

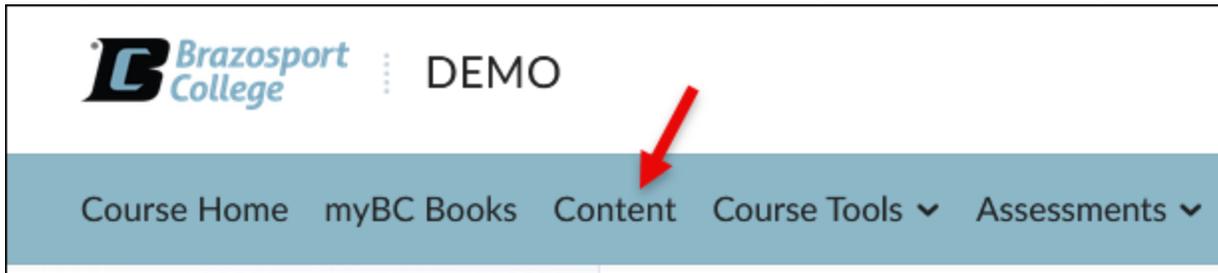


D2L Content Tool

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

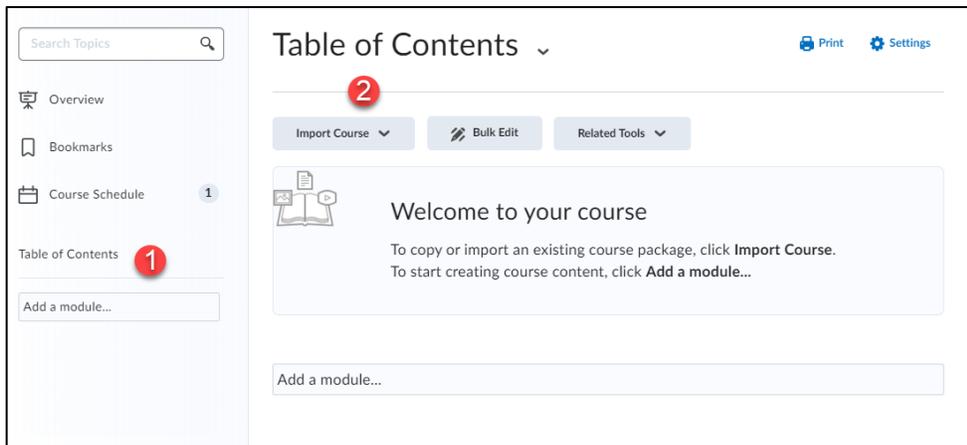
To begin, you will need to access the content section by **clicking** Content on the navigation bar.



Modules

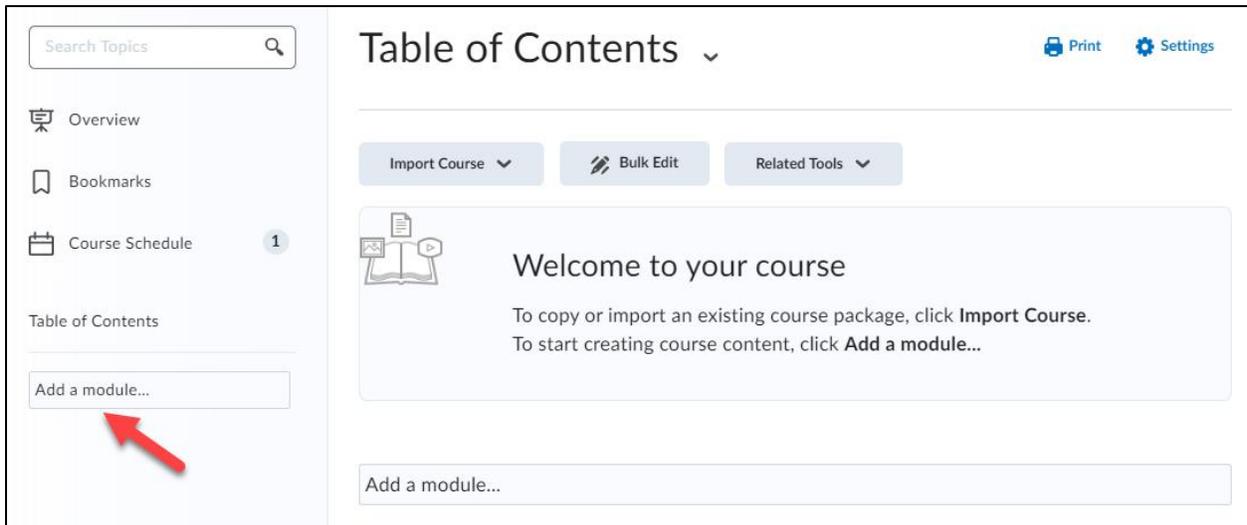
Modules are used to categorize and organize your content, like folders or headings. For example, a course may have modules based on weeks, units, or chapters. You **MUST** create at least one module to post course content.

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).

