# Publishing Content

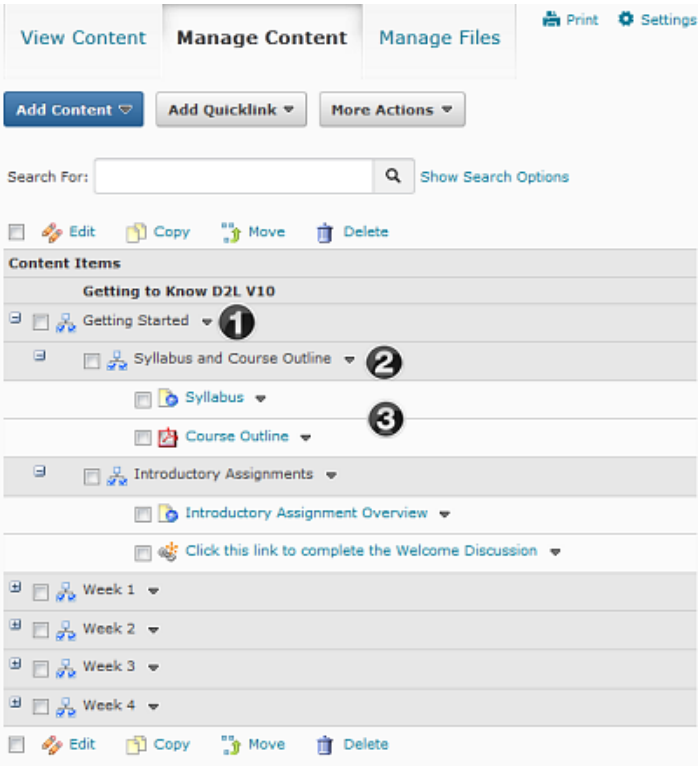
This tutorial contains the following topics:

- 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
    - Uploading a New File
    - Linking to Course Content with Quicklink or to a URL
    - Adding Multiple Topics
- Downloading and Printing Content

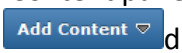
## The Content Area

Desire2Learn organizes content using **Modules** and **Topics**.

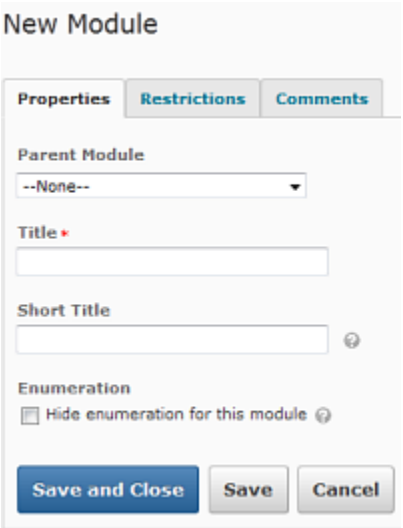
**Modules** can be thought of as folders, where **Topics** are files such as HTML, PowerPoint presentations, or a PDF document reside. All Topics must be placed in a Module. A Module (1) can contain sub-modules (2) and topics (3) that help organize the course content. Instructors can place restrictions on both the Module and Topic levels of a course.




# Adding a Module to the Content Area

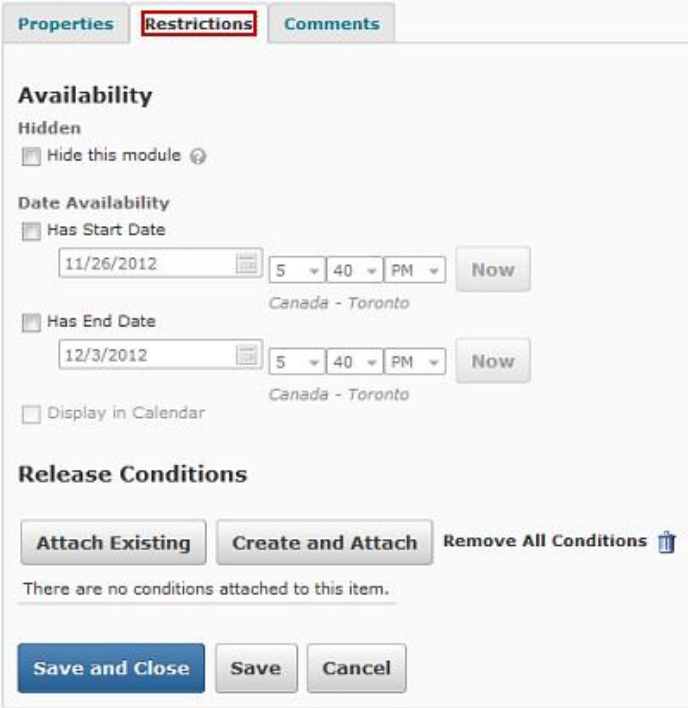
1. From the Course Home page click on the **Content** link, under the **Course Elements** drop-down menu. The Manage Content pane appears.
2. Click on the **Add Content** 

