CONTENT

Content uses a Table of Contents (TOC) structure. Students navigate a tiered list of modules and topics. Content is the structure of your course and when organized properly allows students to quickly locate course materials. Content also provides the tools needed to create the activities and materials that represent the structure of your course. Modules are created by headings which are used to organize topics within. A variety of files and activities can be linked within a module:
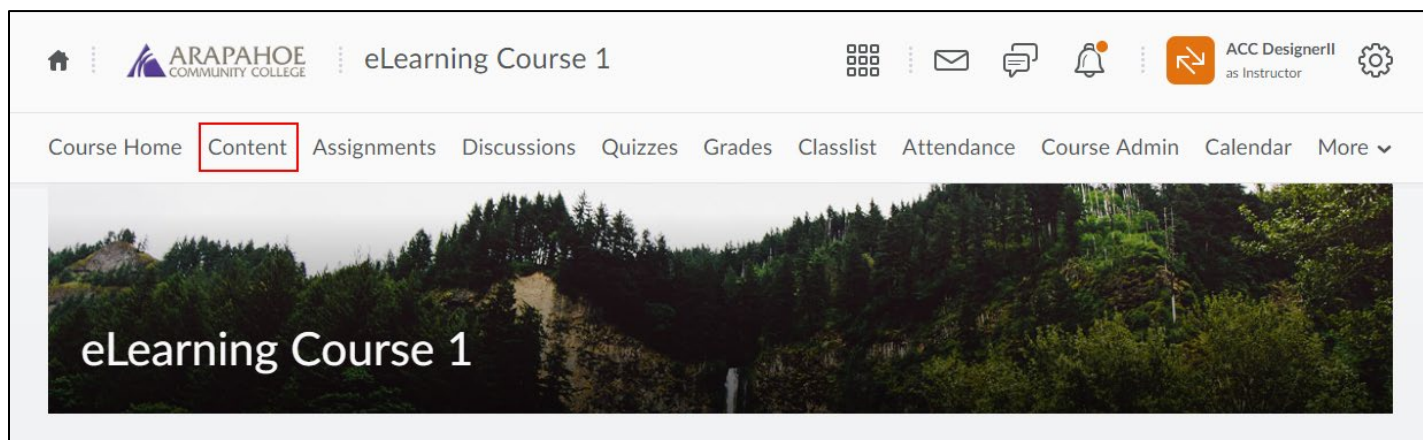
- D2L embedded activities: quizzes, assignment folders, discussion forums
- HTML templates
- External website links
- Publisher material
- Videos and images

CONTENTS

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Understanding the organization of Content

**Step 1:** From the Course Home page, select **Content.**

When users access a course's Content tool for the first time, they will see the Course Overview. **Course Overview** is one of the four Content functional areas, along with **Bookmarks, Upcoming Events,** and **Table of Contents.** Upon subsequent entries into the course, the functional area active at the previous logout will be displayed.

