

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:

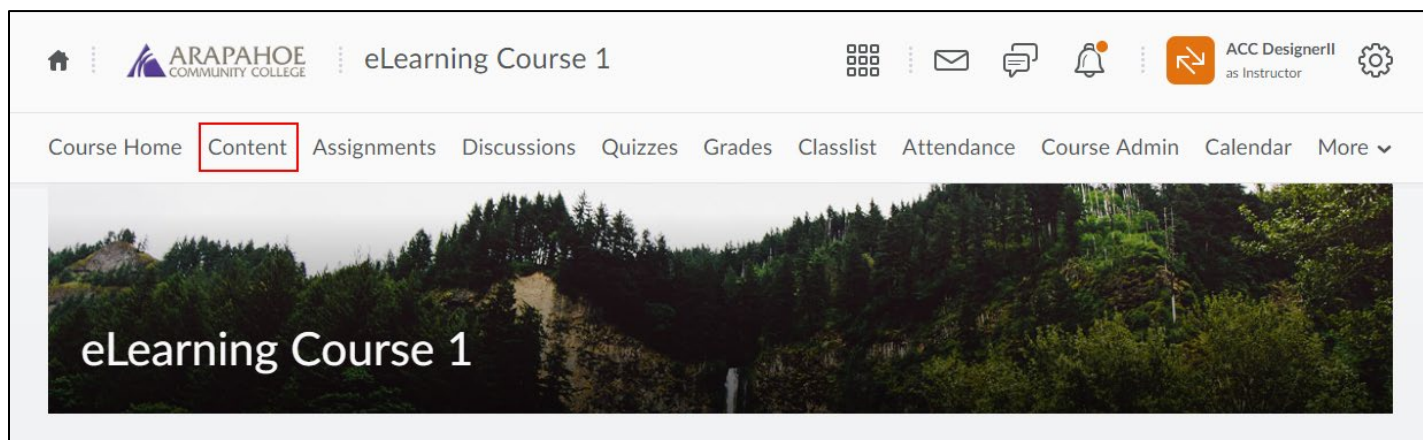
- D2L embedded activities: quizzes, assignment folders, discussion forums
- HTML templates
- External website links
- Publisher material
- Videos and images

CONTENTS

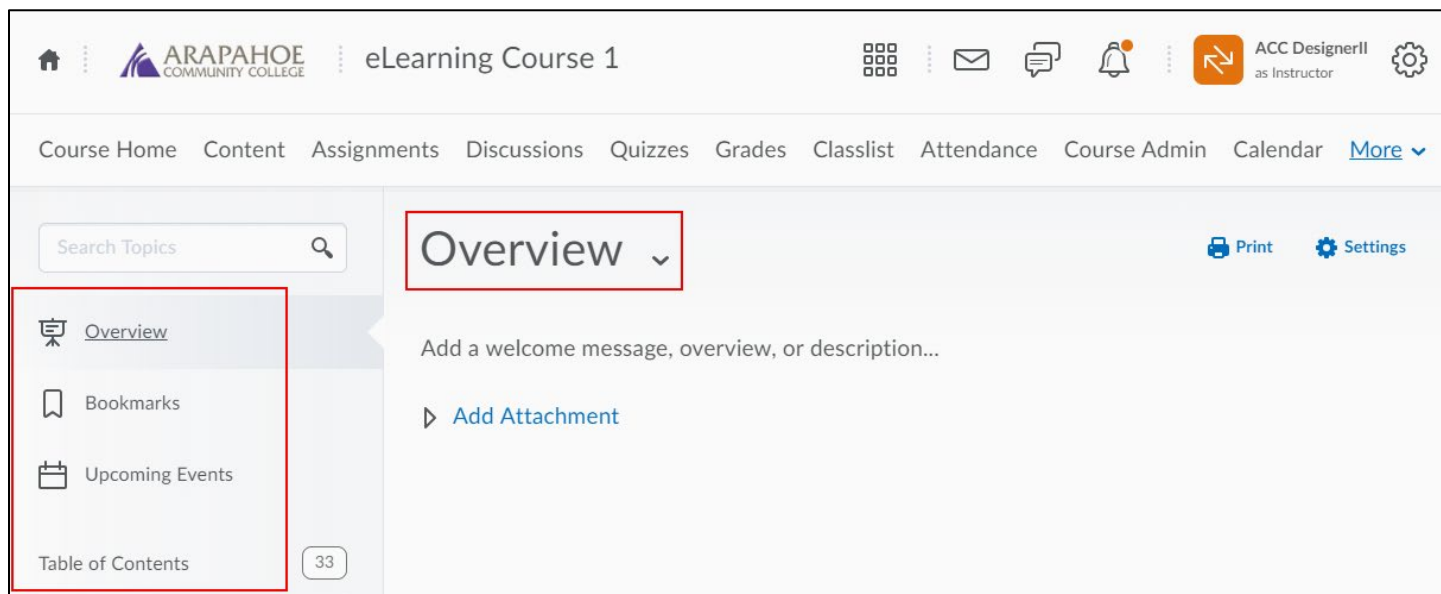
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Understanding the organization of Content

