



---

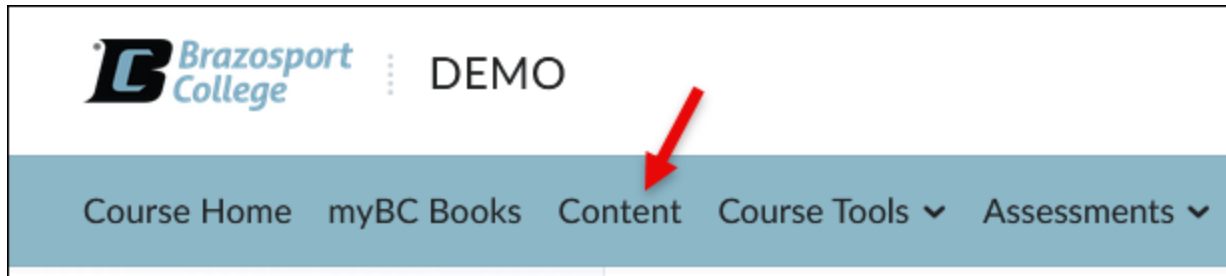
## D2L Content Tool

---

The Content tool is the primary area where students will access your course materials. It is used for containing modules and topics that you have created or will create for your course (e.g., lessons, handouts, PowerPoints, videos, etc....).

### Getting Started

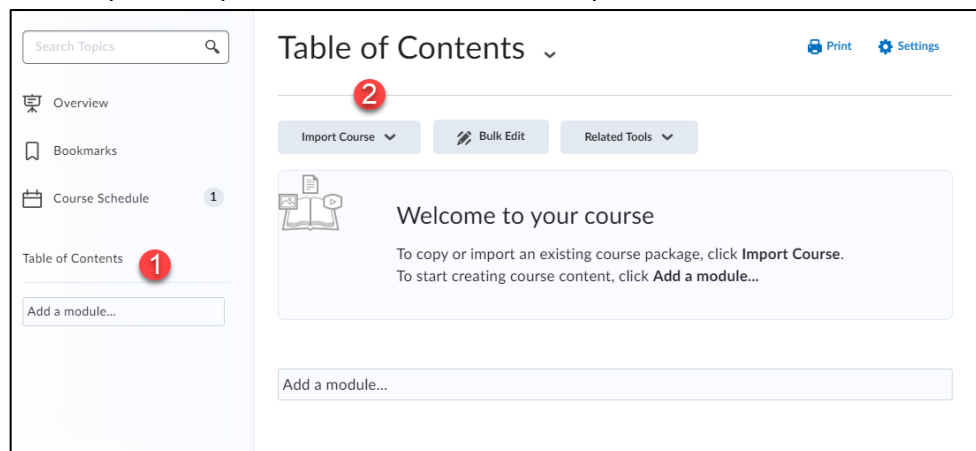
To begin, you will need to access the content section by **clicking** Content on the navigation bar.



### Modules

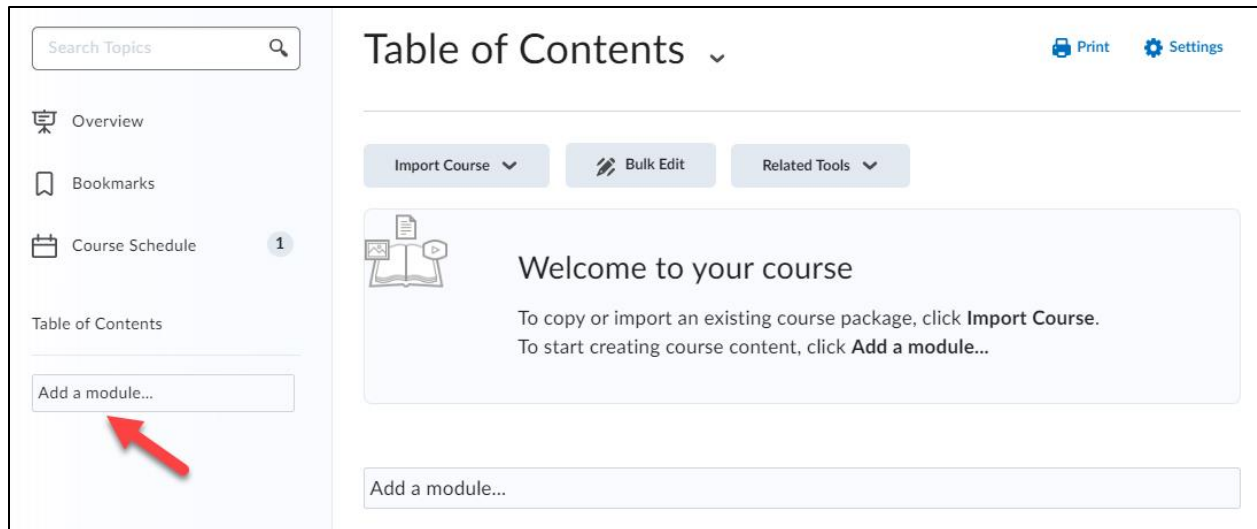
Modules are used to categorize and organize your content, like folders or headings. For example, a course may have modules based on weeks, units, or chapters. You **MUST** create at least one module to post course content.

The Table of Contents is used to add modules to the content area (1). To the right of that is the module preview pane which is used to add topics and items to a selected module (2).