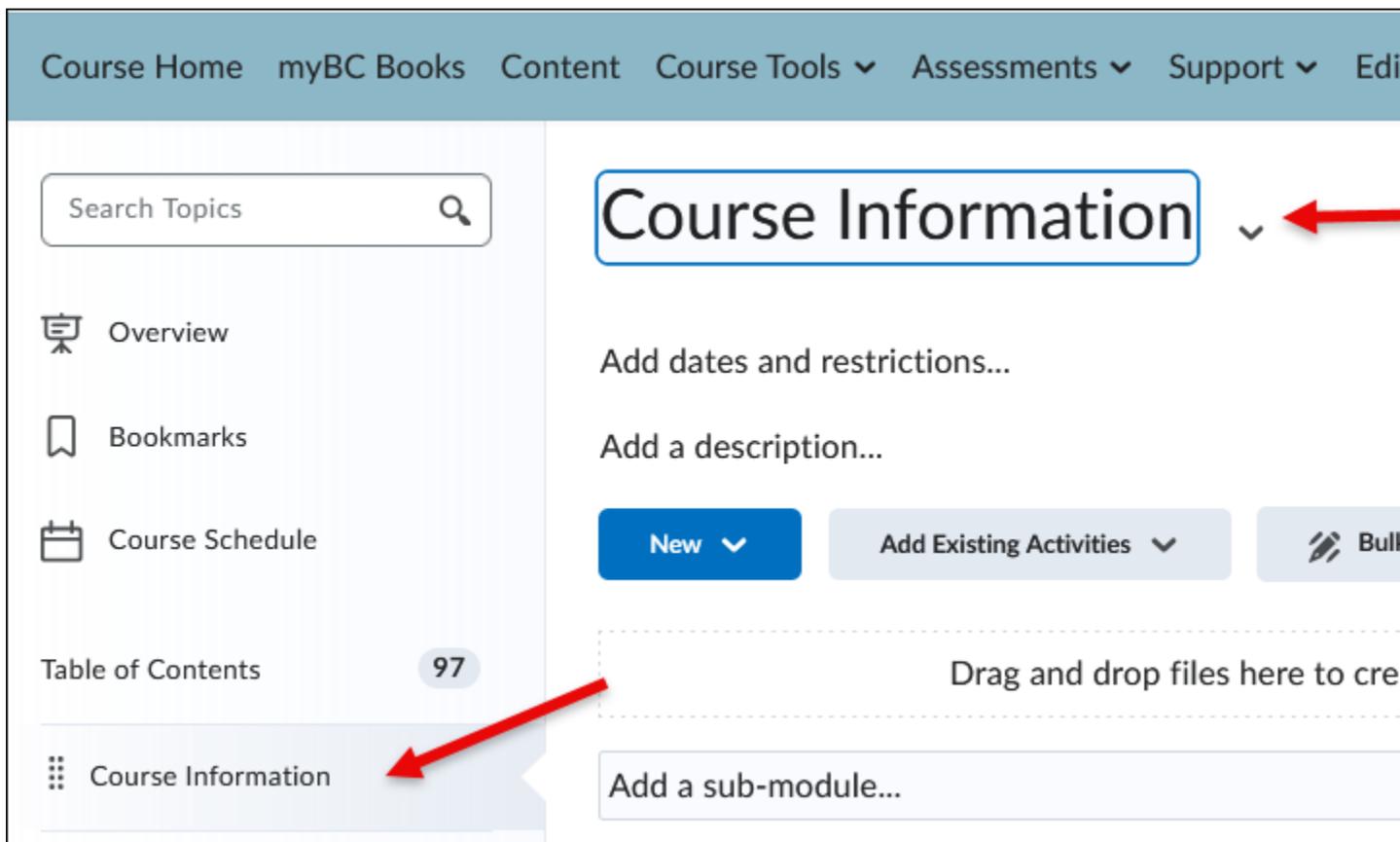


Adding a Module

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.



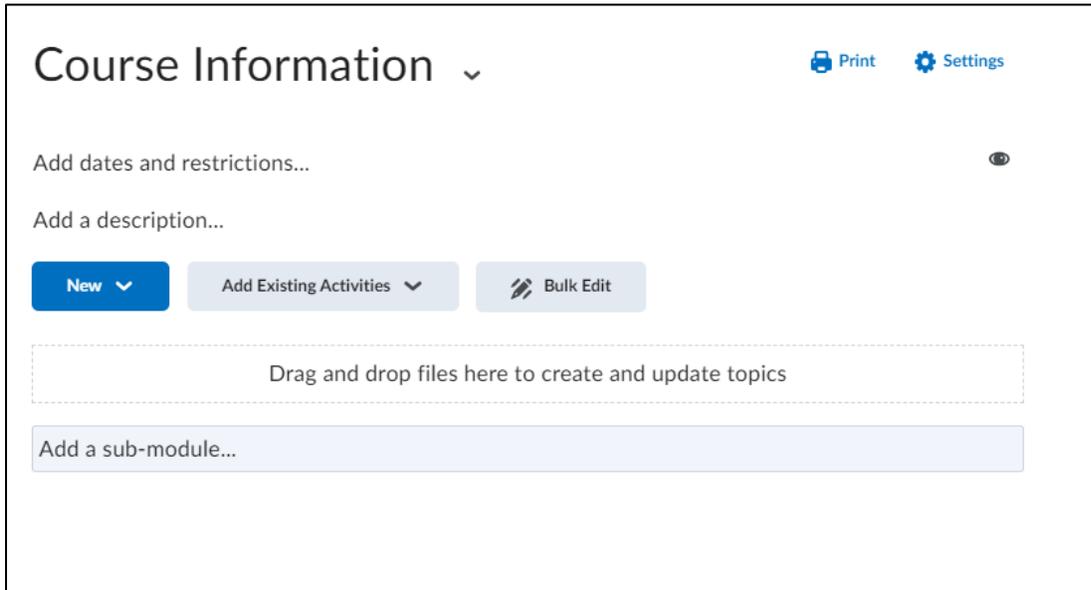
2. The module is now created.



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

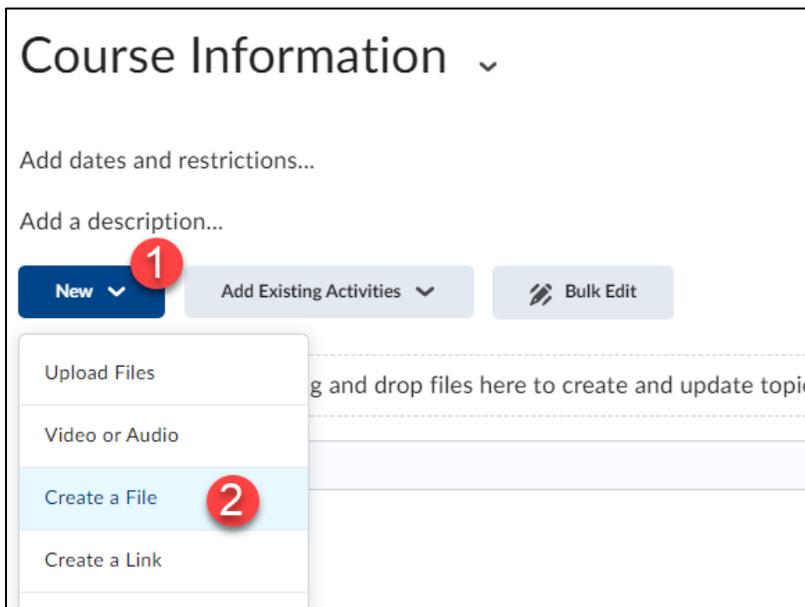
The module preview pane will allow you to add topics to the module.



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).



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 ~~A~~ ☰ ☰ 🔗 🔗 📎 Σ 🔗 + 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"

Introduction Browse for a Template

Hide from Users

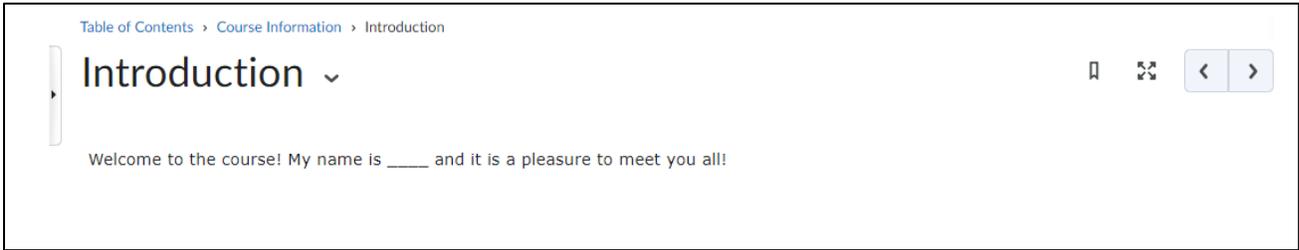
1 Paragraph **B** *I* U ~~A~~ ☰ ☰ 🔗 🔗 📎 Σ 🔗 + Verdana 16px ⋮ 🔄

Stuff goes here!