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



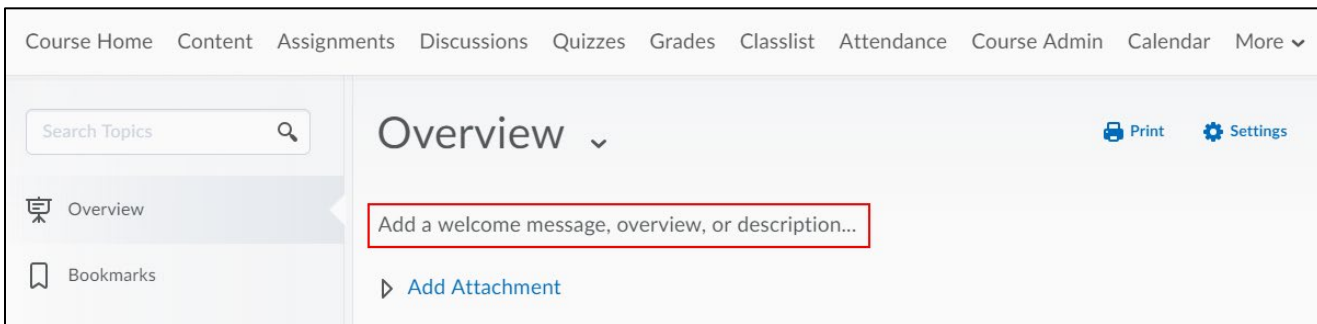
When users access a course's Content tool for the first time, they will see the Course Overview. **Course Overview** is one of the four Content functional areas, along with **Bookmarks**, **Upcoming Events**, and **Table of Contents**. Upon subsequent entries into the course, the functional area active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



Course Overview

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

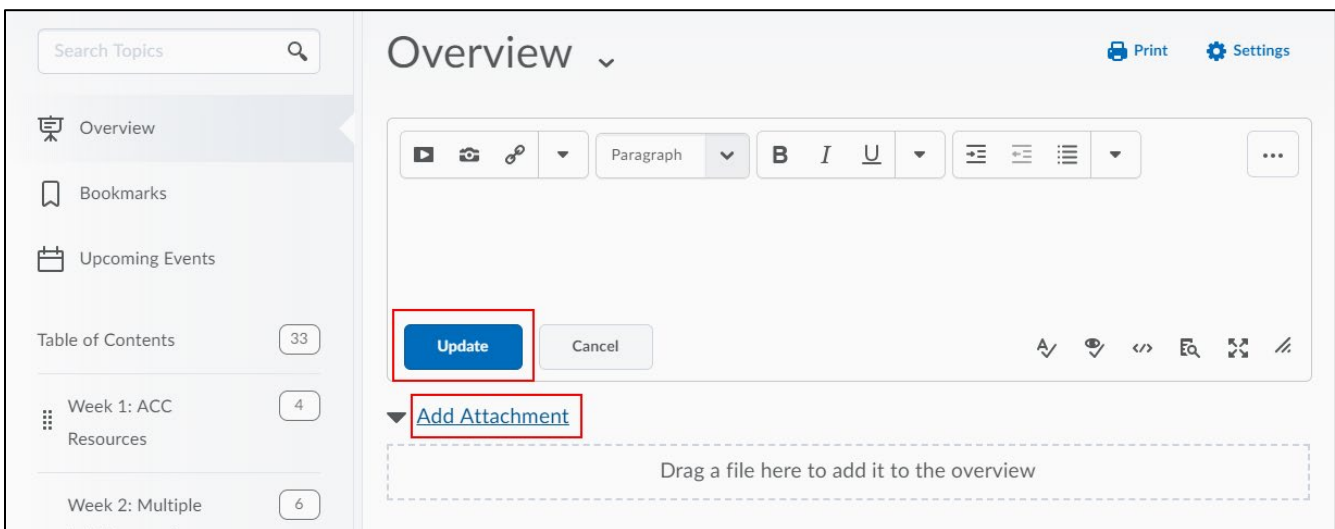
Step 2: Type in your information by selecting the **Add a welcome message, overview, or description...** text.