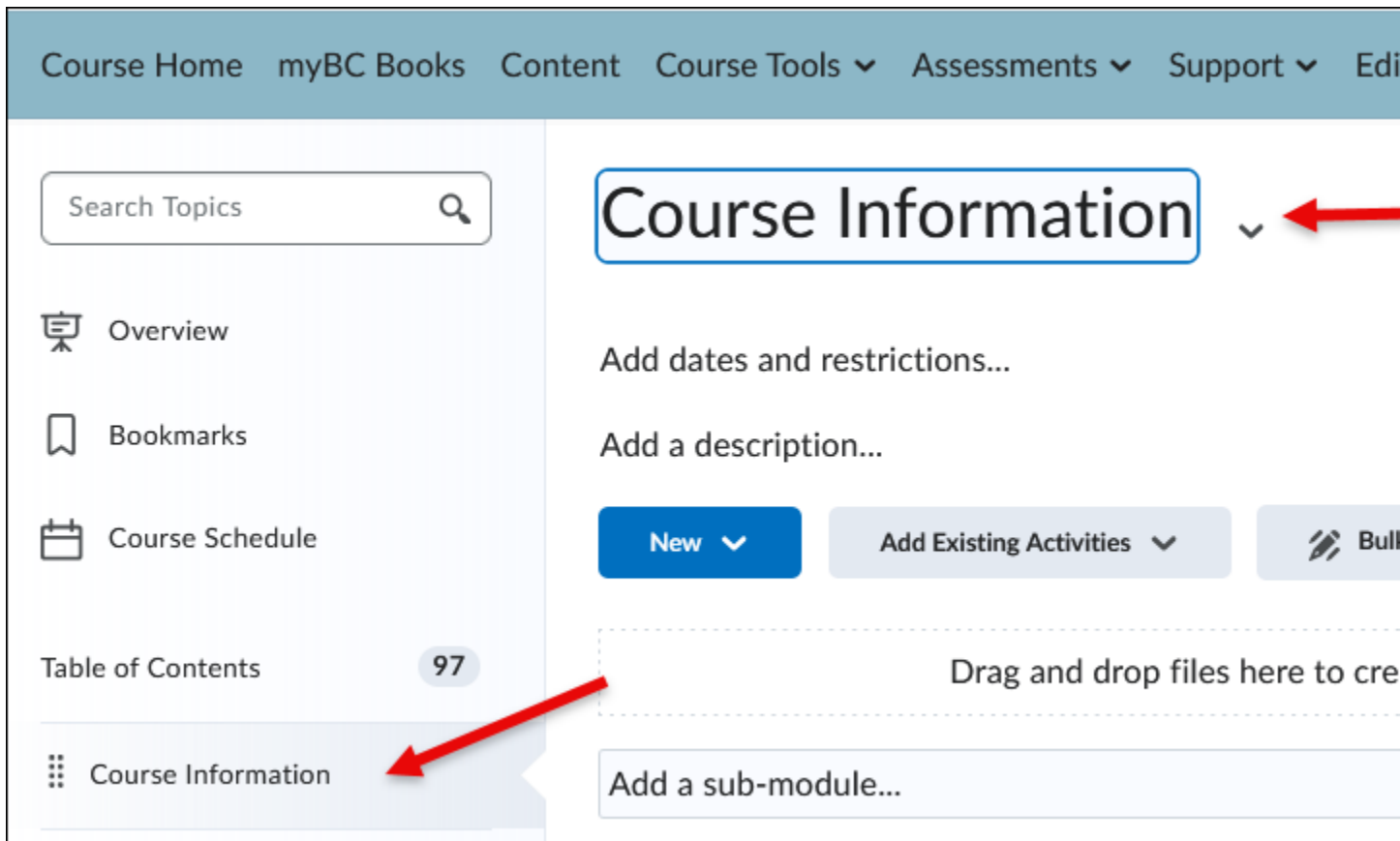


## Adding a Module

1. On the left side of the page (under the Table of Contents section) **enter** a Title for the module in the *Add a module...* field. When finished **hit** the Enter button on your keyboard.



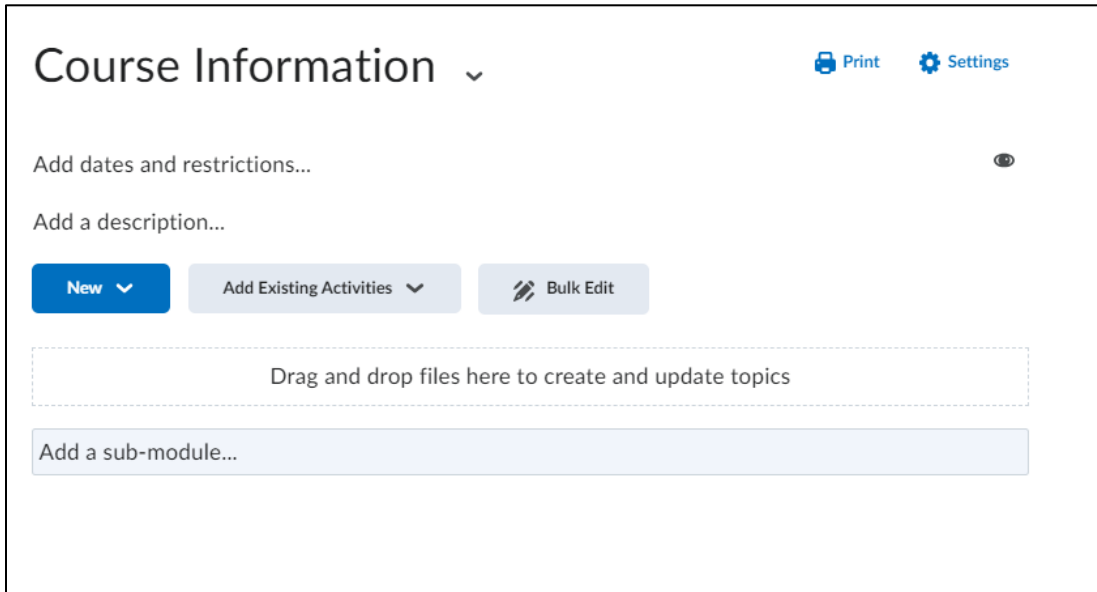
2. The module is now created.



Topics are links to individual files you add to the course. We will look at 2 ways in which you can add Topics to a Module: New Document and Upload Files.

## Adding a Topic

The module preview pane will allow you to add topics to the module.

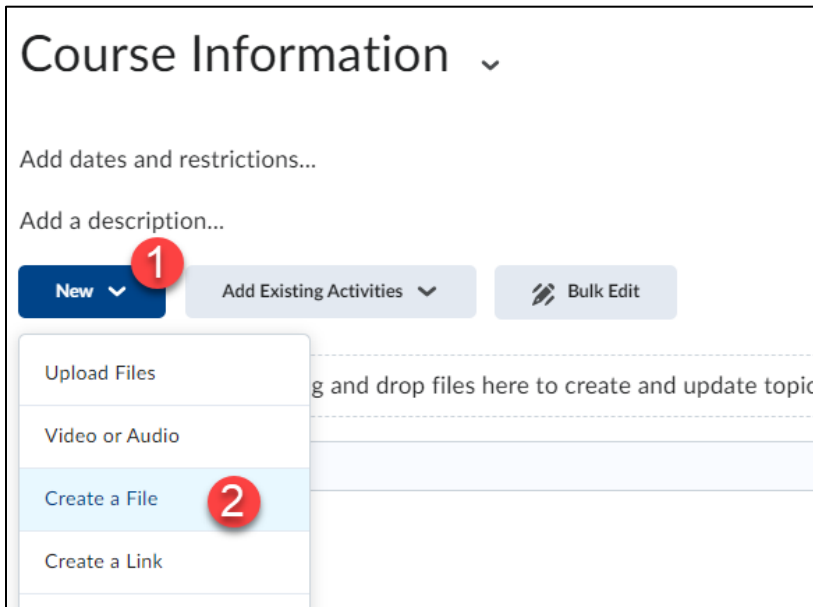


The screenshot shows the 'Course Information' module preview pane. At the top, there is a title 'Course Information' with a dropdown arrow, and two links: 'Print' and 'Settings'. Below the title, there are two text input fields: 'Add dates and restrictions...' and 'Add a description...'. Under these fields, there are three buttons: 'New' (a blue button with a dropdown arrow), 'Add Existing Activities' (a light blue button with a dropdown arrow), and 'Bulk Edit' (a light blue button with a pencil icon). Below these buttons is a large dashed rectangular area with the text 'Drag and drop files here to create and update topics'. At the bottom, there is a light blue button labeled 'Add a sub-module...'.

## Creating a New Document

This option allows you to create a web-based content document directly in Desire2Learn (D2L) using the HTML Editor.

1. **Click** on the New drop-down menu (1) and **select** Create a File (2).



The screenshot shows the 'Course Information' module preview pane with the 'New' dropdown menu open. The 'New' button is highlighted with a red circle and the number 1. The dropdown menu is open, showing four options: 'Upload Files', 'Video or Audio', 'Create a File' (highlighted with a red circle and the number 2), and 'Create a Link'.

**2. Enter a topic Title (1) (example: Introduction).**

# Create a File in "Course Information"

Introduction **1**

Browse for a Template

☐ Hide from Users

Paragraph **B** *I* U Verdana 16px ...

/content/enforced/52574-DEMO-BLAM/

Change Path

**NOTE:** For organizational purposes, the *Change Path* button allows you to either create a folder to save the file in the *Manage Files* area of your course or to save the file in an existing folder.

3. **Enter** text (1) in the “content” area of the HTML Editor; use the formatting and spell check tools as needed and **click** the Save and Close button when finished (2) or **select** Save if you would like to come back later and finish it.

## Create a File in "Course Information"

Browse for a Template

☐ Hide from Users

1

Paragraph ▼ **B** *I* U ▼ ~~A~~

☰ ▼

☷ ▼

☰ ▼

🔗

🔗

📎

Σ ▼

📊 ▼

+

 ▼ Verdana ▼ 16px ▼ ... 