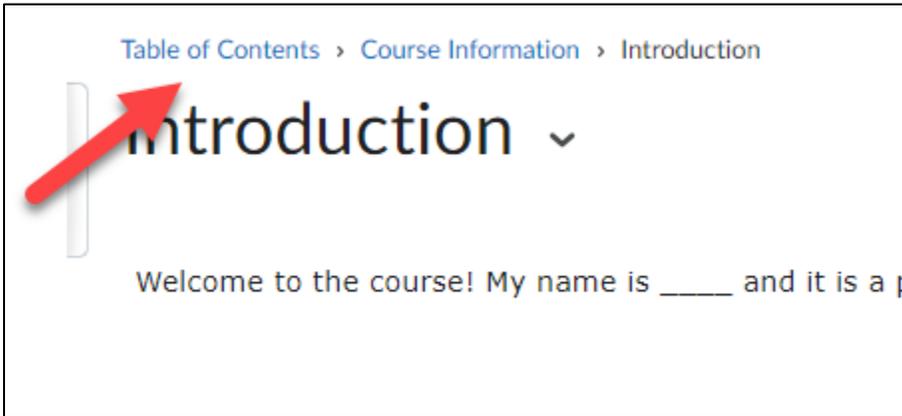
/content/enforced/52574-DEMO-BLAM/ Change Path

2 Save and Close Save Cancel

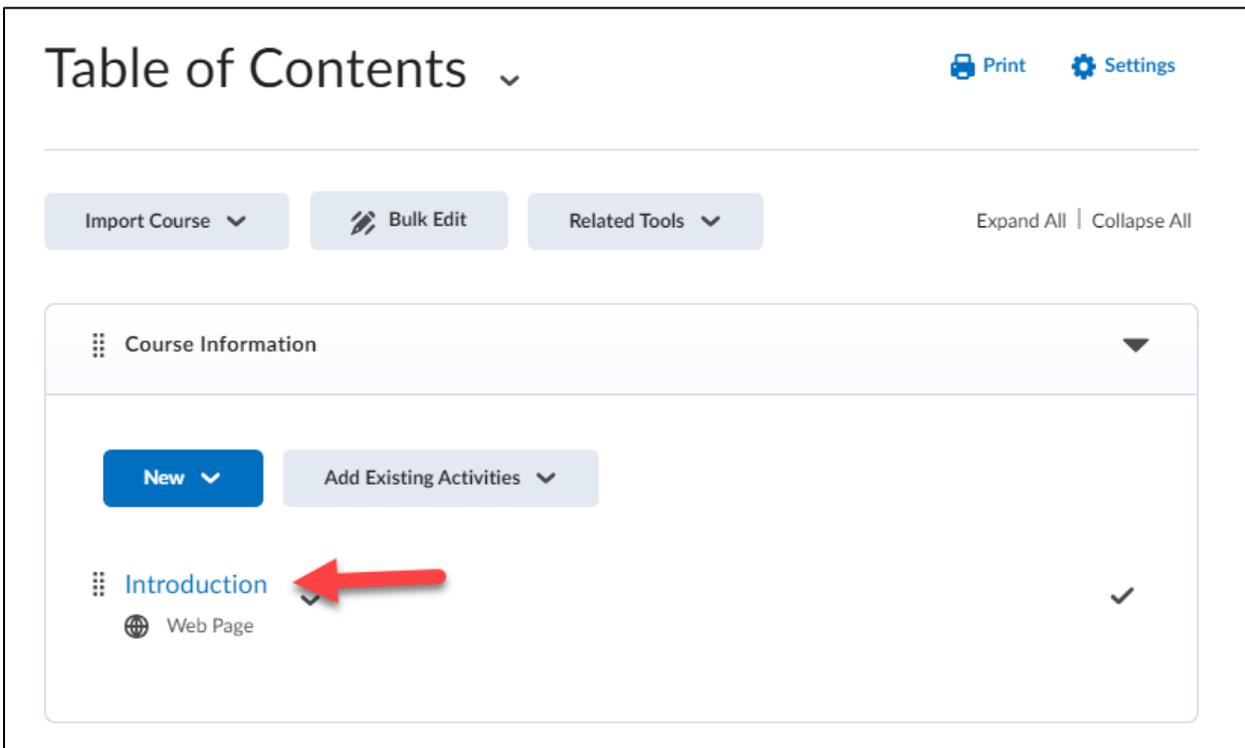
4. The new document will open and be viewable to you.



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



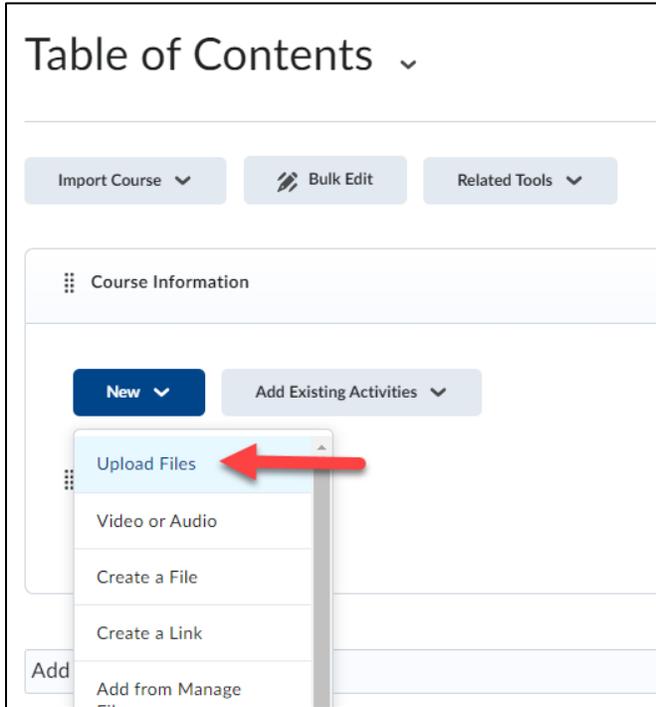
6. The New File you created will now be displayed as a topic in the content section. Students will click on the file title to view the document.



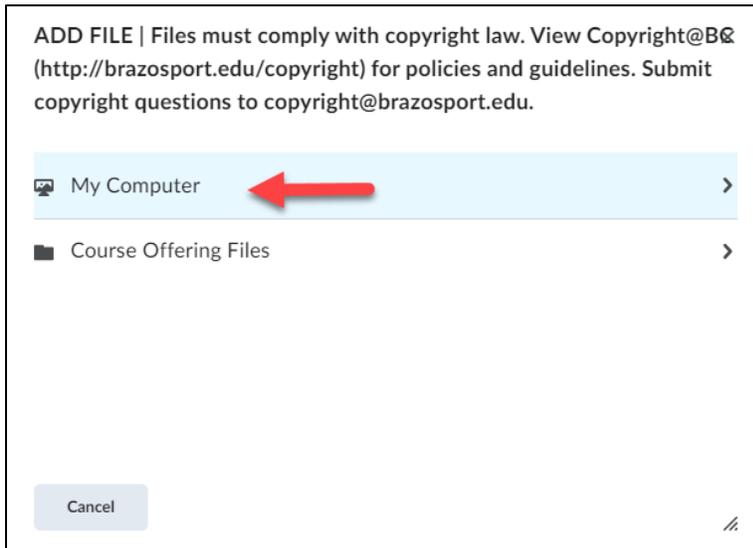
Create a Topic from an Uploaded File

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

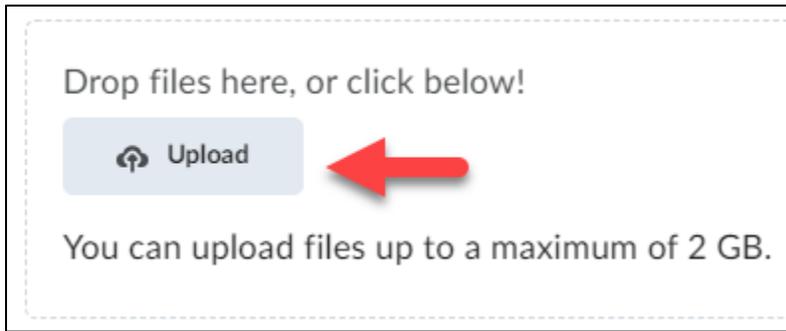
1. **Click** on the New drop-down menu and **select** Upload Files.