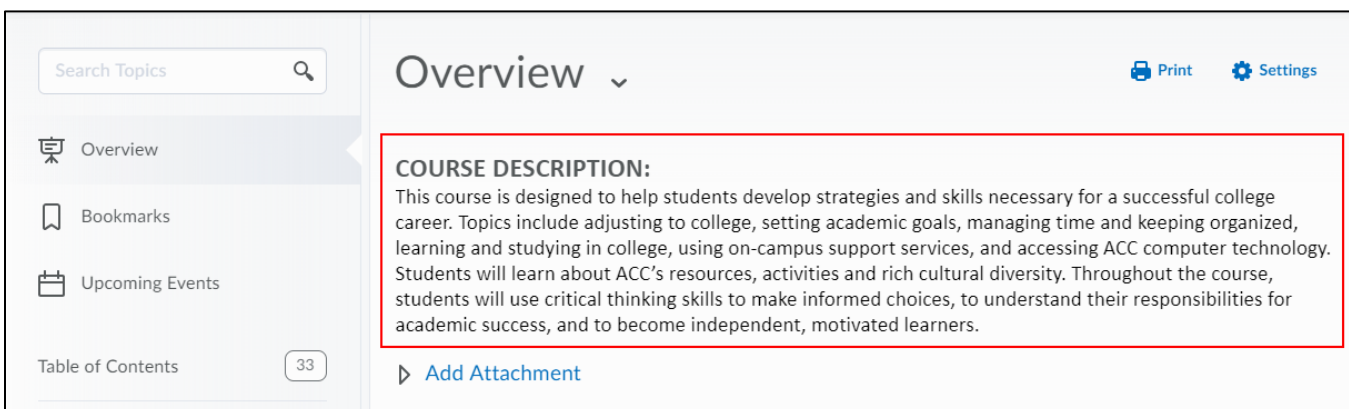
The editor box appears and you may then type in your text.

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.

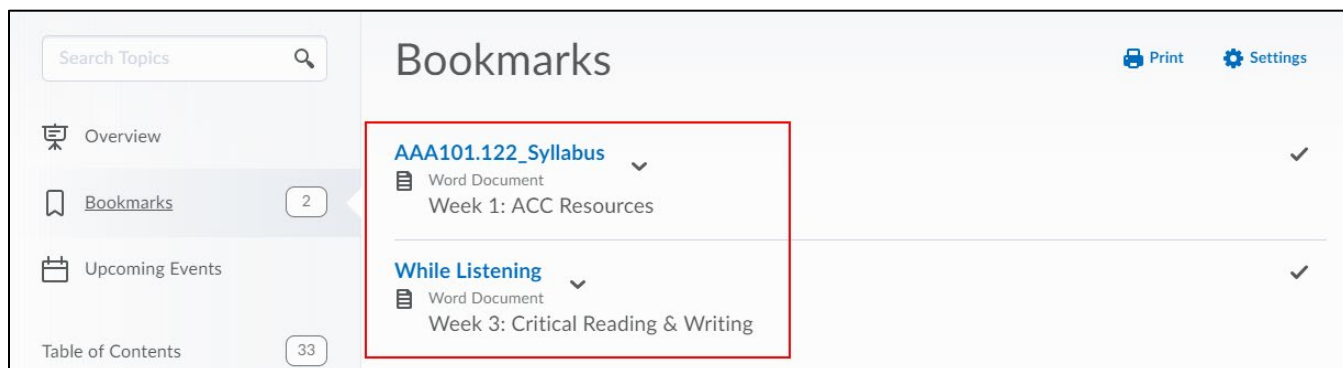


The text/document will then show up in the D2L viewer window.