🔗

Stuff goes here!

/content/enforced/52574-DEMO-BLAM/ Change Path

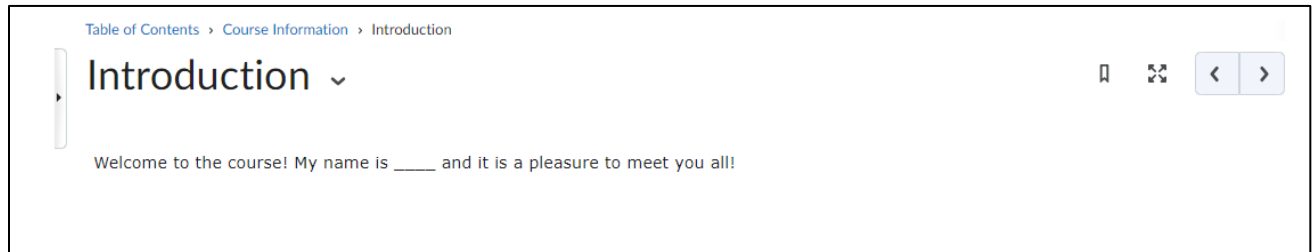
2

Save and Close

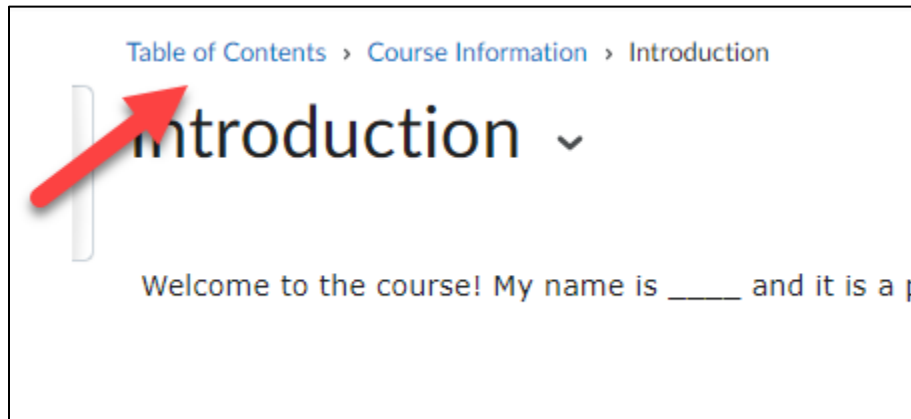
Save

Cancel

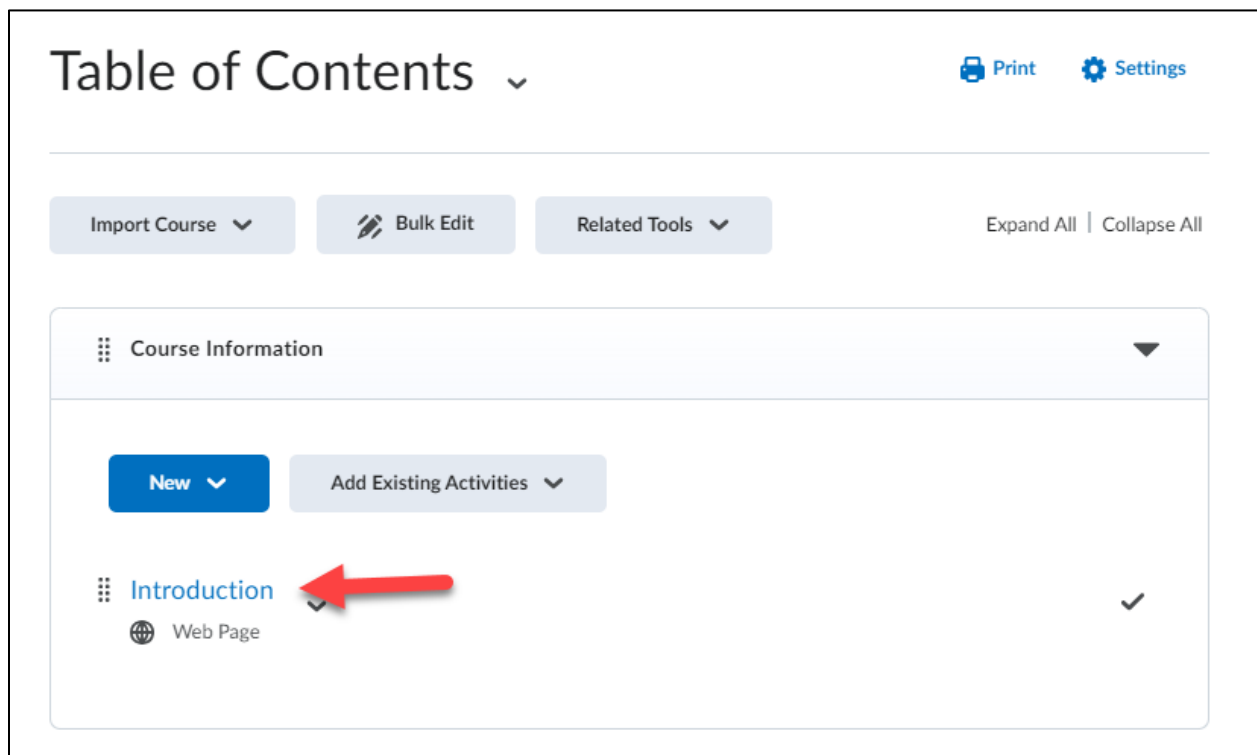
4. The new document will open and be viewable to you.



5. Click on the **Table of Contents** link at the top of the page to return to the content area.



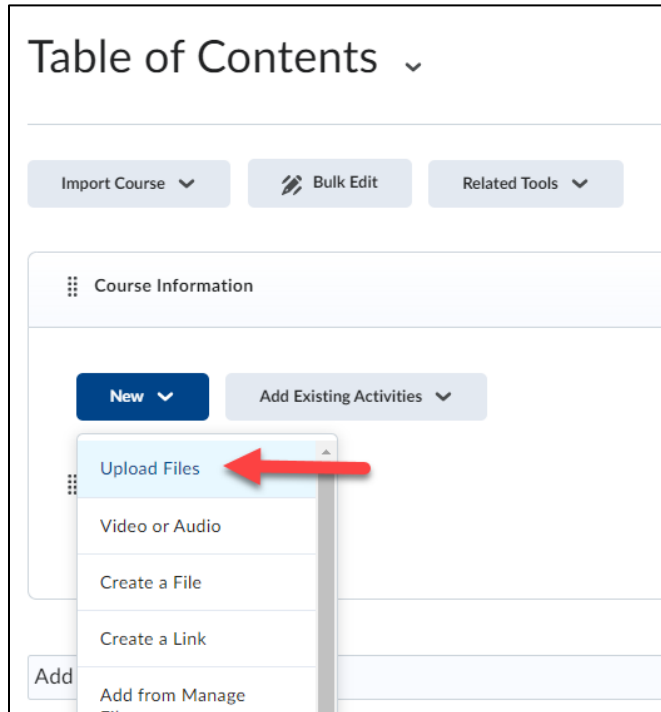
6. The New File you created will now be displayed as a topic in the content section. Students will click on the file title to view the document.