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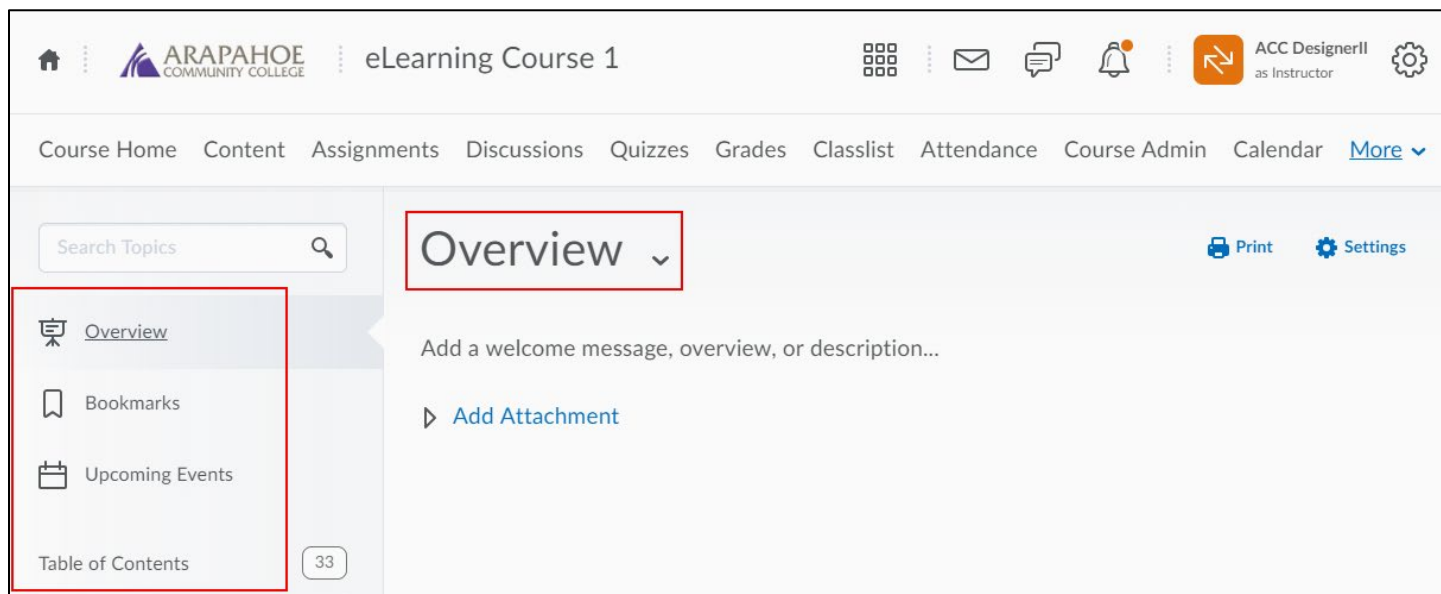
Course Overview

The Course Overview provides an area where information about the course can be displayed.

Step 2: Type in your information by selecting the **Add a welcome message, overview, or description**... text.
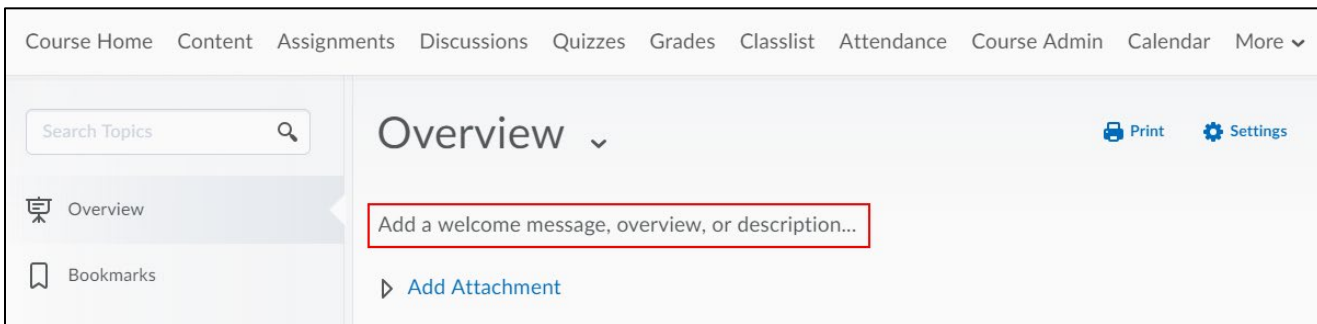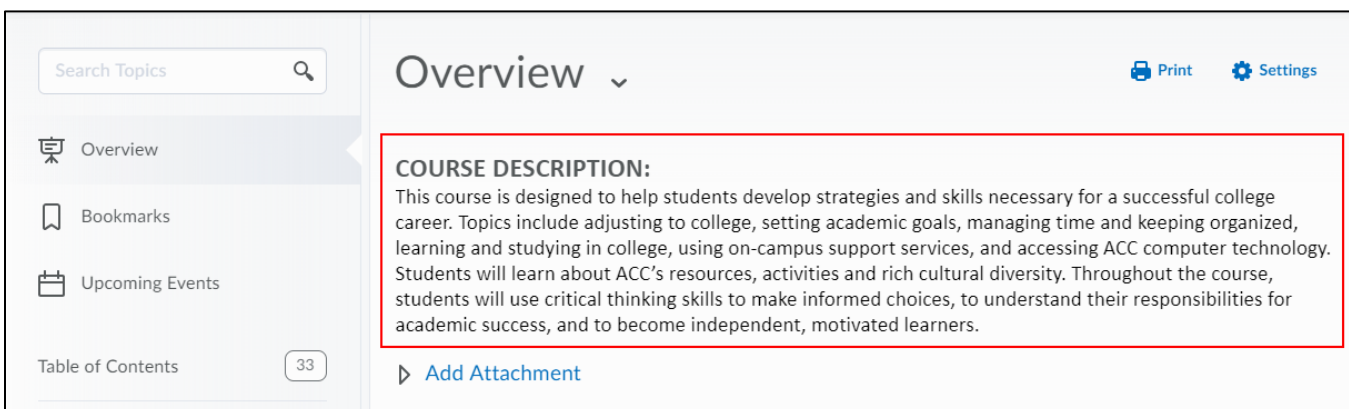