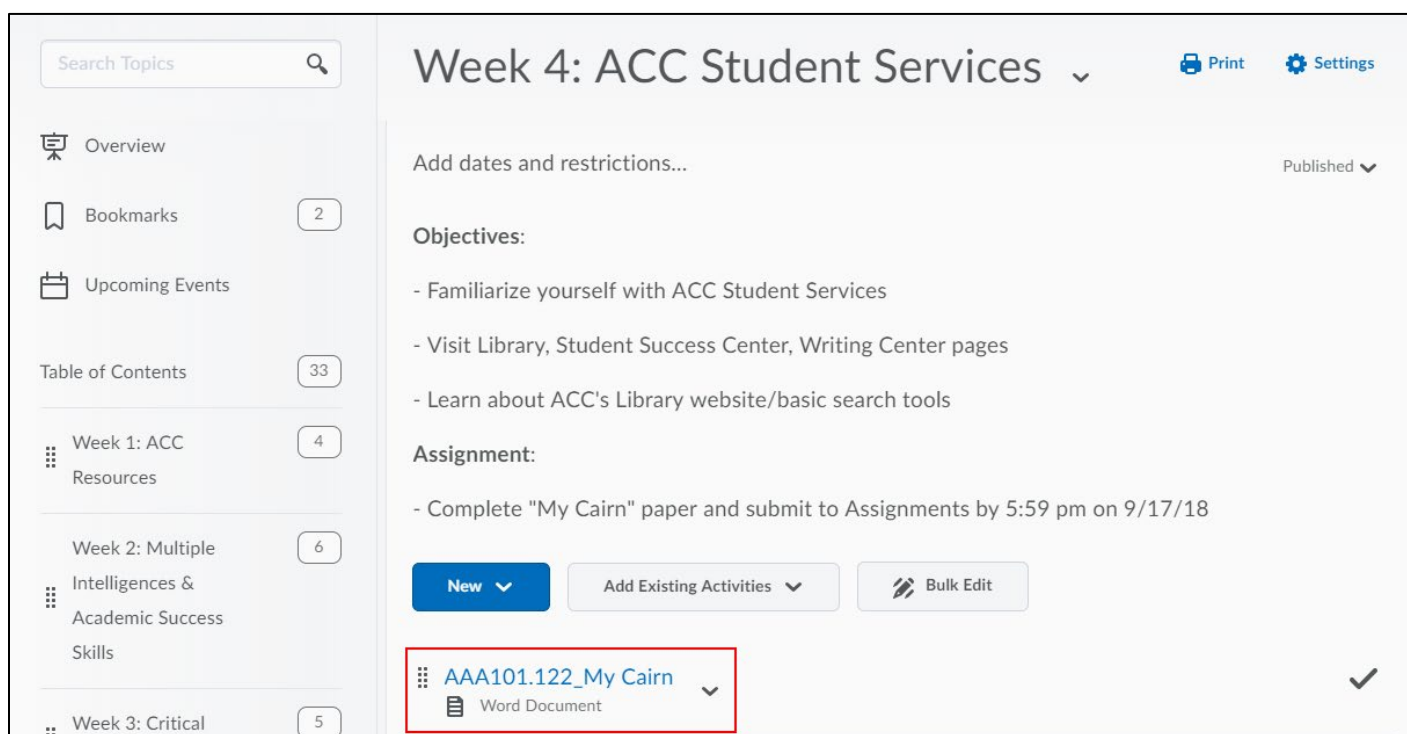


Bookmarks

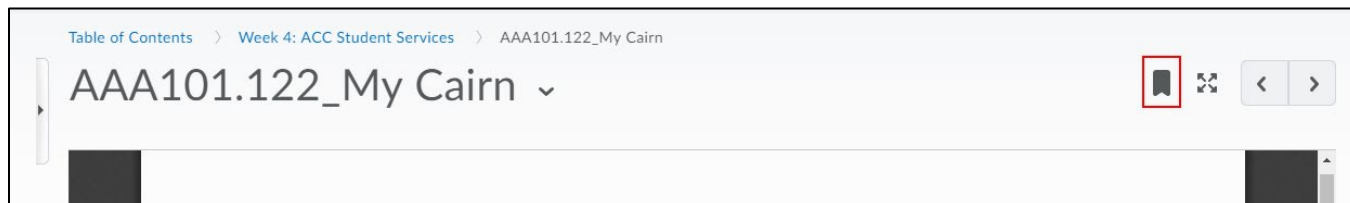
Bookmarks is a saved shortcut that is directed to Content items, or frequently viewed files, for easy access throughout the semester.



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.



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

Bookmarks

Search Topics

Print Settings

Overview

Bookmarks 3

Upcoming Events

Table of Contents 33

Week 1: ACC Resources 4

AAA101.122_My Cairn ✓
Word Document
Week 4: ACC Student Services

AAA101.122_Syllabus ✓
Word Document
Week 1: ACC Resources

While Listening ✓
Word Document
Week 3: Critical Reading & Writing

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.

Upcoming Events

Search Topics

Print Settings

Overview

Bookmarks 3

Upcoming Events 2

Table of Contents 33

Week 1: ACC Resources 4

Week 2: Multiple Intelligences & Academic Success Skills 6

Week 3: Critical Reading & Writing 5

Week 4: ACC Student Services 4

Week 5: Career & Transfer Planning 3

Today

No events scheduled

Tomorrow

No events scheduled

Next 7 days

Friday, March 29, 2019

Week 2 Quiz - Availability Ends 12:00 AM

Week 2 Quiz

Ends Mar 29, 2019 12:00 AM

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.