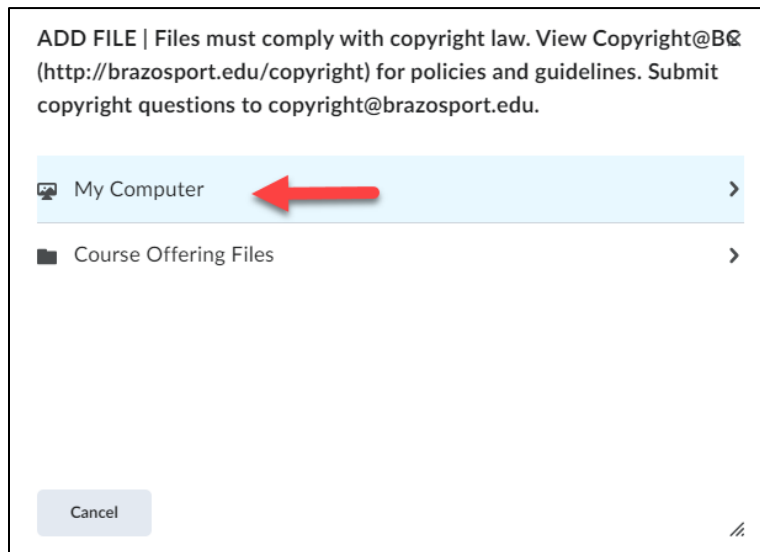
## Create a Topic from an Uploaded File

This option allows you to upload files from your computer directly to the content section of D2L.

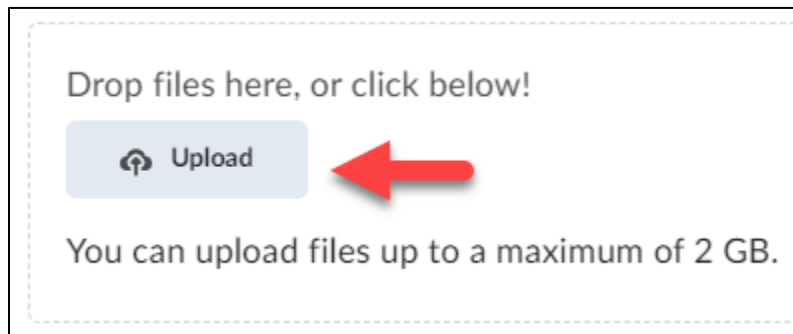
1. **Click** on the New drop-down menu and **select** Upload Files.



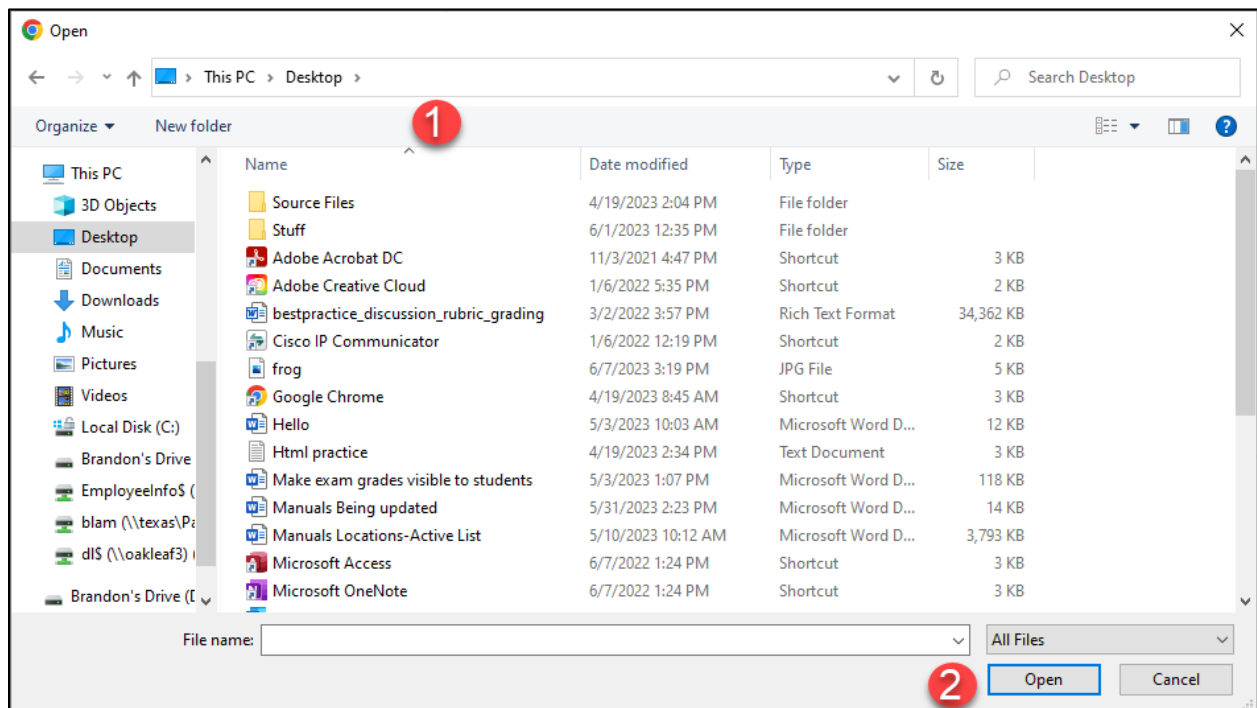
2. **Click** on My Computer.



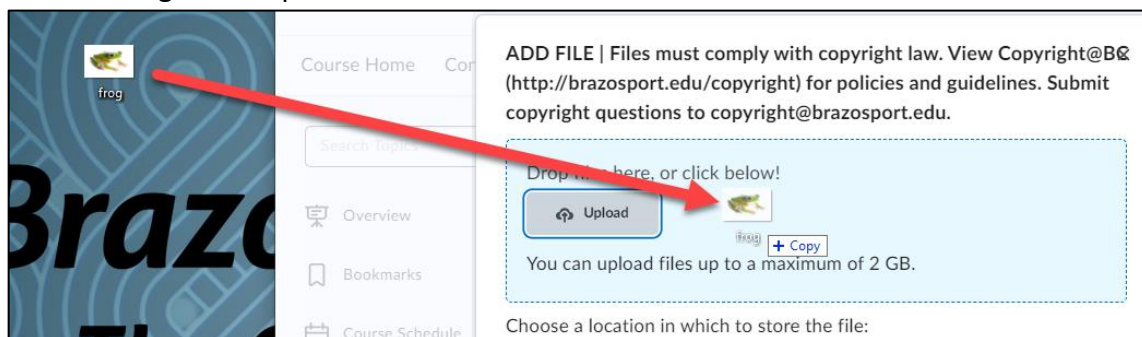
3. Select the Upload button.



4. Locate the file on your computer, **click** on it once to select (if you have multiple files to upload hold down the CTRL key on your keyboard and select the files you want to upload) (1). When finished **click** the Open button (2).



**NOTE:** You can also upload files by dragging and dropping them from your computer into the outlined drag and drop area.








5. Click the Add button when you are finished.

**ADD FILE** | Files must comply with copyright law. View Copyright@B& (http://brazosport.edu/copyright) for policies and guidelines. Submit copyright questions to copyright@brazosport.edu.

Drop files here, or click below!

 Upload

You can upload files up to a maximum of 2 GB.

 frog.jpg (4.38 KB) 



Files of this type may contain geolocation data.

Choose a location in which to store the file:

**Add** Back Cancel

6. The Uploaded File(s) will now be displayed as a topic(s) in the content section.

## Table of Contents

 Print  Settings

Import Course Bulk Edit Related Tools Expand All Collapse All

Course Information

New Add Existing Activities

Introduction	Web Page	✓
frog	Image	✓

## Viewing a Content Topic

1. Click on the Title of the content topic to view.

# Table of Contents

Print Settings

Import Course

Bulk Edit

Related Tools

Expand All | Collapse All

Course Information

New

Add Existing Activities

Introduction

Web Page

✓

frog

Image

✓

2. The file will load into the window.

Table of Contents > Course Information > Introduction

## Introduction

Welcome to the course! My name is \_\_\_\_ and it is a pleasure to meet you all!