The editor box appears and you may then type in your text.

Step 3: Select the **Update** button to add the text to the Overview area.

Step 4: You can also add an attachment containing your course overview by selecting **Add Attachment** and dragging a file into the box that appears.
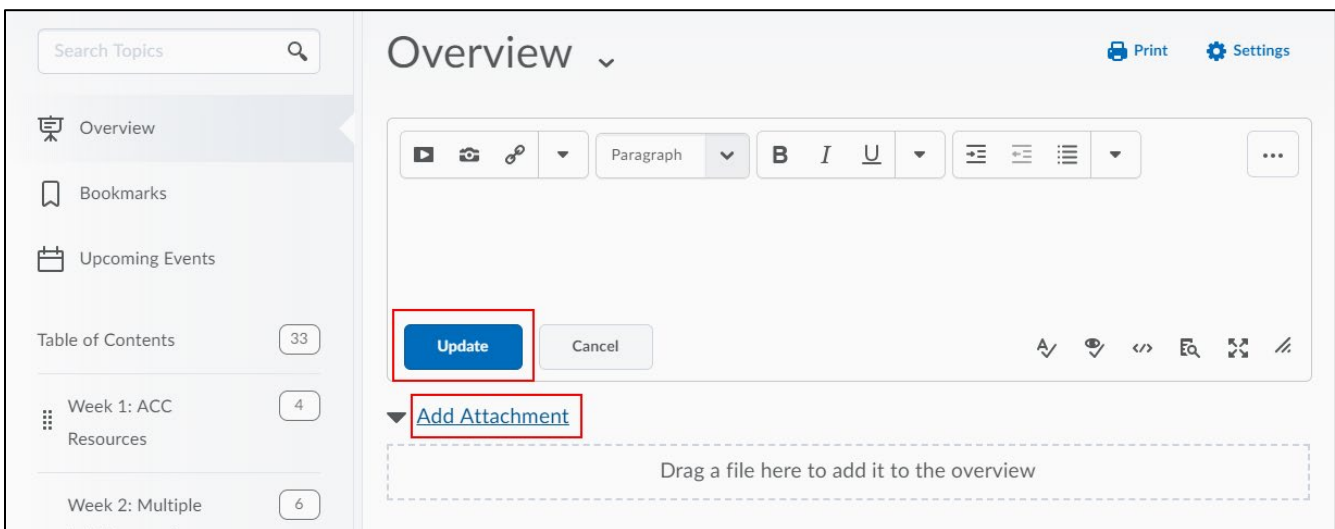
The text/document will then show up in the D2L viewer window.