drop-down menu, then select **New Module**. The New Module pane appears.




3. If you want to set the New Module as a sub-module, select a Parent Module from the drop-down menu.

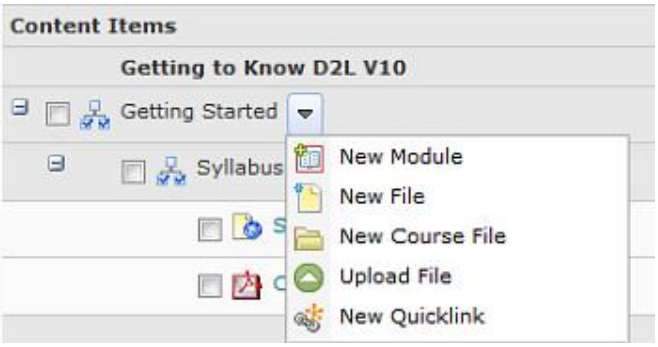
4. In the Title text box type the module's title
5. Short Title: Use a Short Title only if the Title of the Topic or Module is long. The Short title appears in the side frame when students are viewing Content.
6. To hide the numbering of this module, click on the checkbox next to **Hide enumeration** for this module.
7. Select the **Restrictions** tab. Moving one tab to another tab causes the content of that tab to be automatically saved.
8. To conceal the Module from students, click on the checkbox next to **Hide this module**. Setting date restrictions on the Module level controls any Topics placed in that Module.




9. To set Date Availability for the Module:
   - Click on the checkbox next to **Has Start Date**
   - Use the pull-down menus to select a date and time
10. To set a date when the module will no longer be available to students
    - Click on the checkbox next to **Has End Date**
    - Use the pull-down menus to select a date and time
11. To release the Module under a set of conditions, click on the **Create and Attach** button in the Release Conditions area.
12. To save this module click on the **Save** button.
13. Select the Comments tab.
14. To create a personal comment enter text in the Personal Comments text box. The comments placed in this text box are only visible to the instructor.
15. To create a note for an instructional designer, enter text in the Shared Designer Comments.
16. Click on the **Save** button when finished.

# Adding Topics (items) to the Content Area

There are four ways to add information to the Content area (shown below).




# Shared Settings

Although each option provides a different means for adding a new topic, three tabs, the Restrictions, Discussions and Topic tabs, appear consistently within each tab.

**Restrictions Tab**

1. Select the **Restrictions** tab. Moving one tab to another tab causes the content of that tab to be automatically saved.
2. To conceal the Topic from students, click on the checkbox next to **Hide this topic**.
3. To set the Date Availability for the Topic
   - Click on the checkbox next to **Has Start Date**
   - Use the pull-down menus to select a date and time
4. To set a date when the Topic will no longer be available to students
   - Click on the checkbox next to **Has End Date**
   - Use the pull-down menus to select a date and time.
5. To release the Topic under a set of conditions, click on the **Create and Attach** button in the Release Conditions area.
6. To save this Topic click on the **Save** button.