3. To navigate back to the table of contents **click** on the left side panel (1) and **click** the table of contents link (2).

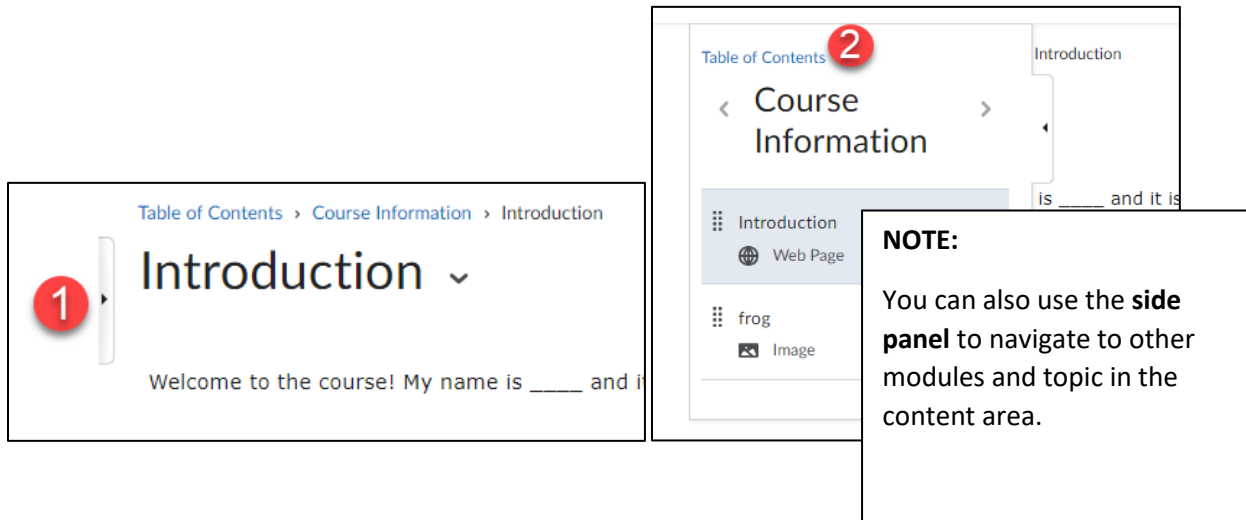


Table of Contents > Course Information > Introduction

# Introduction


Welcome to the course! My name is \_\_\_\_ and it is \_\_\_\_.

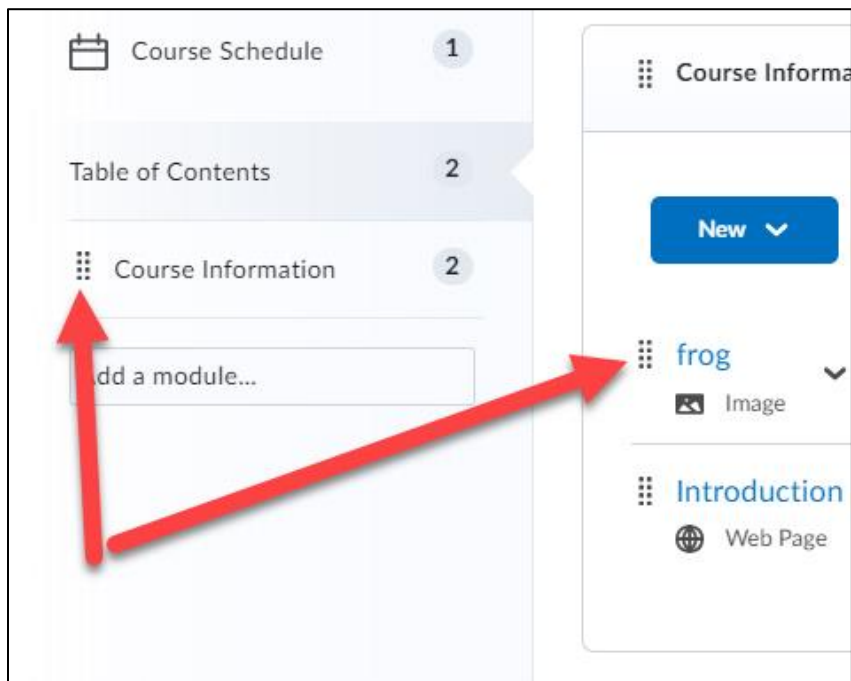
**NOTE:**

You can also use the **side panel** to navigate to other modules and topic in the content area.

## Reordering Topics and Modules

If necessary, you can reorder the way topics and modules appear in the content section.

1. To reorder a topic or a module, **click** on the dots  to the left of the topic or module name and hold down your mouse.



Course Schedule

Table of Contents

Course Information

Add a module...