Bookmarks

Bookmarks is a saved shortcut that is directed to Content items, or frequently viewed files, for easy access throughout the semester.
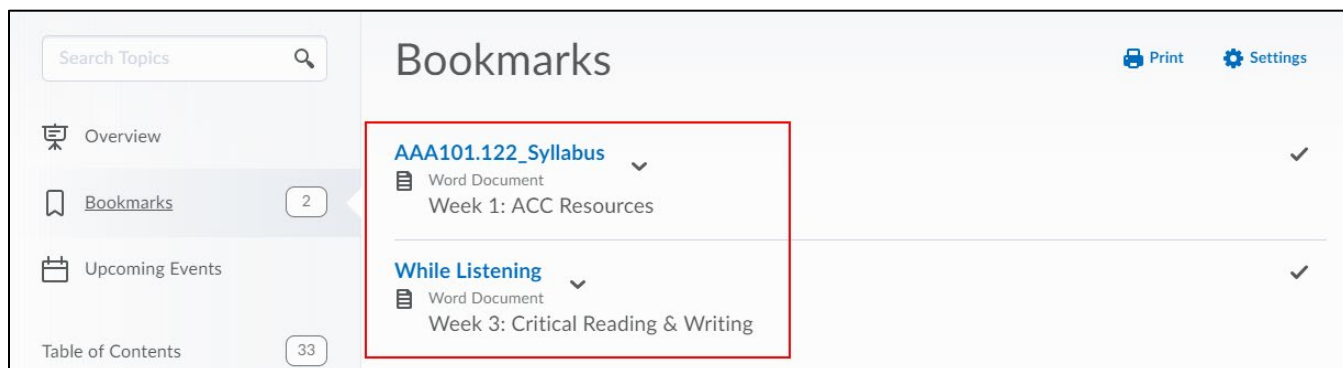
Step 5: Too add a bookmark to the list, select a document from the topics area.
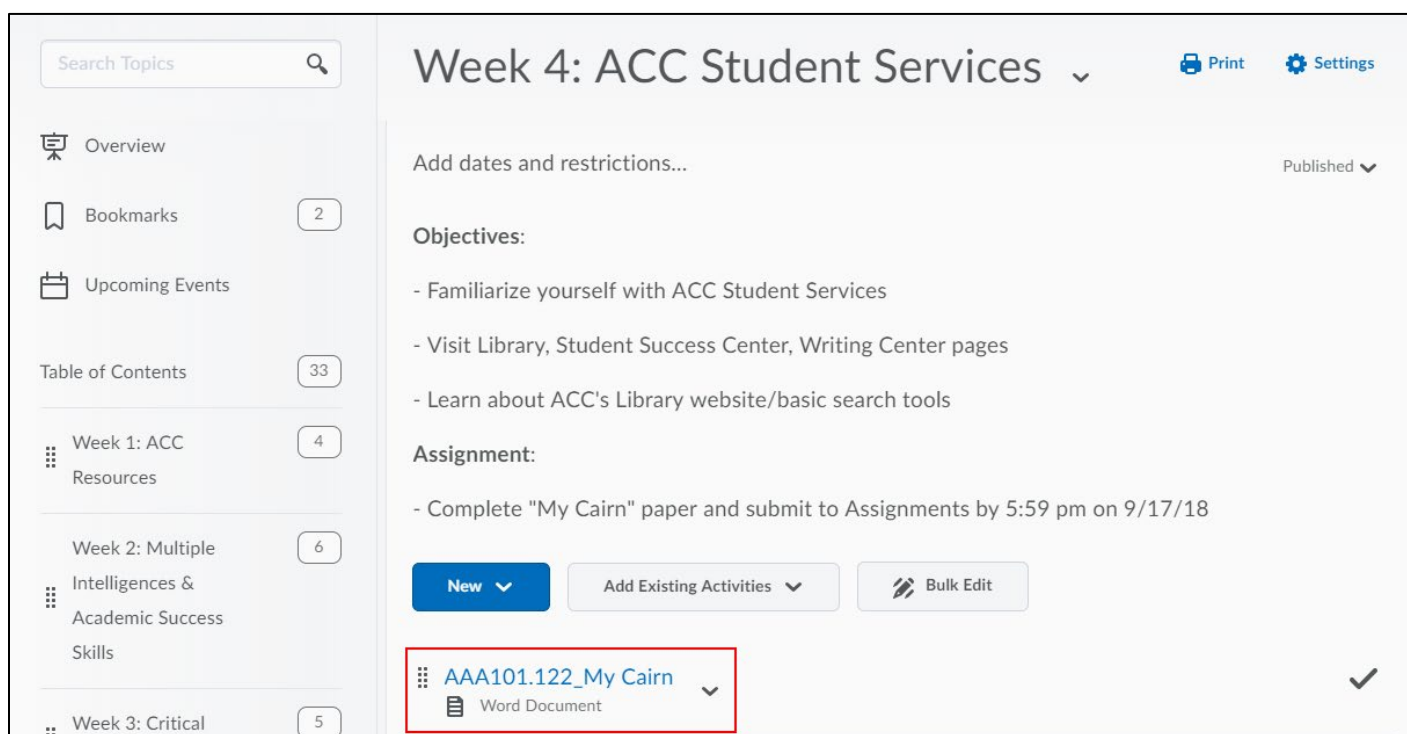
Step 6: Select the ribbon icon in the upper right-hand corner.