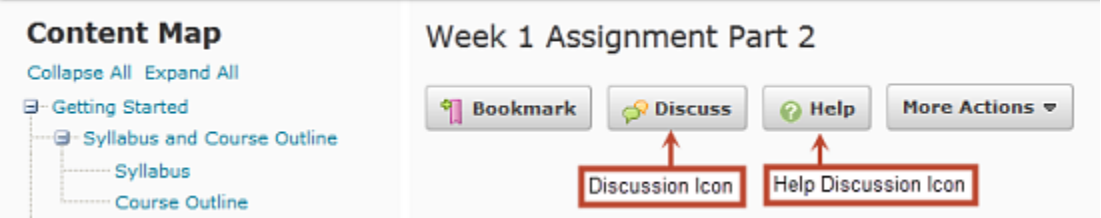
**Discussions Tab (Optional)**

Faculty can link directly to a Topic that **has been created in the Discussion area**. Two options are provided: (1) a link that takes students to a discussion area, allowing students to participate in ongoing conversations about a topic and/or (2) a link to a discussion help area which can allow students to work with each other to clarify concepts.

1. Click on the **Discussions** Tab.
2. Click on the **Topic Discussion:** drop-down box to select a discussion topic.

3. If desired, click on the **Topic Help Discussion:** drop-down to select a help discussion topic.
4. Click on the Save button.

Students access the discussions area by clicking on the icons shown below in the Student View of the Content area.




**Comment Tab (Optional)**

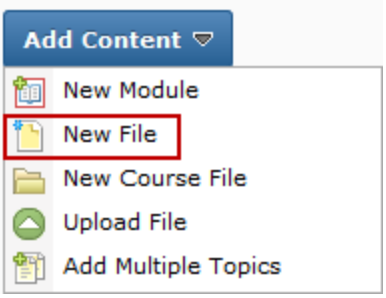
The Comment Tab allows instructors to make personal comments or comments to a designer about a specific topic. Personal Comments or comments made in the Shared Designer Comments are not visible to students.

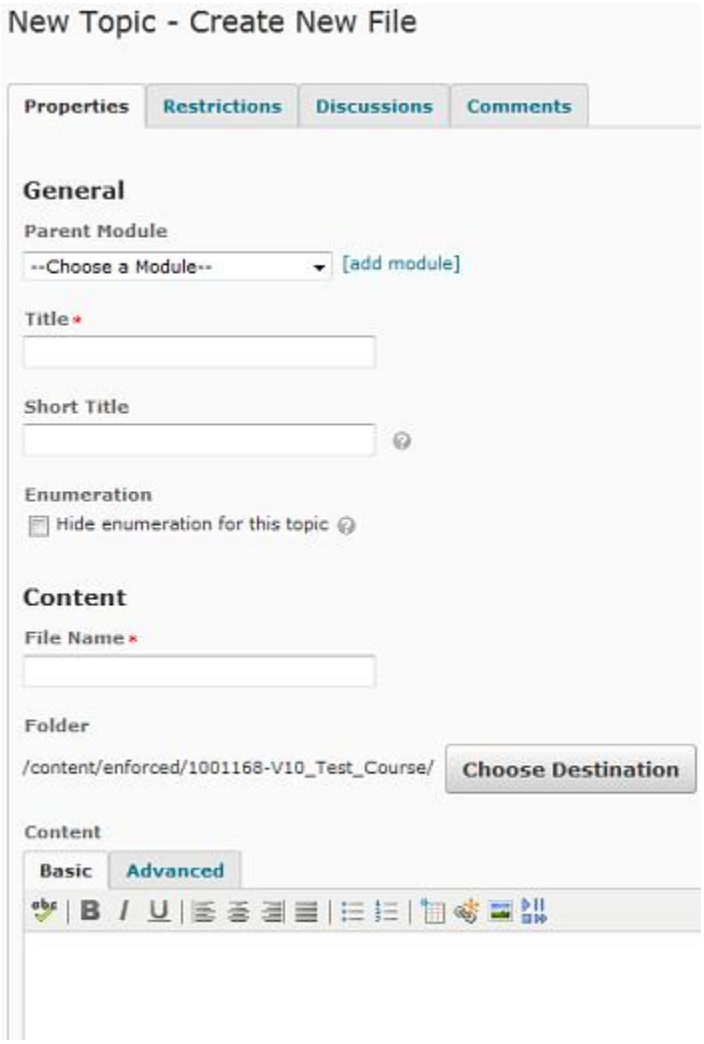
1. Click on the **Comments** Tab.
2. Enter personal comments only visible to the instruction in the Personal Comments textbox.
3. Enter comments to a designer, in the Shared Designer Comments box.
4. Click on the **Save** button.