New

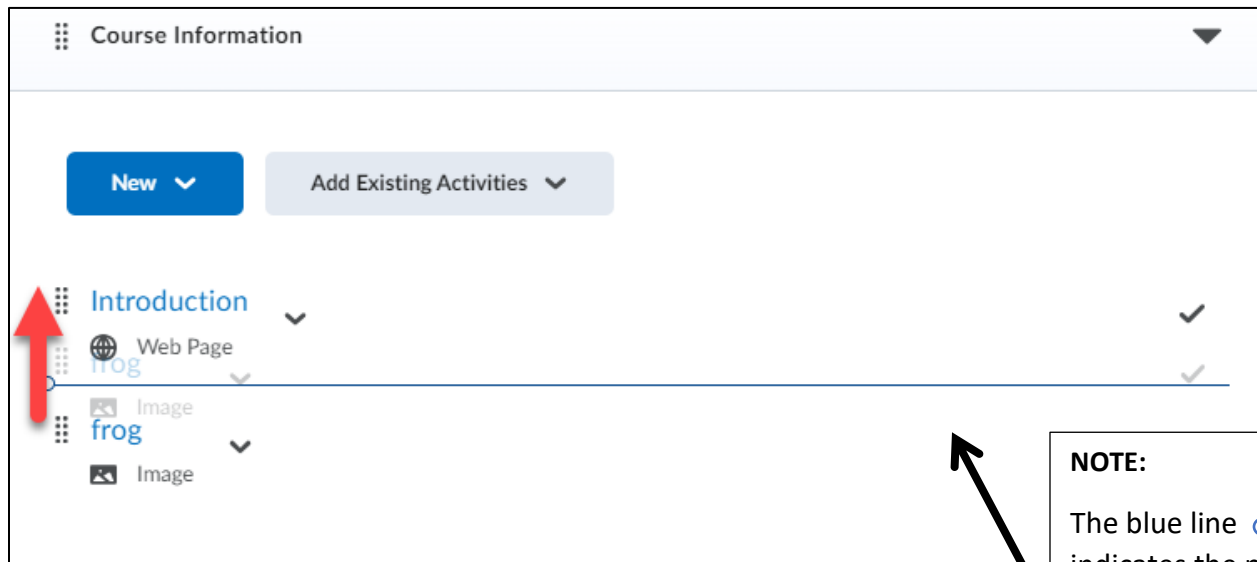
frog

Image

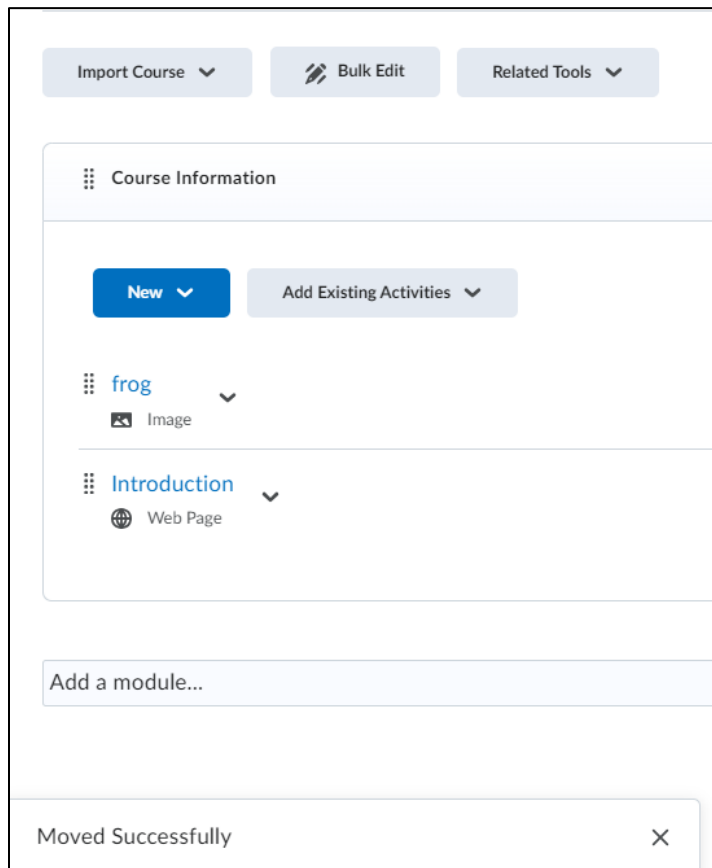
Introduction

Web Page

2. Move the topic or module up or down in the order you want it to go and release the mouse.



3. The topic or module is now reordered in the content section of the module.



Repeat this process (with each topic) until they are reordered the way you desire.

## Content Tracking

D2L allows you to track whether users have completed/viewed topics in the content section of your course. It assists students with keeping track of their completion of course material.

### Individual Topic Tracking

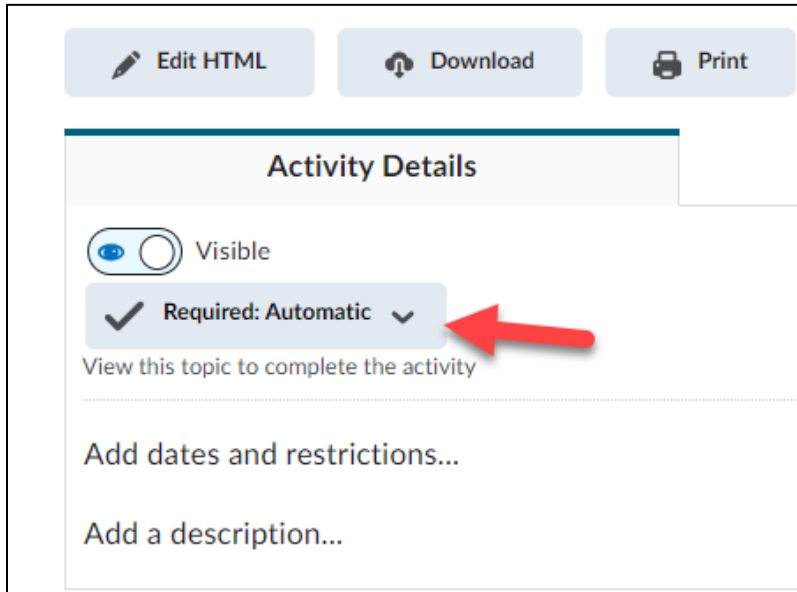
1. To set tracking for a topic, **click** once on a module listed under the Table of Contents.

Table of Contents	9
Course Information	3
Unit 1	2
Unit 2	3
Unit 3	1
<input type="text" value="Add a module..."/>	

2. Click on the topic's title.

New ▾	Add Existing Activities ▾	Bulk Edit
DBb ▾	Web Page	✓
Important! ▾	Web Page	✓

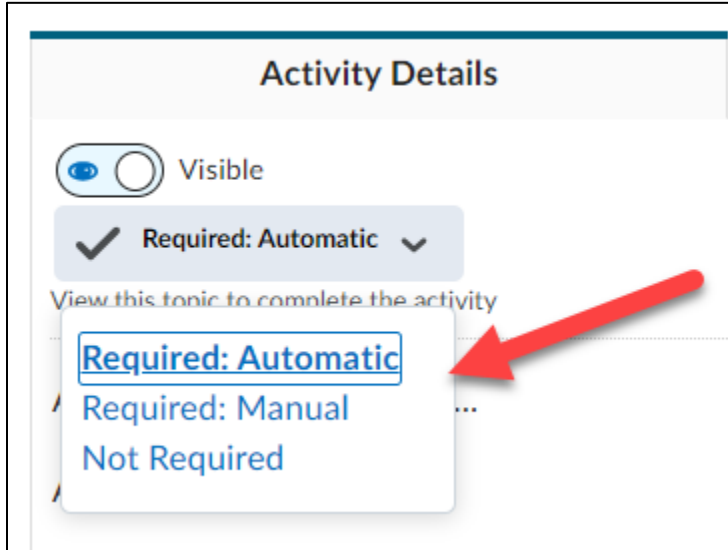
3. **Scroll** down the page to the Activity Details section and **click** on the Tracking drop-down menu.



The screenshot shows the 'Activity Details' section of a web interface. At the top, there are three buttons: 'Edit HTML' (with a pencil icon), 'Download' (with a download icon), and 'Print' (with a printer icon). Below these buttons is the 'Activity Details' section. It contains a 'Visible' toggle switch (currently turned on), a 'Required: Automatic' drop-down menu (with a checkmark icon and a downward arrow), and a text input field with the placeholder 'View this topic to complete the activity'. Below this field are two more text input fields: 'Add dates and restrictions...' and 'Add a description...'. A red arrow points to the 'Required: Automatic' drop-down menu.

### Tracking Options

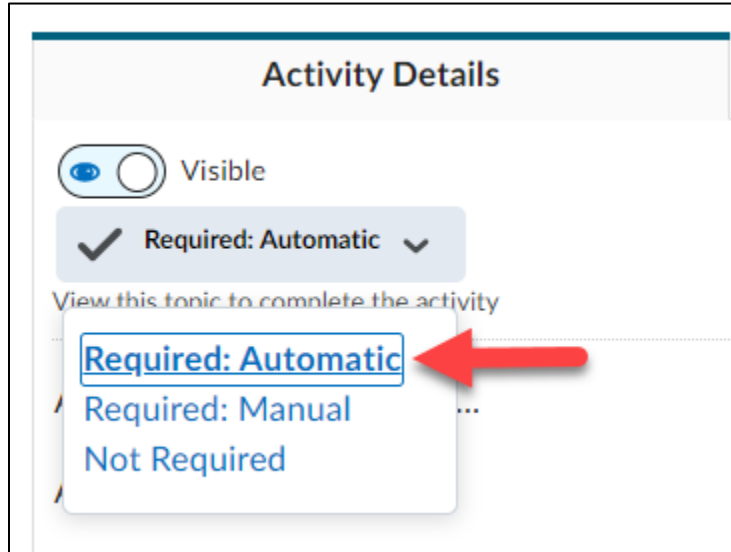
You have three tracking options to choose from: Automatic, Manual and No Tracking. By default, when a topic is added, tracking is set to automatic.



This screenshot shows the 'Activity Details' section with the 'Required: Automatic' drop-down menu open. The menu displays three options: 'Required: Automatic' (highlighted with a blue border), 'Required: Manual', and 'Not Required'. A red arrow points to the 'Required: Automatic' option in the menu. The background shows the same 'Activity Details' section as the previous screenshot, but the 'Required: Automatic' drop-down menu is now expanded.