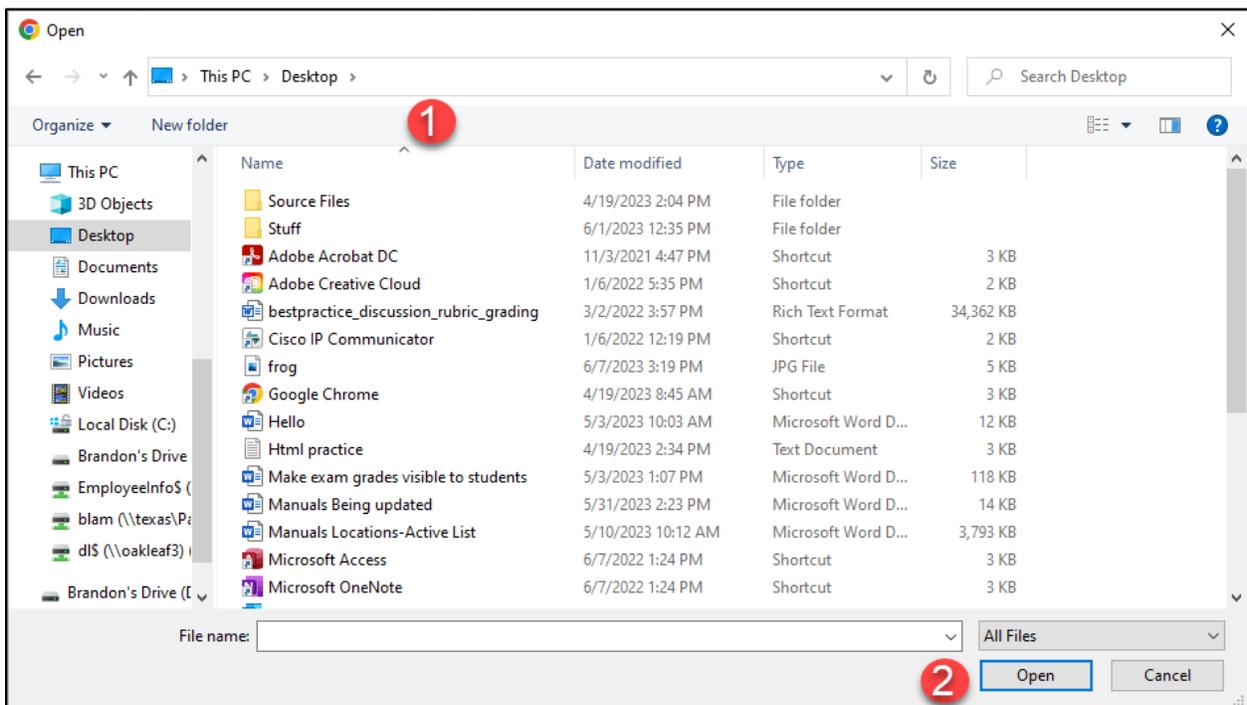
2. **Click** on My Computer.



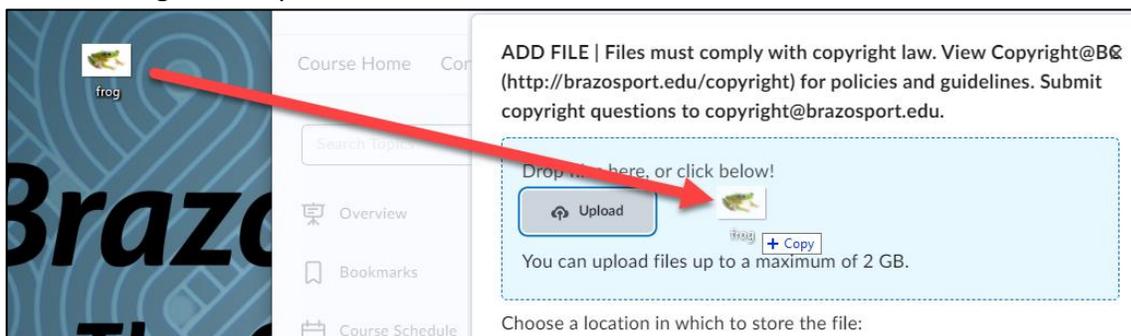
3. Select the Upload button.



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& \(http://brazosport.edu/copyright\)](http://brazosport.edu/copyright) for policies and guidelines. Submit copyright questions to copyright@brazosport.edu.

Drop files here, or click below!

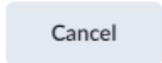
 Upload

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:



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

Table of Contents

 Print  Settings

   Expand All | Collapse All

 Course Information 

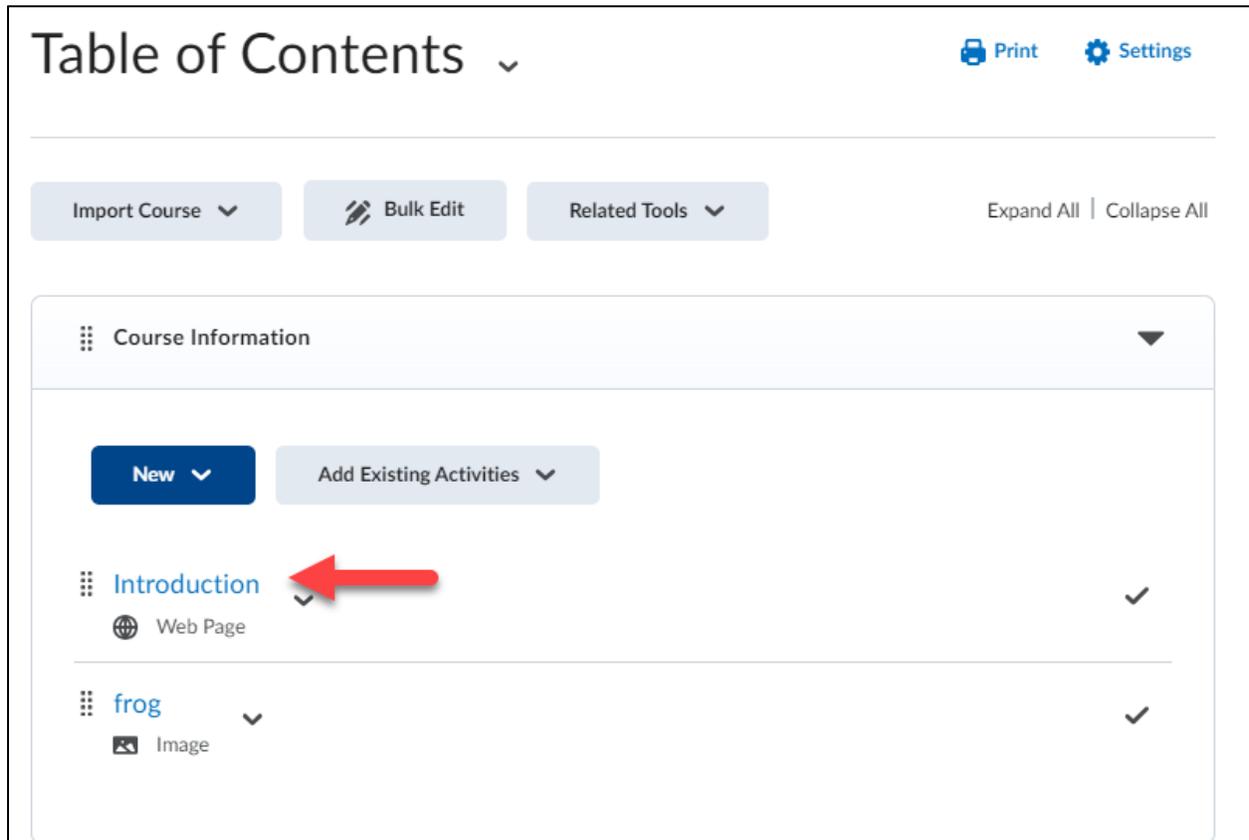
 

 Introduction 	
 Web Page	
 frog 	
 Image	



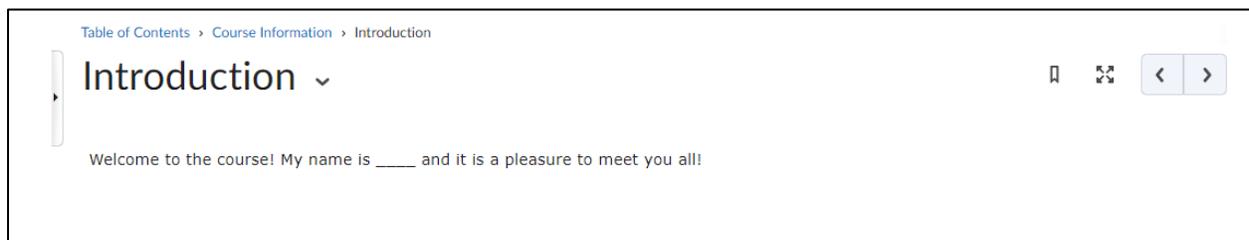
Viewing a Content Topic

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



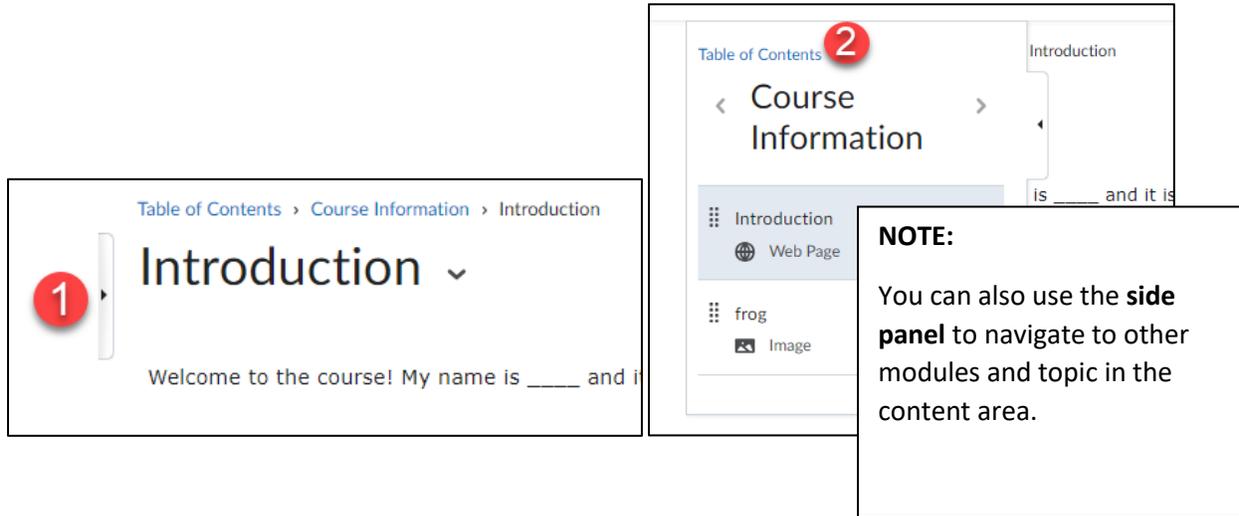
The screenshot shows the 'Table of Contents' interface. At the top, there is a title 'Table of Contents' with a dropdown arrow, and two icons: 'Print' and 'Settings'. Below the title, there are three buttons: 'Import Course' with a dropdown arrow, 'Bulk Edit' with a pencil icon, and 'Related Tools' with a dropdown arrow. To the right of these buttons is the text 'Expand All | Collapse All'. The main content area is a list of topics under the heading 'Course Information'. The first topic is 'Introduction', which is a 'Web Page' and has a red arrow pointing to its title. The second topic is 'frog', which is an 'Image'. Both topics have a checkmark on the right side.

2. The file will load into the window.



The screenshot shows the 'Introduction' content topic loaded in a window. The breadcrumb trail at the top reads 'Table of Contents > Course Information > Introduction'. The title 'Introduction' is displayed with a dropdown arrow. Below the title, there is a text block that reads: 'Welcome to the course! My name is ____ and it is a pleasure to meet you all!'. On the right side of the window, there are navigation controls: a magnifying glass icon, a refresh icon, and two arrows (left and right) for navigation.

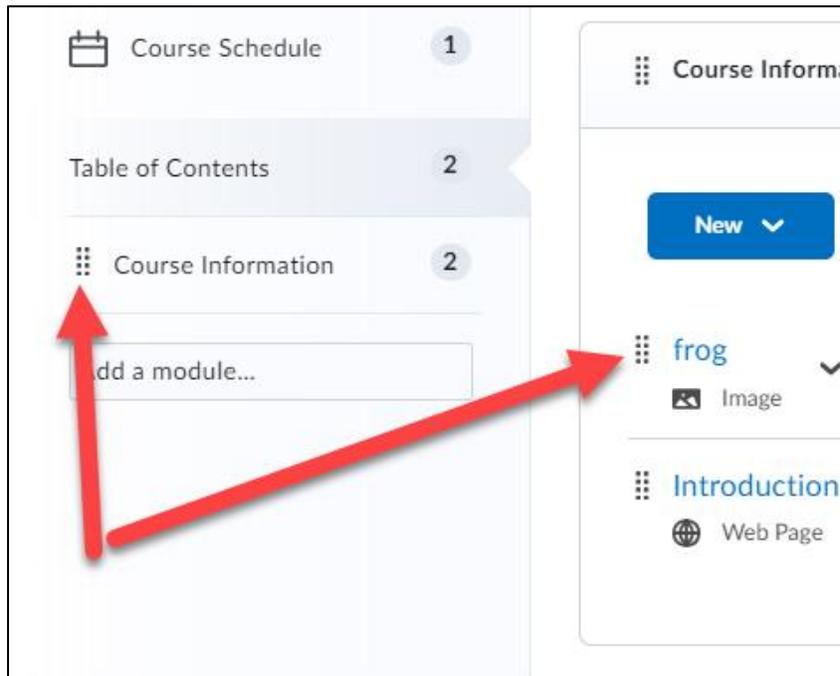
3. To navigate back to the table of contents **click** on the left side panel (1) and **click** the table of contents link (2).