The screenshot displays the 'Table of Contents' interface. On the left sidebar, there is a search bar and navigation links: Overview, Bookmarks (3), Upcoming Events (2), and Table of Contents (33). The 'Table of Contents' link is highlighted, and a list of modules is shown below it, each with a document icon and a count in a circle:

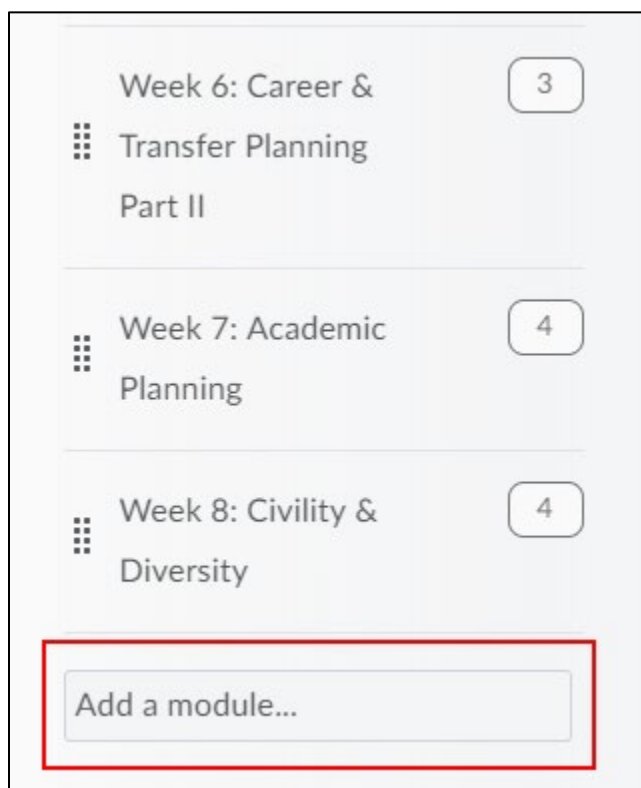
- Week 1: ACC Resources (4)
- Week 2: Multiple Intelligences & Academic Success Skills (6)
- Week 3: Critical Reading & Writing (5)
- Week 4: ACC Student Services (4)
- Week 5: Career & Transfer Planning Part I (3)
- Week 6: Career & Transfer Planning Part II (3)
- Week 7: Academic Planning (4)
- Week 8: Civility & Diversity (4)

At the bottom of the sidebar is a button labeled 'Add a module...'. The main content area is titled 'Table of Contents' and includes 'Print' and 'Settings' icons. Below the title are buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'. On the right side of this section are links for 'Expand All' and 'Collapse All'. The main content area displays the details for 'Week 1: ACC Resources', which is expanded. It shows 'Objectives' and 'Assignments' as bulleted lists. Below these lists are buttons for 'New' and 'Add Existing Activities'. At the bottom, a list of activities is shown, each with a document icon, a title, a dropdown arrow, and a checkmark:

- AAA101.122_Syllabus (Word Document)
- AAA 101_Six Word Memoir1 (Word Document)
- 5 things to remember when emailing professor (Word Document)
- Email_Assn1 (Word Document)

Creating a New Module

Step 1: In the **Add a module** area, type the name of the new module and hit Enter.

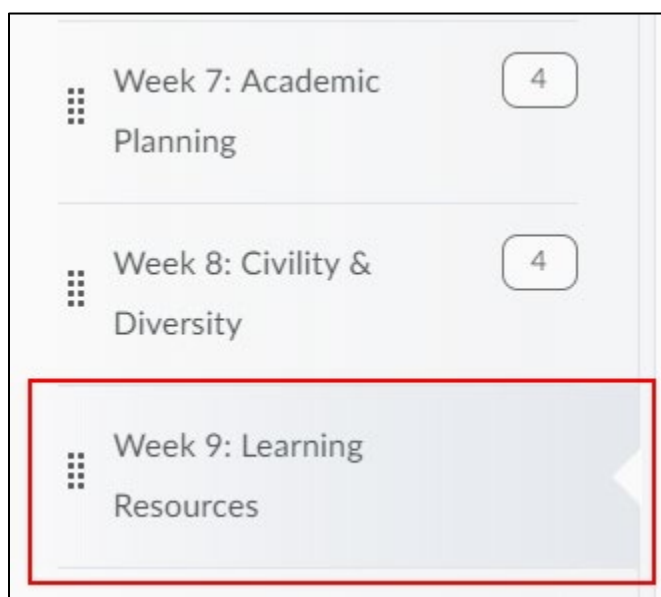


The screenshot shows a list of modules in a light gray box. Each module entry consists of a three-dot icon, the module name, and a rounded rectangle containing a number. The modules are:

- Week 6: Career & Transfer Planning Part II (3)
- Week 7: Academic Planning (4)
- Week 8: Civility & Diversity (4)

At the bottom of the list is a text input field with the placeholder text "Add a module...". This input field is highlighted with a red rectangular border.