# 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 Manage Content pane appears.
2. Click on the **Add Content** button and select **New File**. The New Topic-Create New File pane appears.



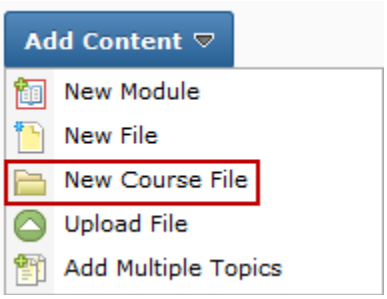

3. From the Parent Module pull-down menu select the module this topic will appear under or click on the add module link to create a new Module.
4. In the Title text box type the desired title.
5. In the Short Title text box type an abbreviated title.
6. In the filename text box, remove any spaces in the filename.
7. In the HTML Editor type the topic's content. Use tools within the Editor to alter the appearance and functionality of your text.
8. To save this topic click on the **Save** button.

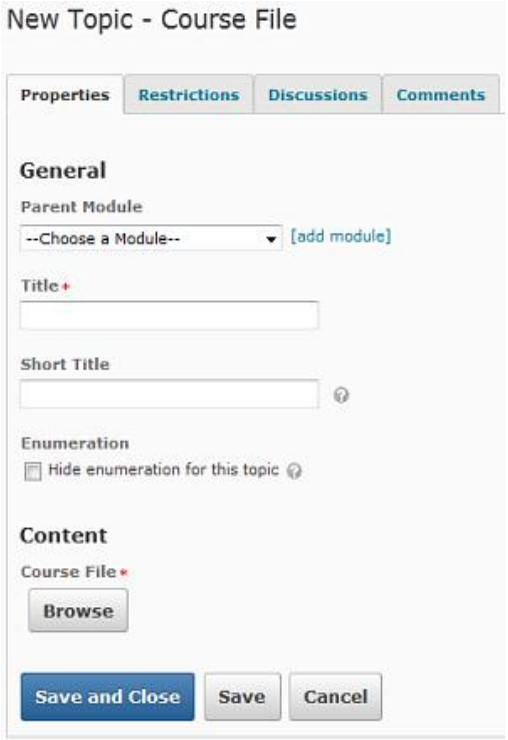
9. Verify your link by clicking it within the Content area

# Using an Existing Course File

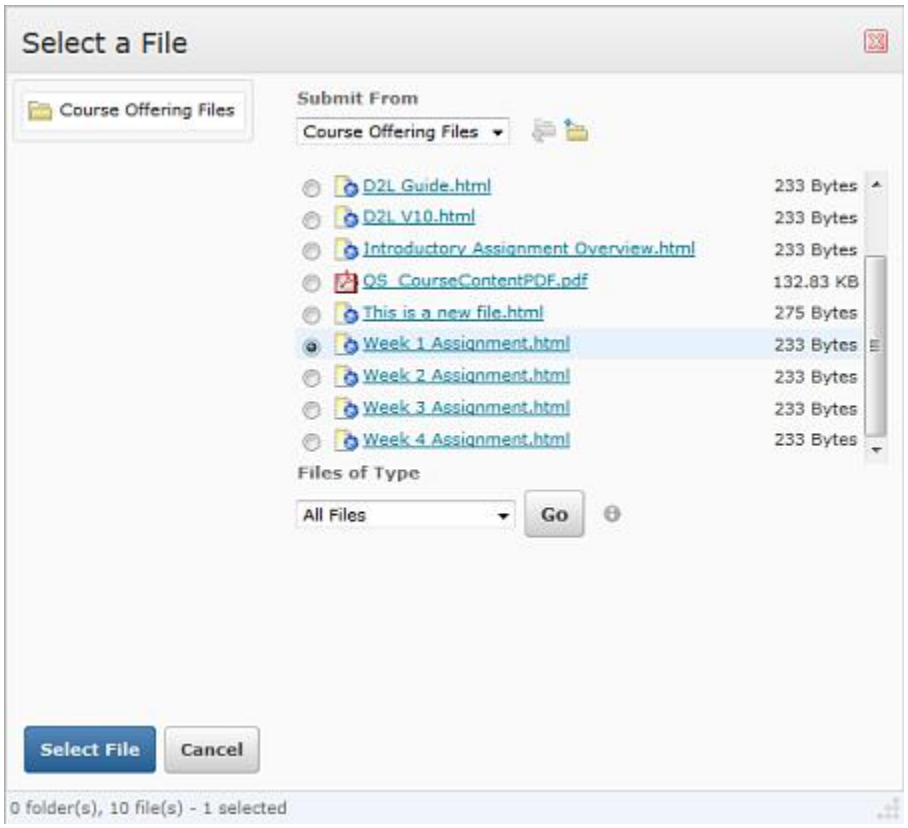
Use this option to create a topic by adding an already-uploaded file to the current course. Course files are any file that has been uploaded into the Content area. These files are located in the Managing Course Files area. This option allows for connecting to the already-saved files in the Manage Files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