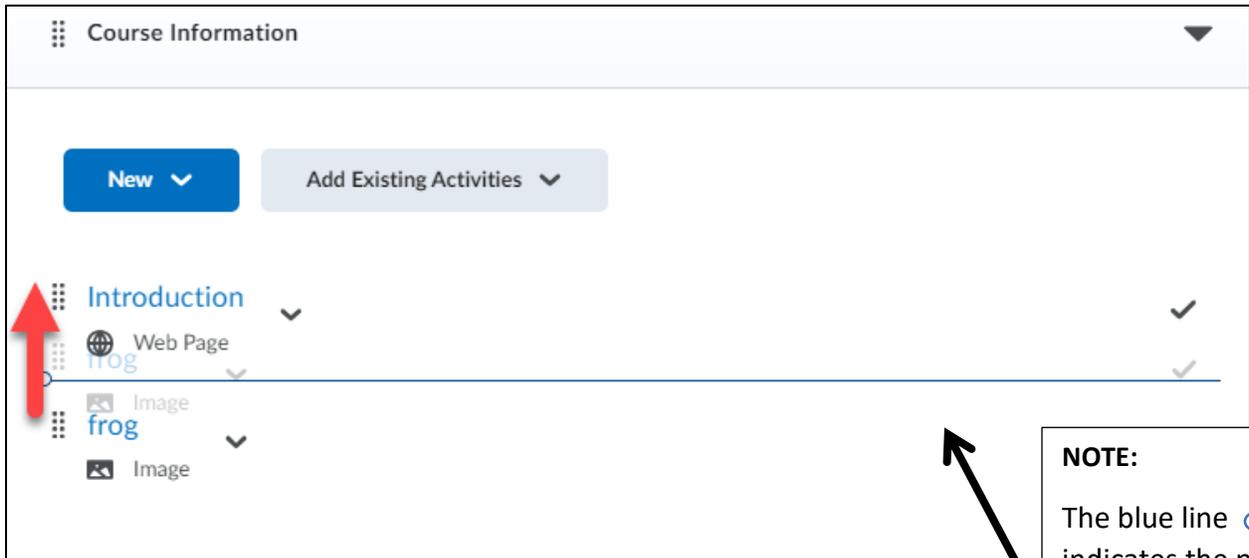
Reordering Topics and Modules

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.

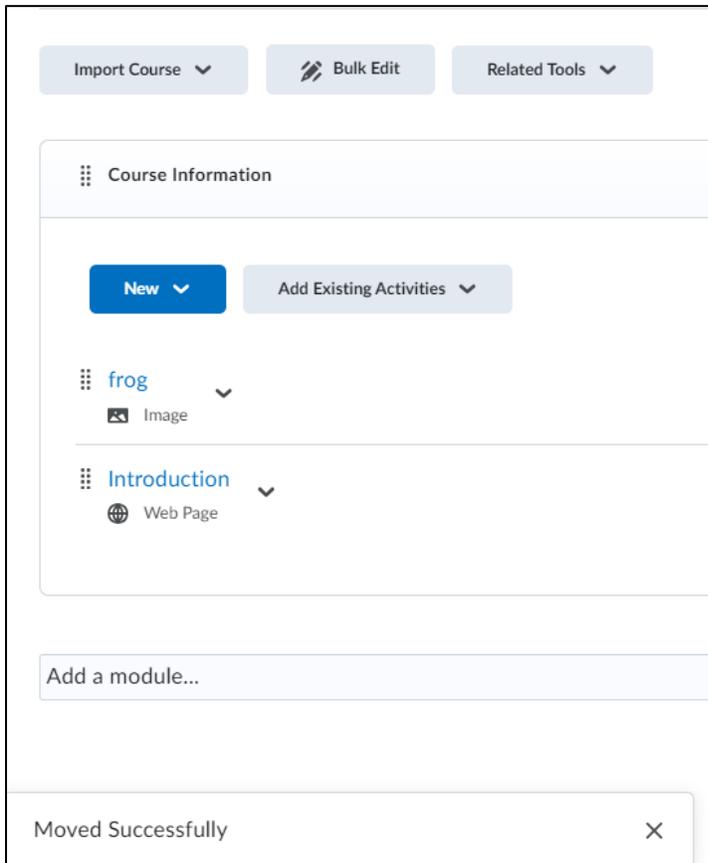


2. Move the topic or module up or down in the order you want it to go and release the mouse.



NOTE:
The blue line  indicates the position the topic will be placed in when you release your mouse.

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



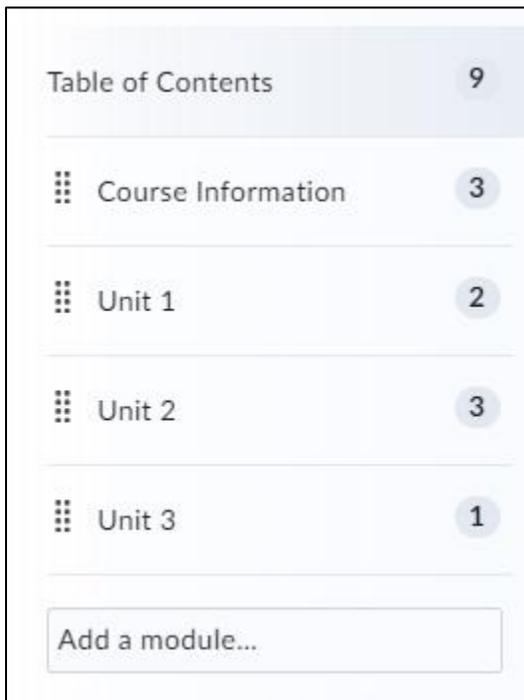
Repeat this process (with each topic) until they are reordered the way you desire.

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

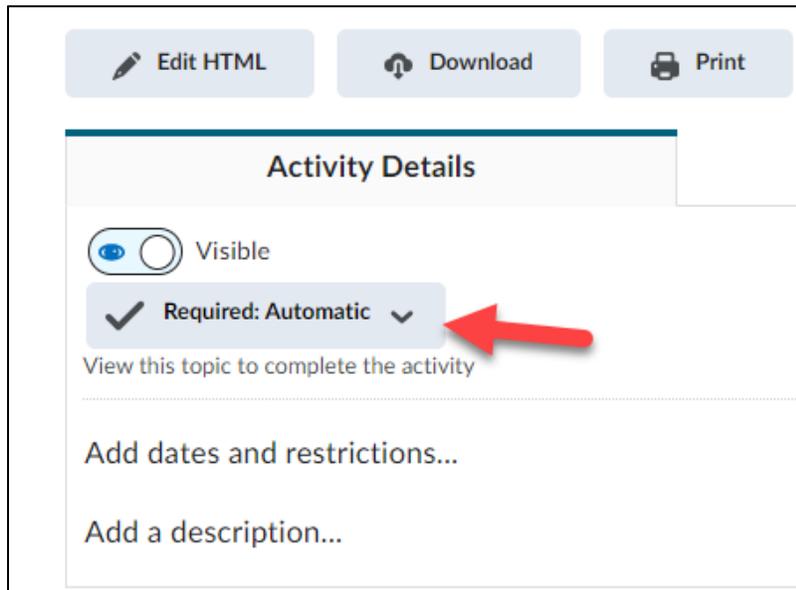
1. To set tracking for a topic, **click** once on a module listed under the Table of Contents.



2. **Click** on the topic's title.