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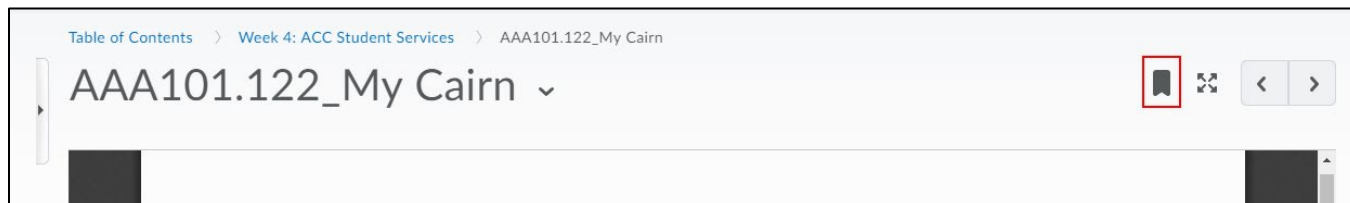
This becomes a shortcut to the document, which is added to the Bookmarks list.

Upcoming Events

Upcoming Events lists course material due dates, start dates, end dates, and other course events for the next seven days. It lists any event in your course calendar, not just those related to Content.

Table of Contents

Table of Contents enables you to create your course materials and assignments, and organize how and when to provide students access to these. You can add as many Modules as you like to the Table of Contents. Each module may contain as many Topics (activities like quizzes, discussions, documents, hyperlinks, etc.) as you like.

Creating a New Module

Step 1: In the **Add a module** area, type the name of the new module and hit Enter.
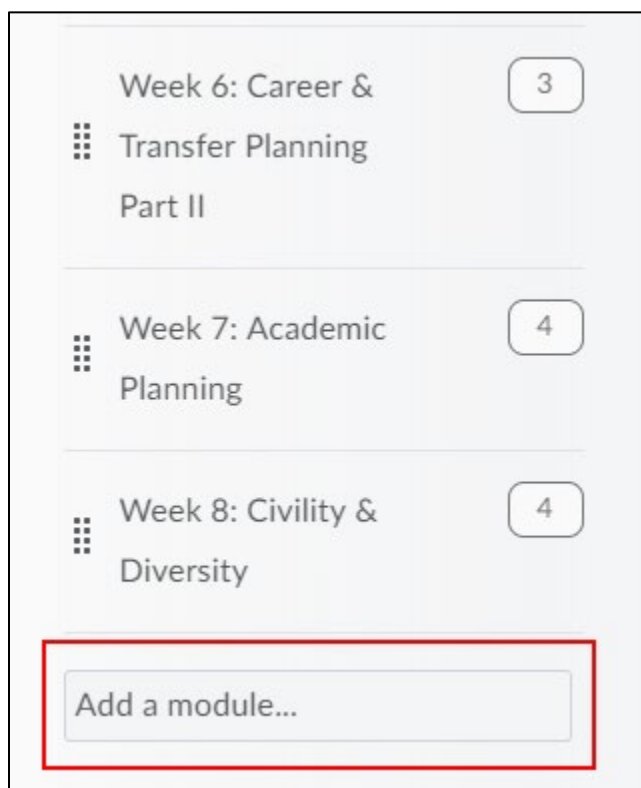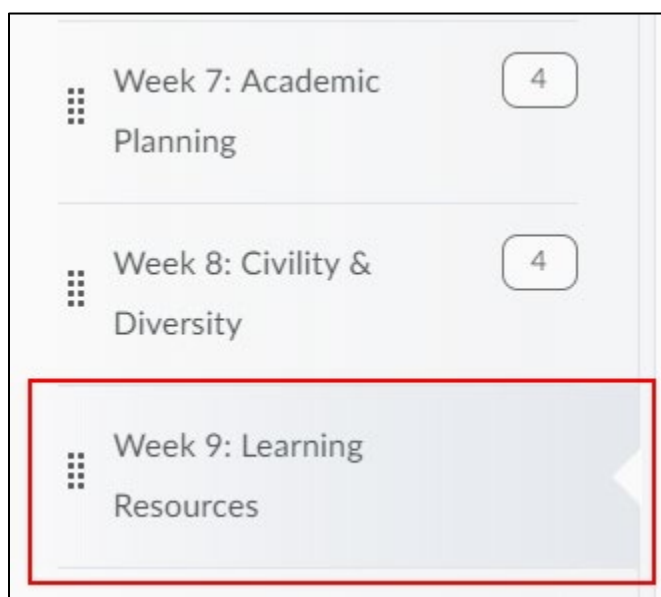
Week 6: Career & Transfer Planning Part II `3`