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



The screenshot shows the same list of modules as in Step 1, but now with an additional module at the bottom. The modules are:

- Week 7: Academic Planning (4)
- Week 8: Civility & Diversity (4)
- Week 9: Learning Resources

The new module, "Week 9: Learning Resources", is highlighted with a red rectangular border. It has a three-dot icon to its left and a light blue background with a white arrow pointing to the right.

Adding Topics to Modules

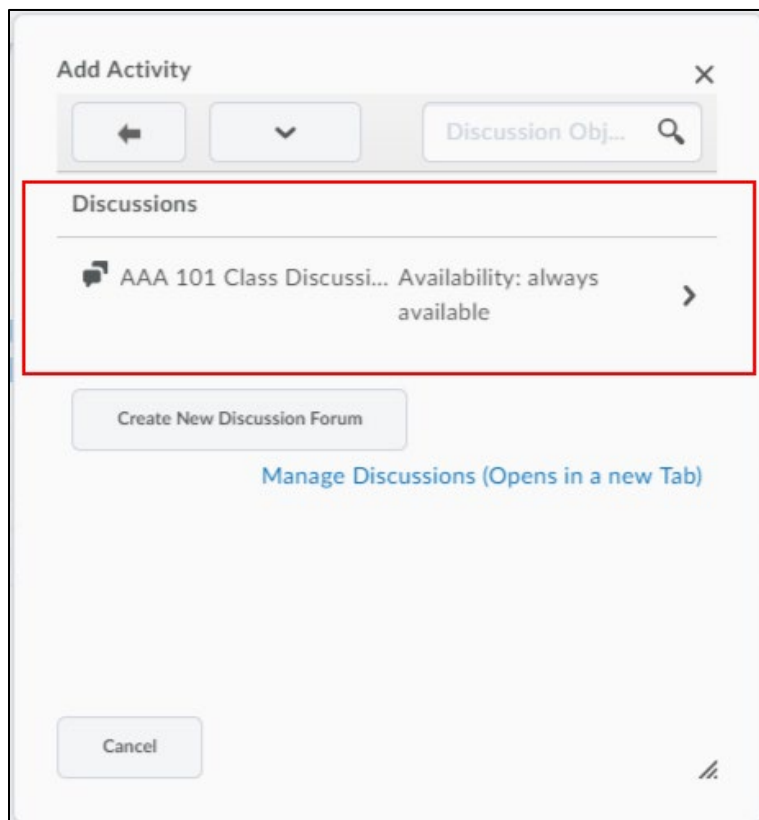
You will want to add activities like discussions, quizzes, videos, and others to your modules. There are a number of ways to do this. The first uses the **Add Existing Activities** button.

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

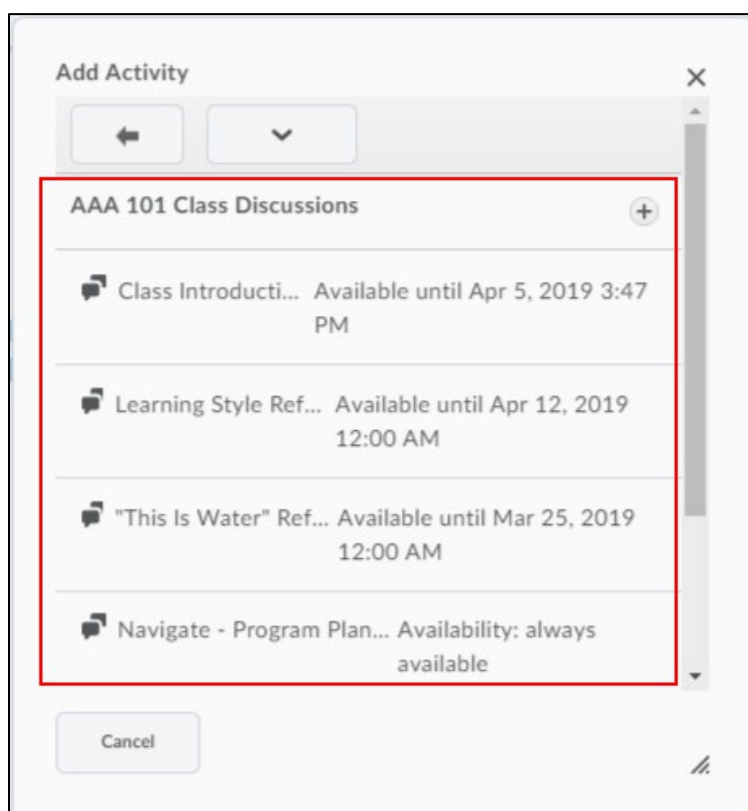
The screenshot displays the 'Week 9: Learning Resources' module page. On the left is a sidebar with a search bar and a list of module sections: Overview, Bookmarks (3), Upcoming Events (2), Table of Contents (33), Week 1: ACC Resources (4), Week 2: Multiple Intelligences & Academic Success Skills (6), Week 3: Critical Reading & Writing (5), Week 4: ACC Student Services (4), Week 5: Career & Transfer Planning Part I (3), and Week 6: Career & Transfer Planning Part II (3). The main content area is titled 'Week 9: Learning Resources' and includes options to 'Add dates and restrictions...', 'Add a description...', and a 'Published' status. Below these are buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. The 'Add Existing Activities' dropdown menu is open, showing a list of activity types: Assignments, Chat, Checklist, Discussions, ePortfolio Item, External Learning Tools, Form Templates, Google Drive, OneDrive, Quizzes, Self Assessments, and Surveys. A red rectangle highlights this dropdown menu.