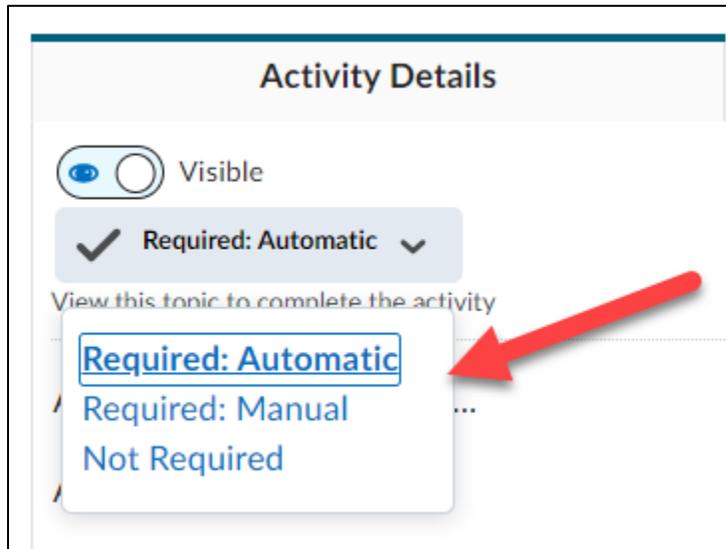


3. **Scroll** down the page to the Activity Details section and **click** on the Tracking drop-down menu.



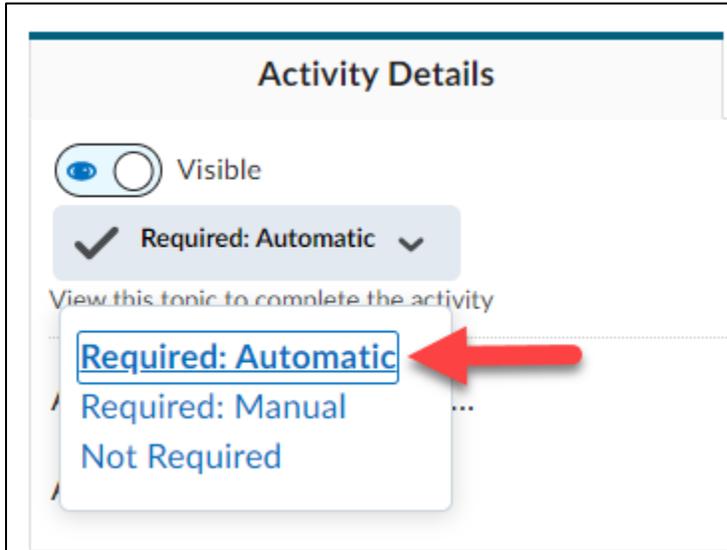
Tracking Options

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.



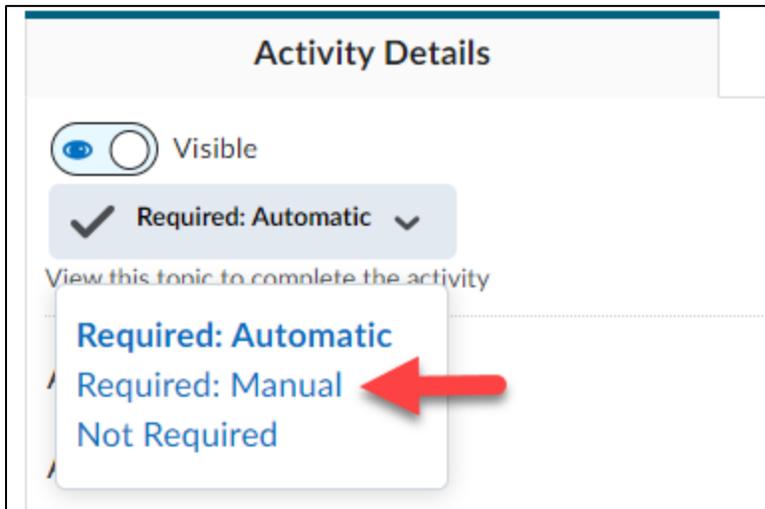
Automatic Tracking

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



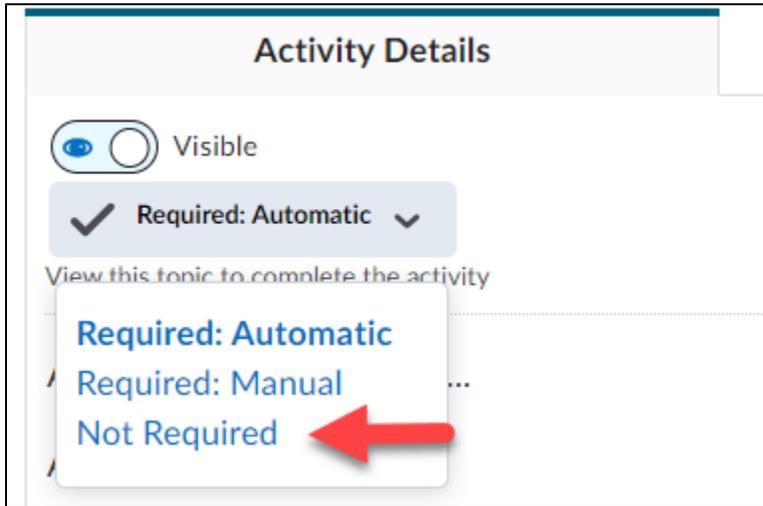
Manual Tracking

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



Not Required

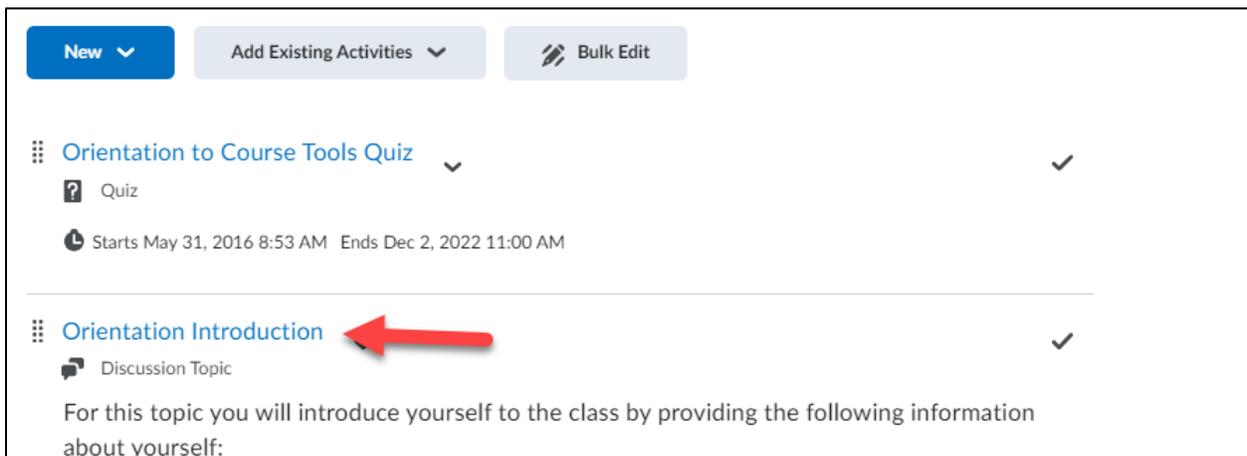
Not Required means D2L will not track the topic when students visit it .