Week 7: Academic Planning `4`

Week 8: Civility & Diversity `4`

Add a module...

Step 2: The new module will be added to the **Table of Contents**.

Week 7: Academic Planning `4`

Week 8: Civility & Diversity `4`

Week 9: Learning Resources

Adding Topics to Modules

You will want to add activities like discussions, quizzes, videos, and others to your modules. There are a number of ways to do this. The first uses the **Add Existing Activities** button.

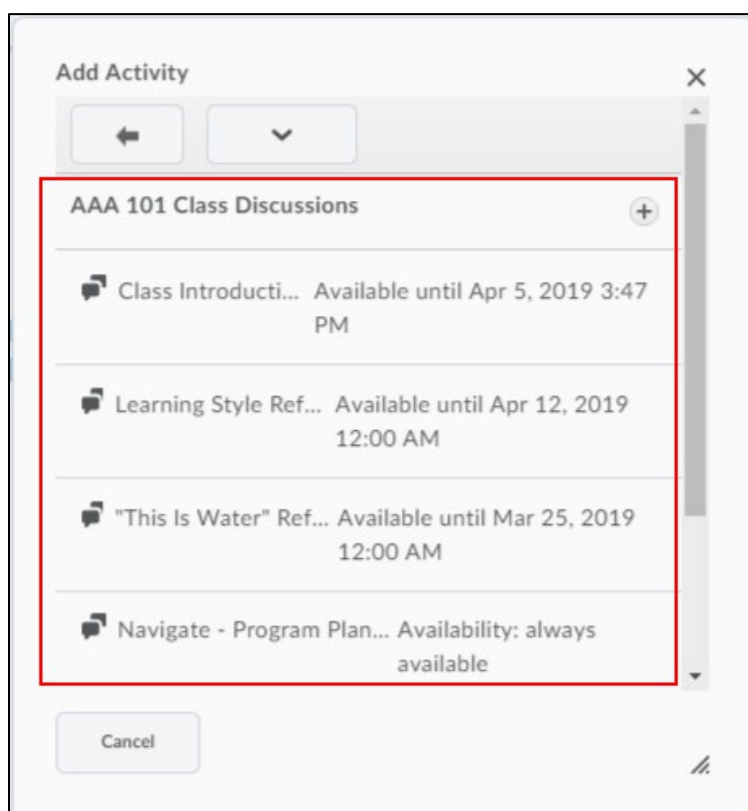**Step 1**: Select the **Add Existing Activities** button. A list of activities will appear.

For example, if **Discussions** was selected, the following screen will be displayed with the available Discussion Forums listed.

