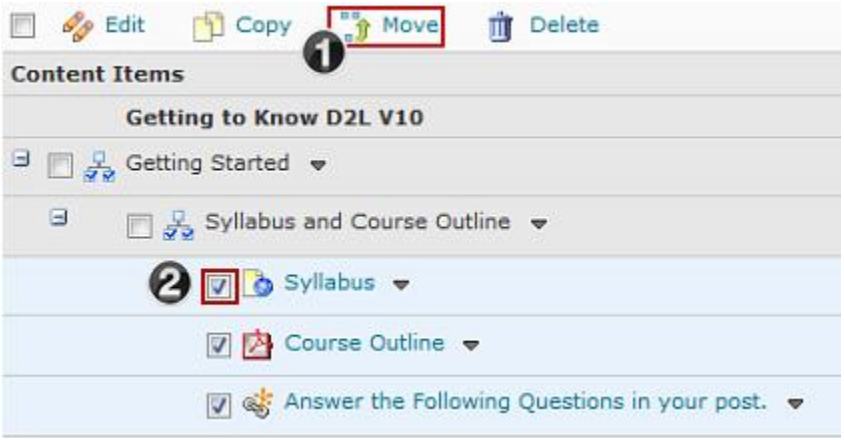
1. Access the Manage Content pane by clicking on the Content link in the red Navigation bar.
2. Click on the **Re-Order** button under the **More Actions** drop-down menu. The Re-Order pane appears.



1. To specify the number of places to move an item, use the Sort Order pull-down menu to select the desired placement. The boxed "plus signs" indicate that there are additional Topics inside each Module.
2. When finished, click on the **Save** button. The Content Manager pane refreshes to show the new order.

Moving Topics to a New Parent Module.

1. Access the **Manage Content** pane by clicking on the Content link in the red Navigation bar.
2. ❶ Select the desired topics by clicking the checkbox next to each Module or Topic.



3. Click on the **Move** button. The Move Selected Items dialog box appears.
4. From the New Parent Module pull-down list select the desired new parent module or click on the add module link to create a new module.
5. Click on the **Move** button. The Manage Content pane refreshes to show the moved topic(s).

Editing Modules & Topics

Instructors can edit the Title and Short Title of each Module or Topic. They may also choose to edit the content of the first Topic option called "Create a File." This option creates an HMTL page that stays inside the D2L platform for easier access. However, it is recommended that instructors who choose this option keep a backup copy of the text of this page in a Word or Notepad document.

Editing Modules & Topics: Title or Short Title

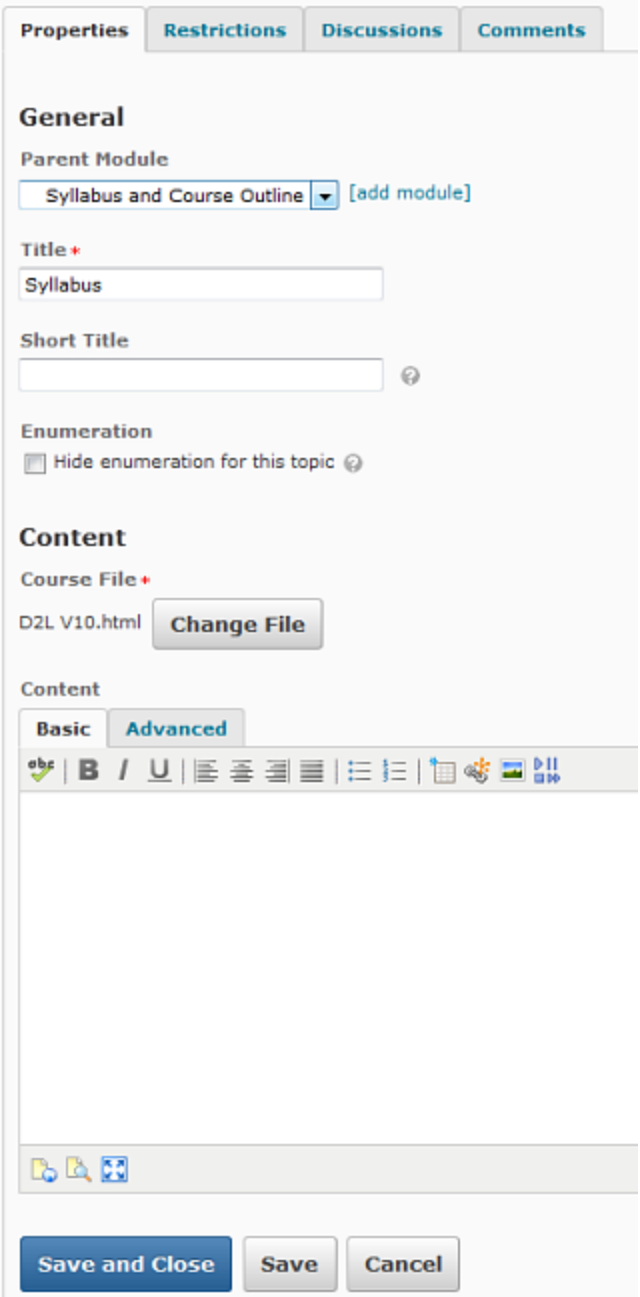
1. Access the **Manage Content** pane by clicking on the **Content** link in the red Navigation bar.
2. Click the drop-down menu next to the desired topic or module, and select the **Edit** icon. The Edit pane appears.
3. In the appropriate text boxes make any desired changes to the title or short title.
4. Click on the **Save** button. The Content Manager refreshes to show the changes.

Editing Topics: Content

Instructors can edit content in HTML documents only. HTML documents are made when creating a New Topic using the Create New File content source option.

1. Access the **Manage Content** pane by clicking on the **Content** link in the red Navigation bar.
2. Click on the drop-down menu next to the desired Module or Topic, and select the **Edit** icon. The Edit pane appears.

3. Make the desired changes in the html editor.



4. Click on the **Save** button.