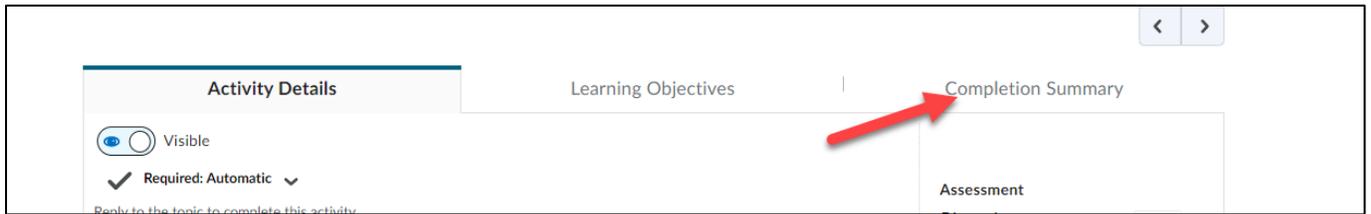
Completion Summary

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 in a software interface. It shows a table with columns for 'Name', 'Completion', and 'Grade'. The table lists four users: Lacey Ahrens (No Posts, - / 5), Paige Barnes (2 Post(s), 5 / 5, 100%), Jennifer Brewer (No Posts, - / 5), and Alisha Brown (26 Post(s), 3.75 / 5, 75%).

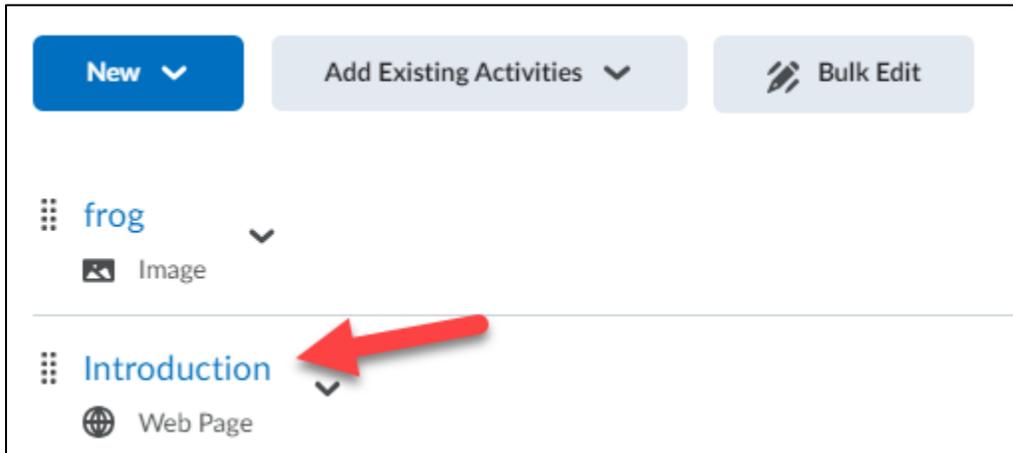
Name ▲	Completion	Grade
Ahrens, Lacey	● No Posts	- / 5
Barnes, Paige	✓ 2 Post(s) Completed Thursday, January 20, 2022 3:53 PM CST	5 / 5 100 %
Brewer, Jennifer	● No Posts	- / 5
Brown, Alisha	✓ 26 Post(s) Completed Wednesday, August 31, 2016 4:25 PM CDT	3.75 / 5 75 %

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.

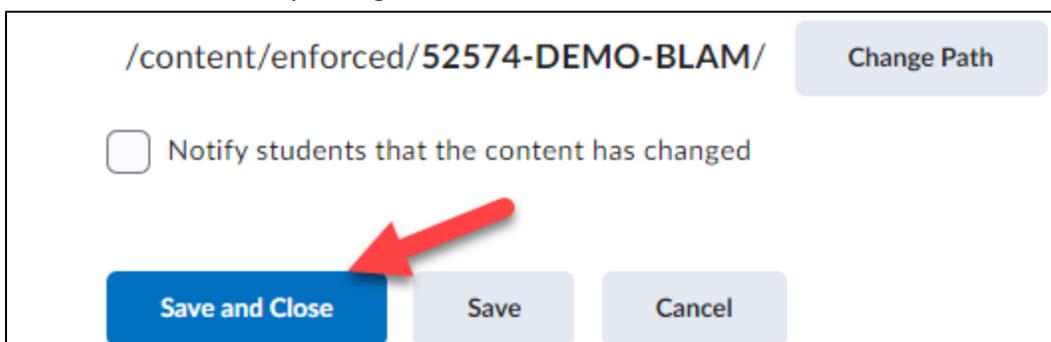
1. **Click** on the title of the created file topic you would like to edit.



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.

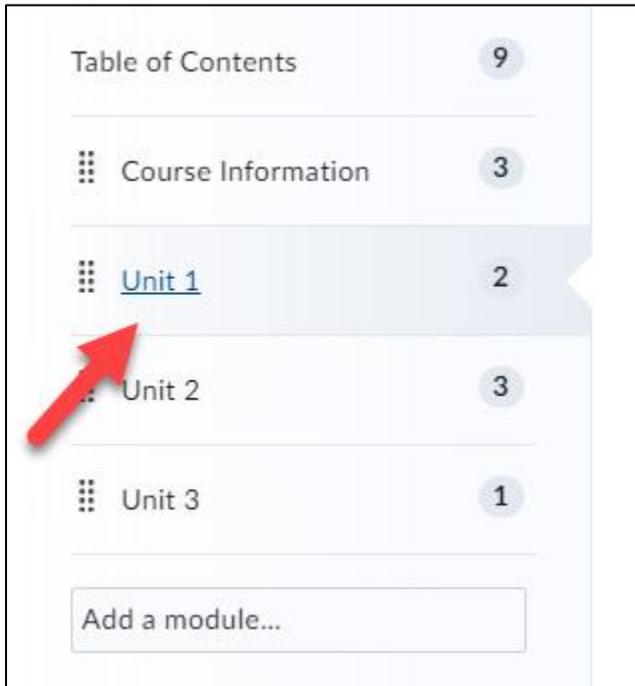


Hide or make a Module visible

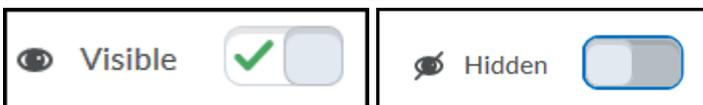
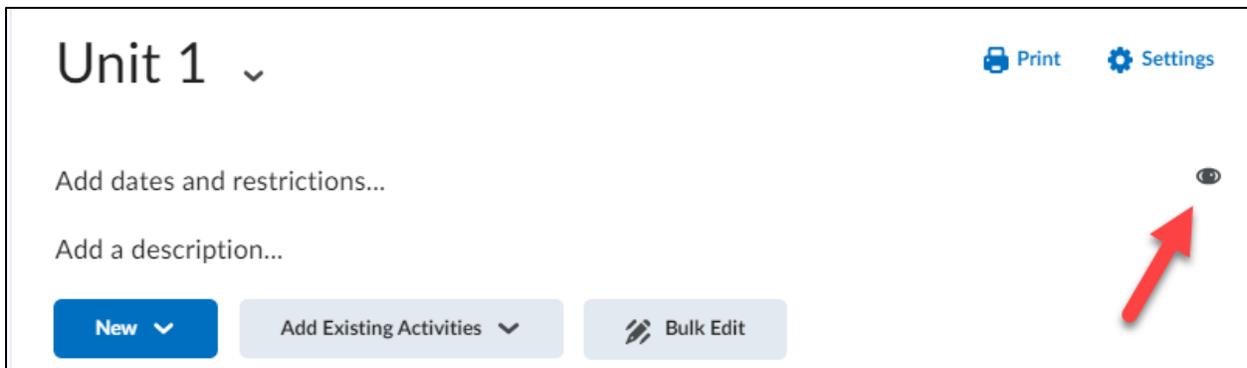
When you create a module, you can set it to *Hidden*. When you set a module to hidden, your students will not be able to access the topics within the module.

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...	