Step 2: Select the desired forum.
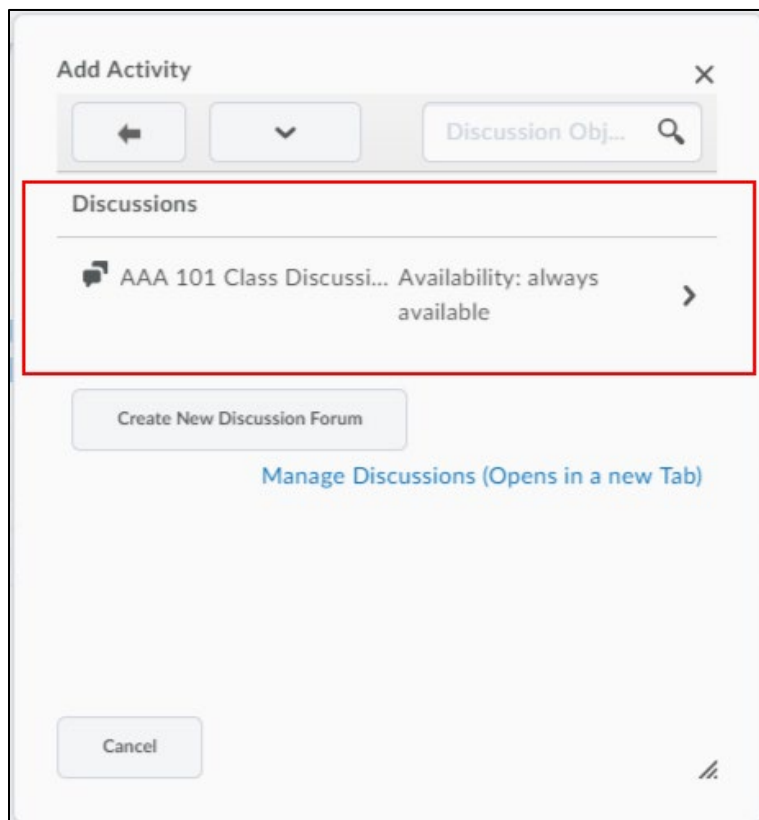
Step 3: Choose your discussion topic from the list as desired.

The discussion has been added to the module.

Creating New Activities

Another way to add activities to your modules is to create new ones on the fly. After the activity is created, it will automatically be added to the module.

Step 1: Select the **New** button.

Step 2: Select an activity you want to create from scratch. **New Quiz** is used as an example.

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Step 3: Enter the quiz name in the **Create a Quiz** window that appears, add instructions if desired and then select **Publish.**

Step 4: Complete the construction of the quiz on the following screen by selecting **Quiz Setup**.
For more information on creating quizzes, refer to the **Quizzes** documentation.

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When you return to the Table of Contents, the quiz will appear within the module in the Topic area.

Adding Topics by Dragging and Dropping

You can drag and drop files such as Microsoft Word, Excel, PowerPoint, or any other type of file to create a new topic on the fly.

Step 1: Select the **New** dropdown menu in the module you wish to add a topic to and select **Upload Files.**