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.

The screenshot shows the 'Week 9: Learning Resources' module page. On the left is a sidebar with navigation links: Overview, Bookmarks (3), Upcoming Events (2), Table of Contents (34), Week 1: ACC Resources (4), Week 2: Multiple Intelligences & Academic Success Skills (6), Week 3: Critical Reading & Writing (5), Week 4: ACC Student Services (4), and Week 5: Career & Transfer Planning Part I (3). The main content area has a search bar, 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. A red box highlights a newly added discussion topic titled '"This Is Water" Reflection' with a clock icon indicating it 'Ends Mar 25, 2019 12:00 AM'. Below this, the text of the discussion is visible: 'In five to seven sentences, please post your reaction to David Foster Wallace's "This Is Water" in a new thread. Use your notes from listening to/reading the commencement address to craft your writing. In addition, make sure you address the various questions and prompts in the "While Listening" document as well.'

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.

This screenshot shows the same 'Week 9: Learning Resources' module page, but with the 'New' button clicked. A dropdown menu is open, listing various activity types: Upload Files, Video or Audio, Create a File, Create a Link, Add from Manage Files, Add Object from LOR, New Checklist, New Discussion, New Assignment, New Quiz (highlighted with a red box), and New Survey. The sidebar and main content area are the same as in the previous screenshot.

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

Create a Quiz in "Week 9: Learning Resources"

Week 9 Quiz

Instructions

Paragraph B I U Font Family Size

Publish Save as Draft Cancel

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.

Table of Contents > Week 9: Learning Resources > Week 9 Quiz

Week 9 Quiz

Instructions

Add Instructions...

Quiz Setup Preview Reflect in ePortfolio

Activity Details Learning Objectives Completion Summary

✓ Required: Automatic

Submit at least 1 attempt to complete this activity

Add dates and restrictions...

Add a description...

Options

Attempts Allowed: 1

Calculation Type: Highest Attempt

Reflecting in ePortfolio is enabled

Assessment

Add a grade item...

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

Search Topics

Week 9: Learning Resources

Add dates and restrictions...

Add a description...

New Add Existing Activities Bulk Edit

"This Is Water" Reflection Discussion Topic Ends Mar 25, 2019 12:00 AM

In five to seven sentences, please post your reaction to David Foster Wallace's "This Is Water" in a new thread. Use your notes from listening to/reading the commencement address to craft your writing. In addition, **make sure you address** the various questions and prompts in the "While Listening" document as well.

Week 9 Quiz Quiz Ends Apr 1, 2019 12:00 AM

Add a sub-module...

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**.

Week 9: Learning Resources

Add dates and restrictions...