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 Content** menu and select the **New Course File** option. The New Topic - Course File pane appears.



3. From the Parent Module pull-down menu, select the module this topic will appear under or add a Module by clicking on the add module link.
4. In the Title text box type the desired title. In the Short Title text box type an abbreviated title.
5. To select the file:
    1. Click on the **Browse** button. The Select a File dialog box appears.
    2. Locate and select the file by clicking on the radio button next to the document.
    3. Click on the **Select File** button.

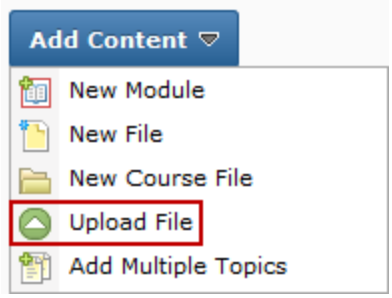


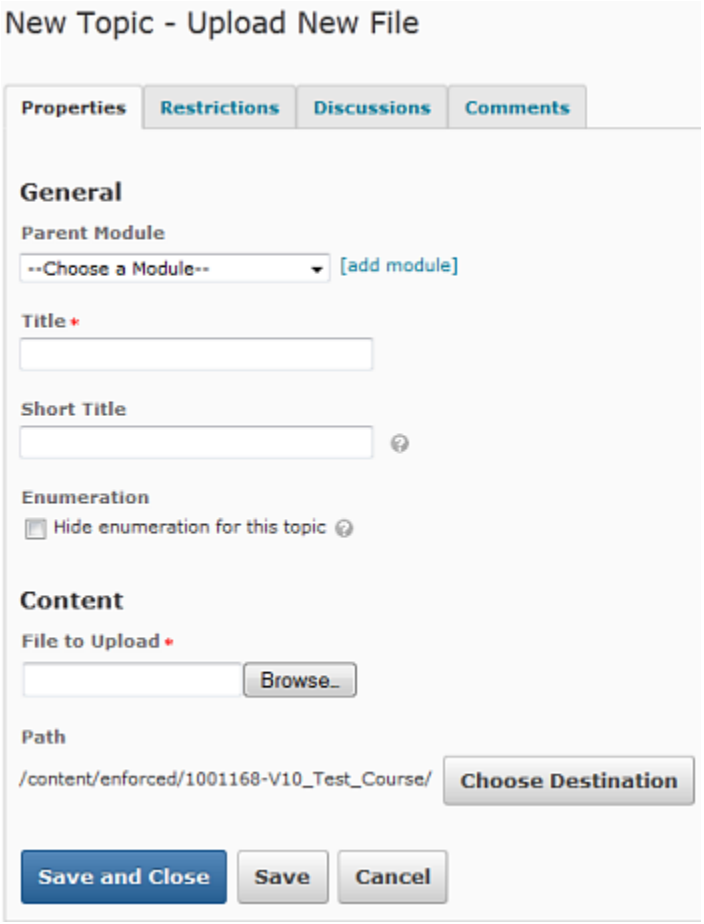

6. To save this topic click on the **Save** button.
7. Verify the link by clicking it within the Content area

# Uploading a New File

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

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 Content** drop-down menu, and select the **Upload New File** option. The New Topic - Upload New File pane appears.