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Step 2: Select **My Computer**.
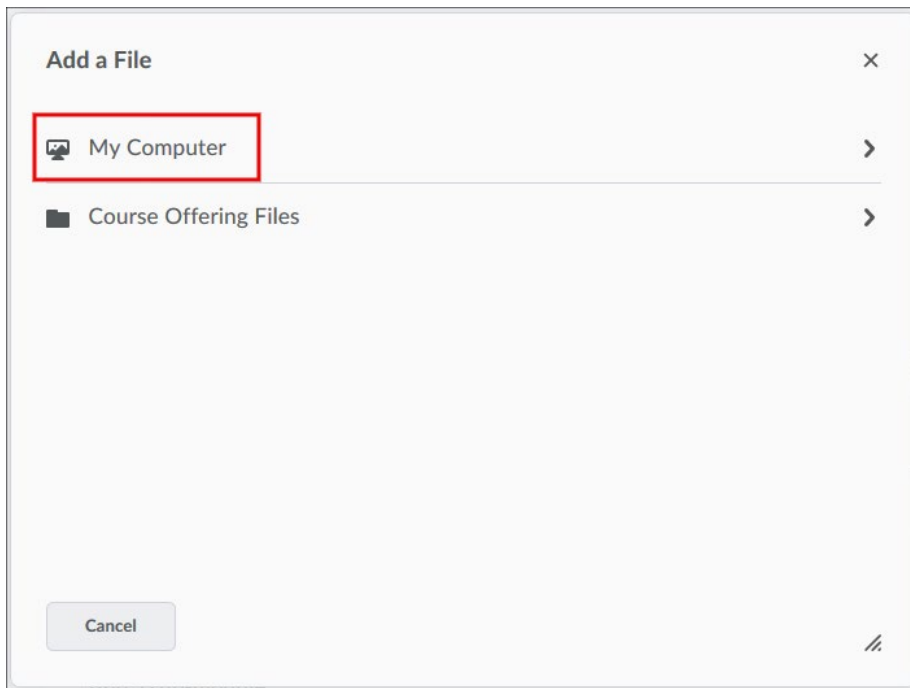
Step 3: Navigate to the file(s) you want to add to the module and select the file(s).
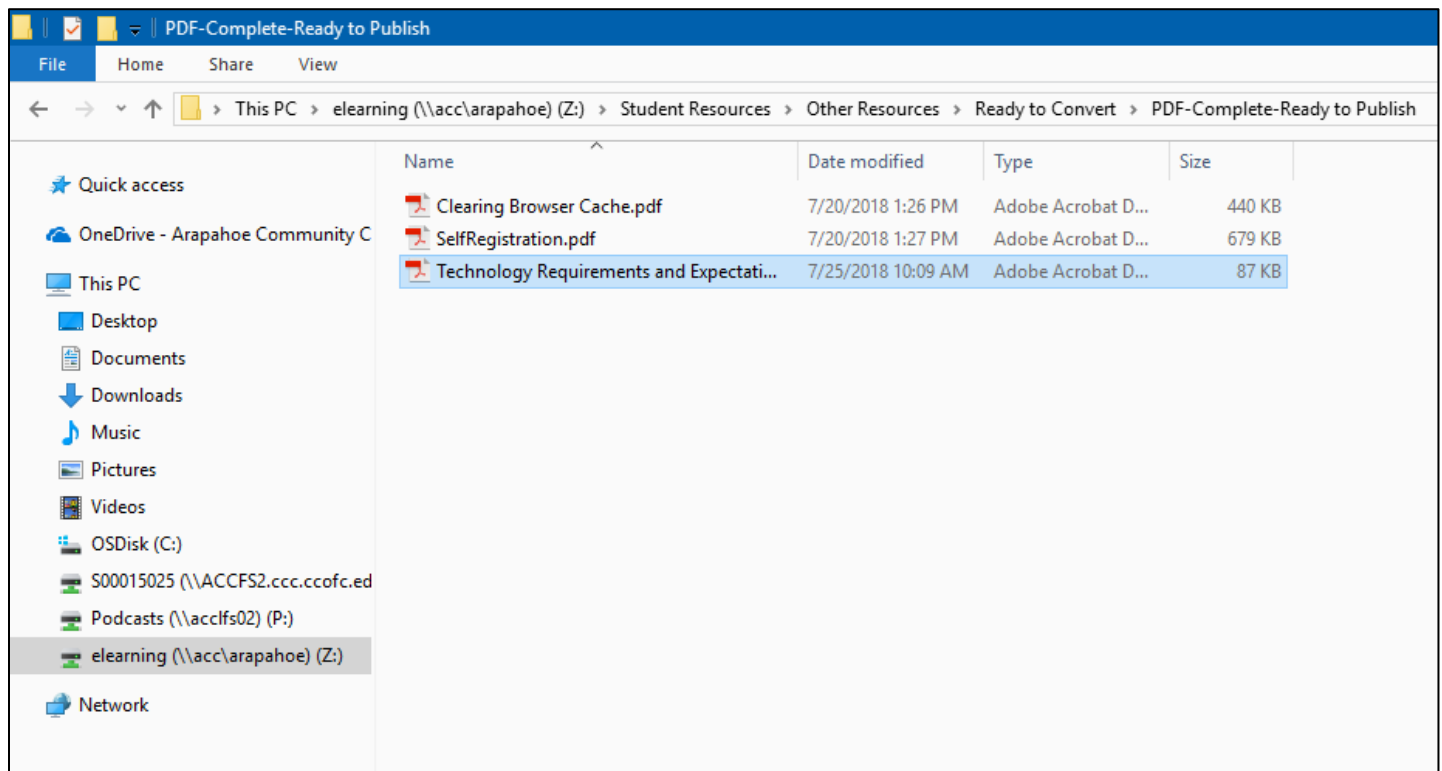
Step 4: Drag the file to the drag and drop area and drop in the box, the file name will show up when the file is ready to add. Select **Add** to add the file to your module.

Step 5: The file will appear as a new topic in the module.

Note: Please refer to the **Managing Files** documentation to learn how to upload, organize and administer all course materials that appear in your course.

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