A picture containing shape

Description automatically generatedThe 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.…).

*D2L Content Tool*

**Getting Started**

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

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**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 Contentsis 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**).

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**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**.**

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1. The module is now created.

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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.

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**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** Createa File(**2**)**.**

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

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**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.

1. **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** Saveif you would like to come back later and finish it.

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

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

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1. 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.

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**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.

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1. **Click** on My Computer.

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1. **Select** the Upload button.

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1. 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**).

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

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1. **Click** the Addbutton when you are finished.

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

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**Viewing a Content Topic**

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

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1. The file will load into the window.

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

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**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.

A red arrow pointing to a course schedule

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

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**NOTE:**

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

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

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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.

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1. **Click** on the topic’s title.

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

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**Tracking Options**

You have three tracking options to choose from: Automatic,ManualandNo Tracking**.** By default, when a topic is added, tracking is set to automatic.

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**Automatic Tracking**

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

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**Manual Tracking**

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

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**Not Required**

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

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**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.

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

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

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**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.

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

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

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**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.

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

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

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