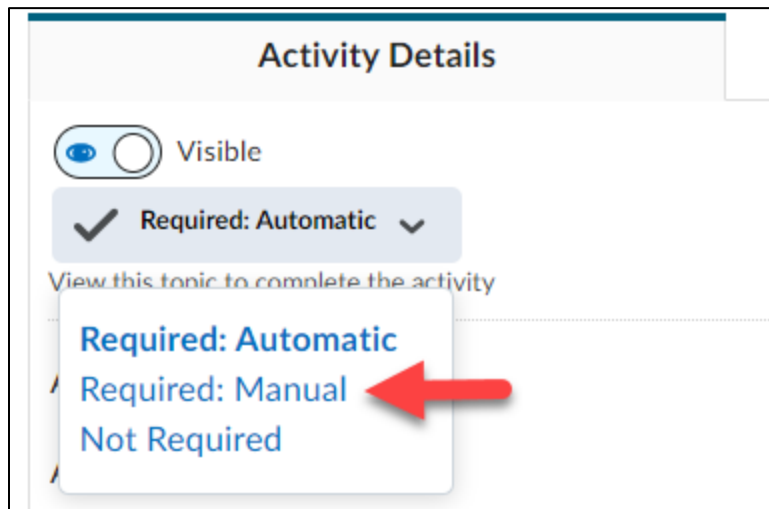
## Automatic Tracking

Automatic tracking records any topic a student visits as completed ☒. It will also mark topics a student has not visited as incomplete ☐.



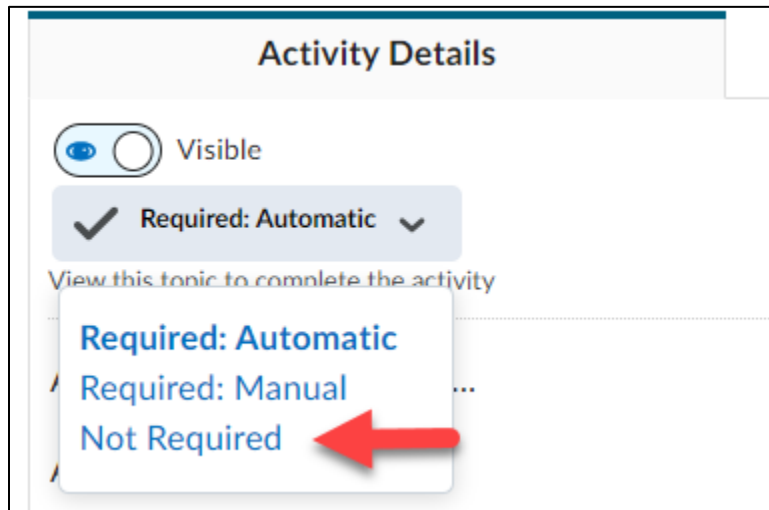
## Manual Tracking

With manual tracking students will need to check off the topics they have read ☒.



## Not Required

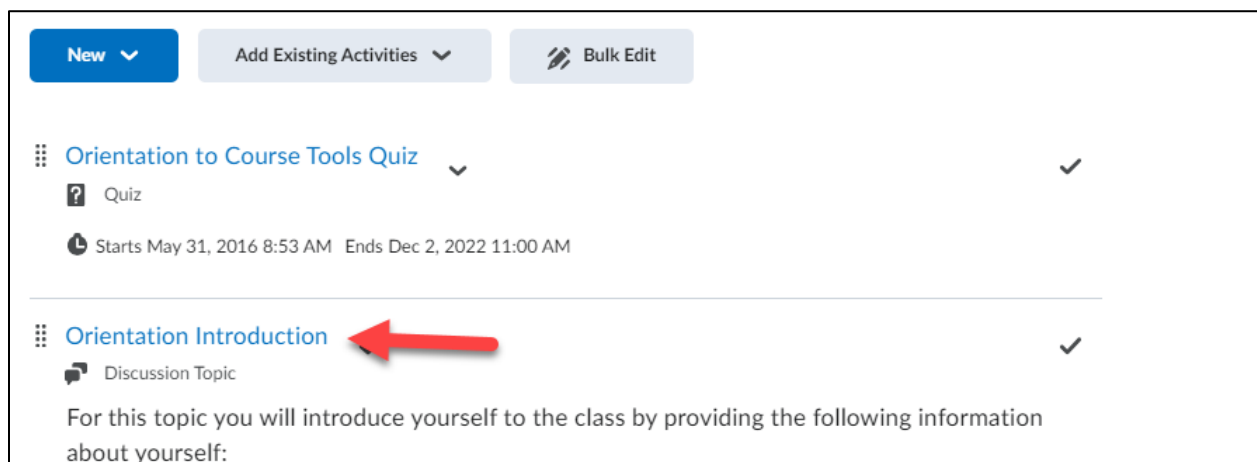
Not Required means D2L will not track the topic when students visit it .



## Completion Summary

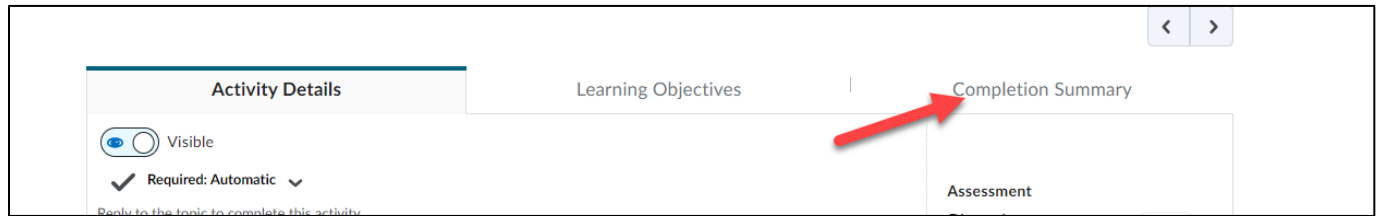
The *Completion Summary* shows each user's progress for a specific topic in table format. The *Completion Summary* is located within a topic, below its content.

1. **Click** the topic you want to view completion tracking results for.









2. Scroll to the bottom of the page and **click** on the Completion Summary tab.



3. The completion summary for the topic will be displayed in table format.

A screenshot of the 'Completion Summary' tab. It features a table with columns for 'Name', 'Completion', and 'Grade'. The table lists four users: Lacey Ahrens, Paige Barnes, Jennifer Brewer, and Alisha Brown. Paige Barnes and Alisha Brown have completed the activity with grades of 100% and 75% respectively. Lacey Ahrens and Jennifer Brewer have not completed the activity.