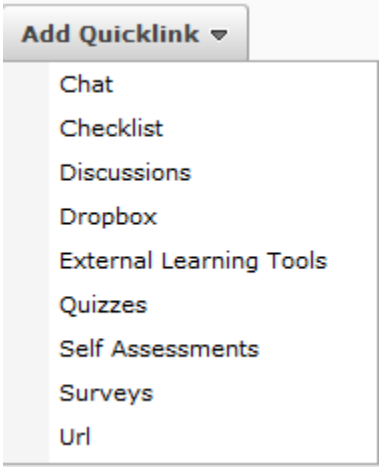


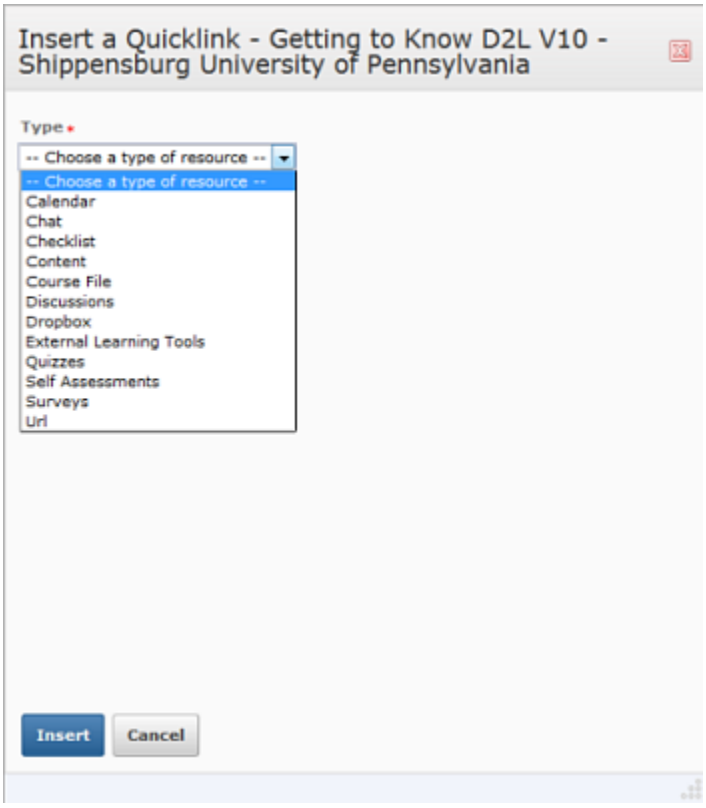

3. From the Parent Module pull-down menu select the module this topic will appear under or add a Module by clicking on the add module link. In the Title text box type the desired title.
4. In the Short Title text box type an abbreviated title, if desired.
5. To select the file that will be uploaded:
    1. In the Content section, click on the **Browse** button. The Choose file 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.
6. To save this topic click on the **Save** button.
7. Verify the link by clicking it within the Content area.

# Linking to Course Content with Quicklink or to a URL

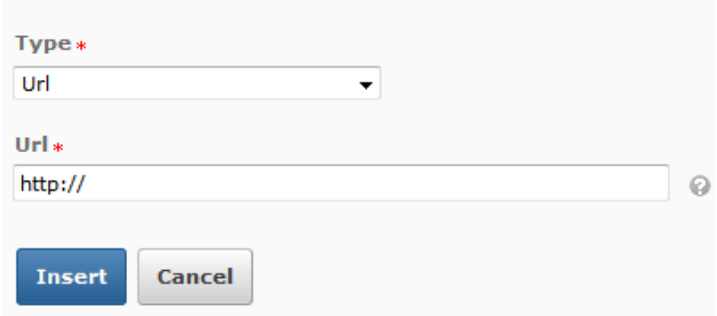
1. From the Course Home page click on the **Content** link in the red Navigation bar. The Manage Content pane appears.
2. Click on the **Add Quicklink** drop-down menu to select the type of Quicklink you would like to insert. You can choose to link to an outside source using a URL, or you can link to content within the D2L site.

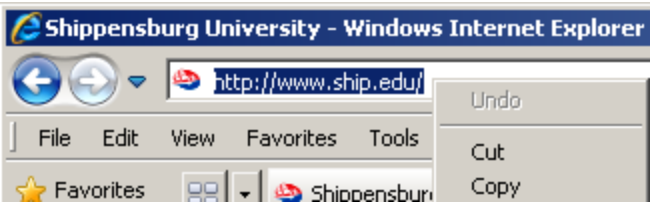



3. Fill out information for the prompt that appears.
    1. You can change the type of Quicklink by clicking on the Type drop-down menu and selecting the new type.
    2. Use the drop-down menus that appear to select the Quicklink information such as which discussion to link to.




4. Instructors can add a URL to the Content area by placing a complete URL (including the http://, example http://www.ship.edu) in the URL/Quicklink text box. Copy and Paste the URL directly from the address box in a browser. Click inside the Preview/view the content topic in a new window or tab checkbox to have the page display in a new browser window.

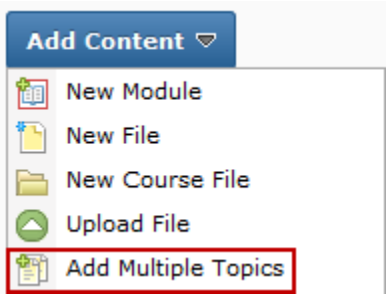


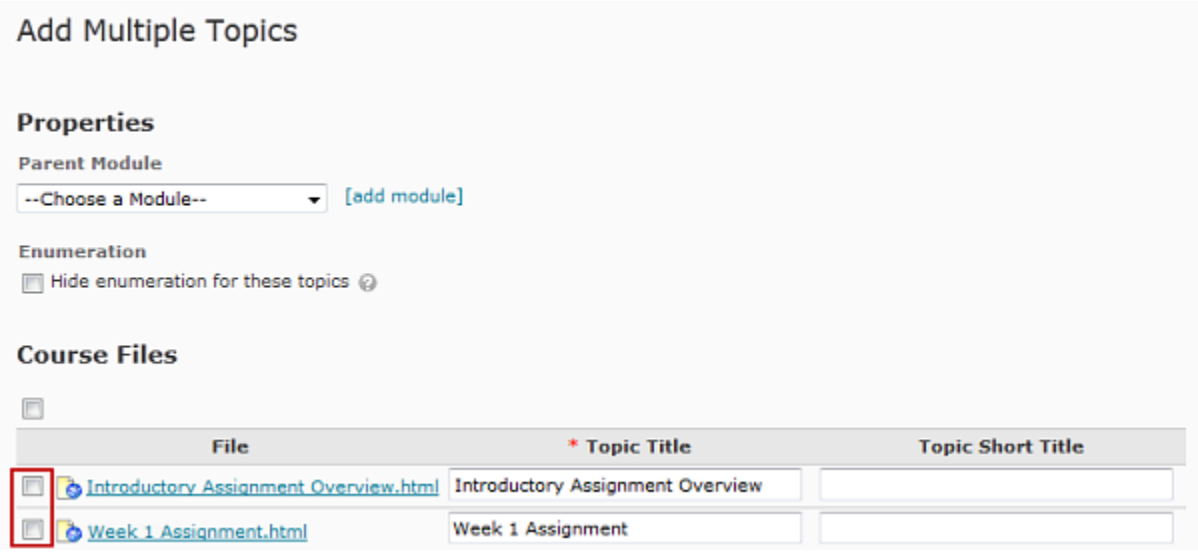



# Adding Multiple Topics

When using this option instructors should have uploaded files in the Manage Files area before beginning the process of Adding Multiple Topics in the Manage Content area.

1. Click on the **Add Content** button and select **Add Multiple Topics**. The Add Multiple Topics pane appears.




2. In the Properties section from the Parent Module pull-down menu select the module these topics will appear under or click on the add module link to create a new Module.
3. In the Course Files section select the files you want to use by clicking on the checkbox next to the item.

4. OPTIONAL: In the Topic Short Title text box for each file type an abbreviated title for the topic
5. When finished click on the **Add** button.
6. Verify links by clicking them within the Content area.

# Downloading and Printing Content

1. Click **Content** on the navbar to access the Manage Content page
2. Click View Content.
3. Click **Print/Download** in the top tool menu.
4. Select the topics or modules by clicking on the checkbox next to the item.
5. Print the selected item by:
    - Click on the **Print** icon then on the Print button.
6. Download the selected item by:
    - Click on the **Download** icon.
    - Click the link in the Download Selected Items pop-up.