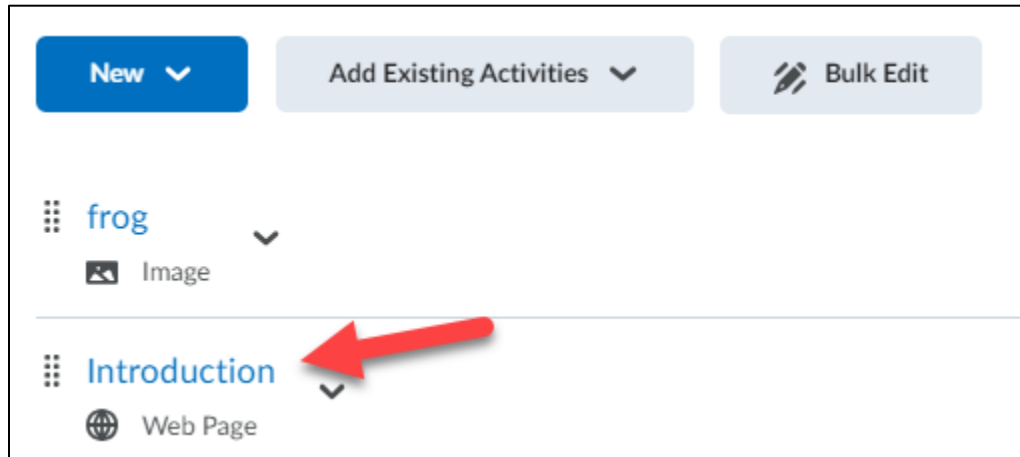
Name ▲	Completion	Grade
 Ahrens, Lacey	● No Posts	- / 5
 Barnes, Paige	✓ 2 Post(s) Completed Thursday, January 20, 2022 3:53 PM CST	5 / 5 100 %
 Brewer, Jennifer	● No Posts	- / 5
 Brown, Alisha	✓ 26 Post(s) Completed Wednesday, August 31, 2016 4:25 PM CDT	3.75 / 5 75 %

### Edit a Created File Topic

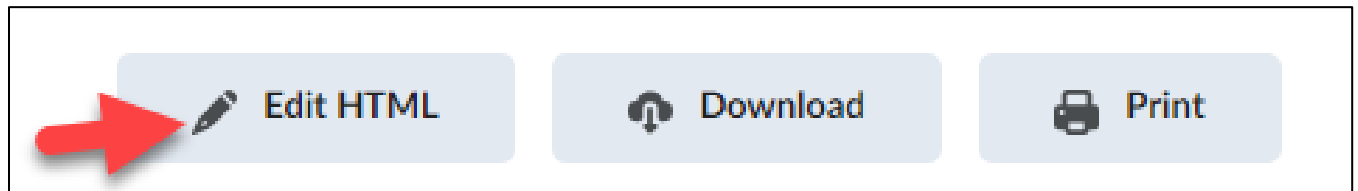
You can edit any web-based document you created using the HTML editor in D2L. Web-based documents would be those that were created in D2L using the *Create a File* topic option (refer to page 3) or an uploaded HTML file.

**Important:** Microsoft Word files cannot be edited in this manner.

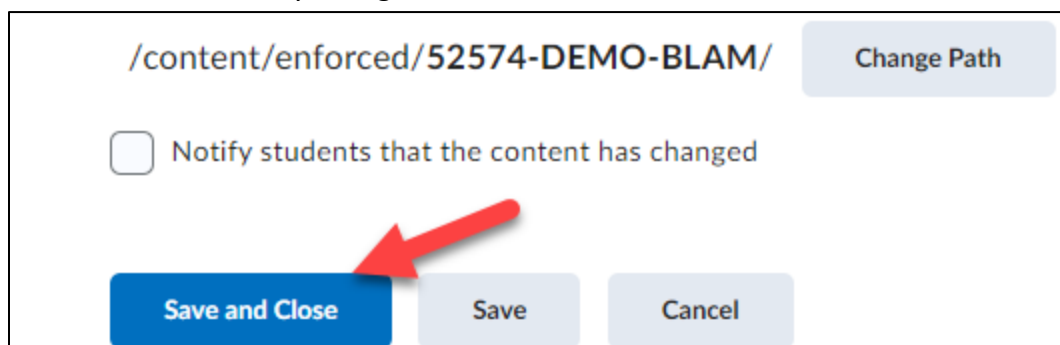
1. **Click** on the title of the created file topic you would like to edit.



2. **Scroll** to the bottom of the page and **click** the Edit HTML button.



3. Make all necessary changes, **click** the Save and Close button when finished.

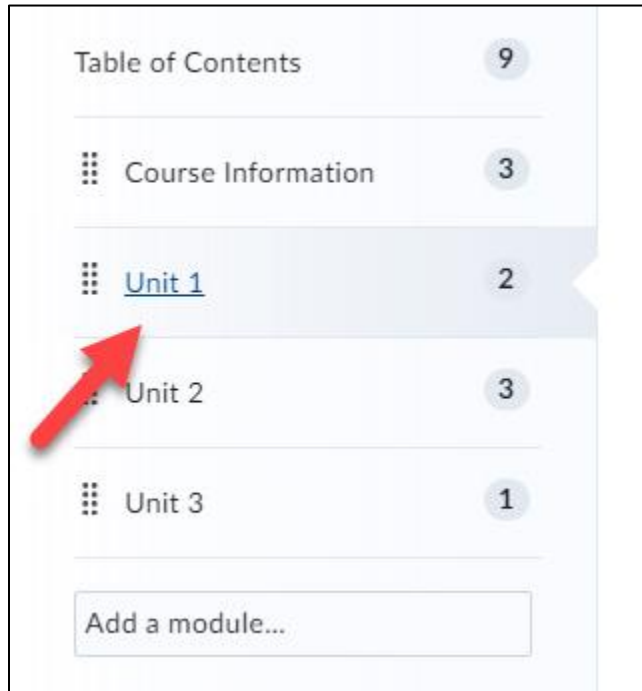



### Hide or make a Module visible

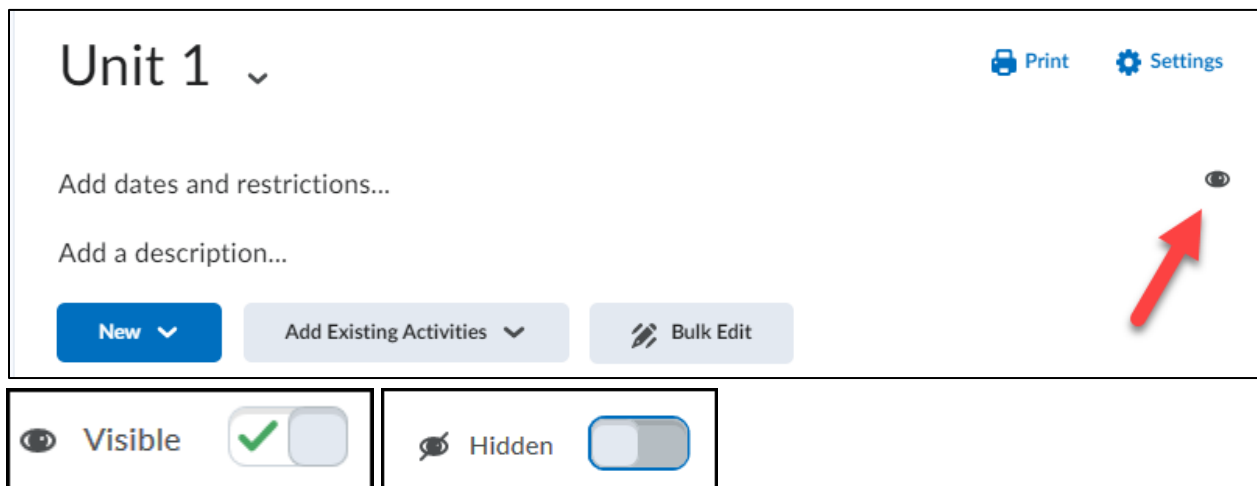
When you create a module, you can set it to *Hidden*. When you set a module to hidden, your students will not be able to access the topics within the module.

NOTE: Students can still see the module and its topics, however they cannot access them.

1. **Click** on the module from the Table of Contents.



2. From the preview pane (on the far right) **click** on the  eyeball and check either Visible or Hidden.



3. The module is now set as Hidden, and students will not be able to access the topics within it.

Table of Contents	9
Course Information	3
Unit 1	2
Hidden	
Unit 2	3
Unit 3	1
Add a module...	