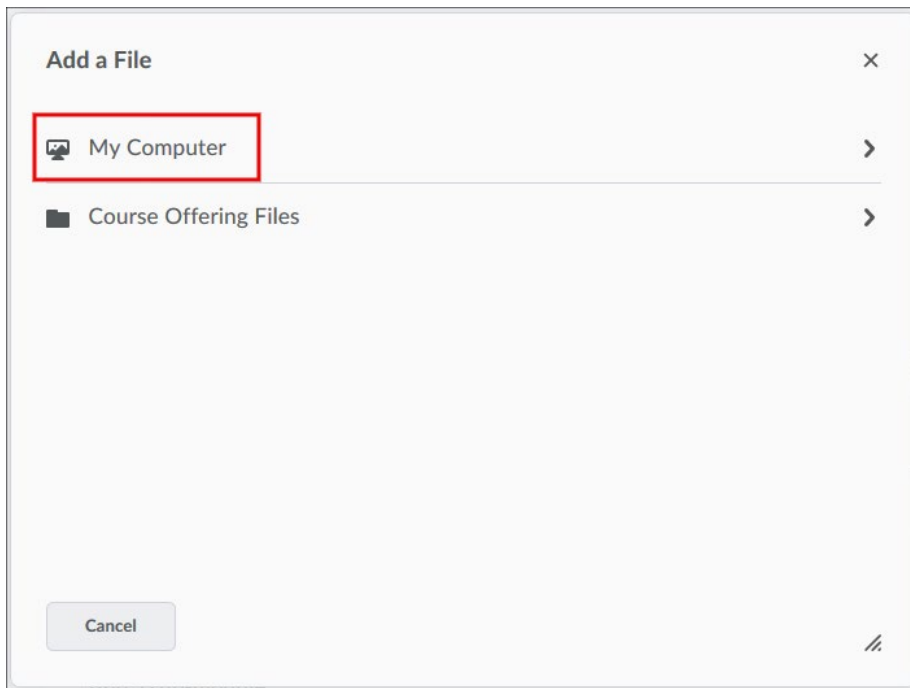
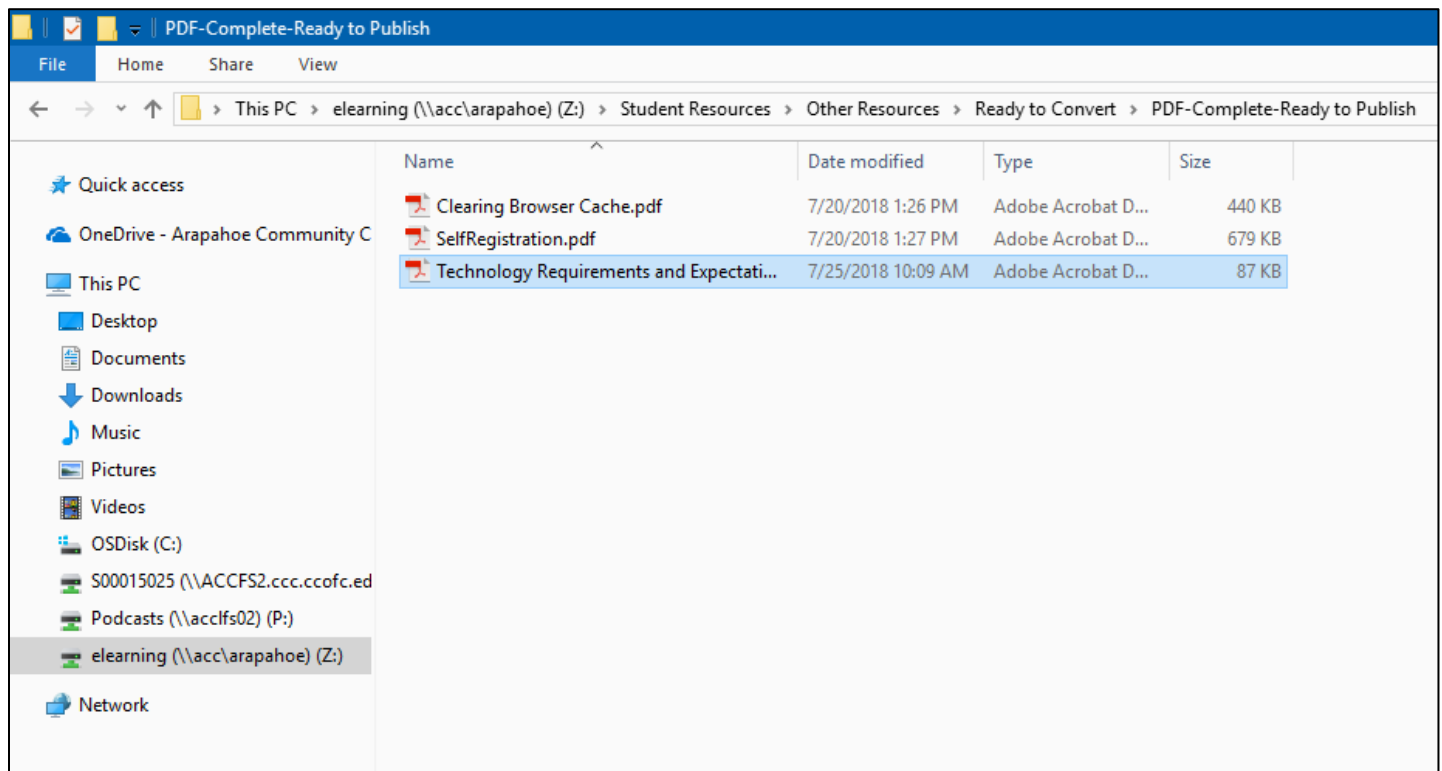
Add a description...

New Add Existing Activities Bulk Edit

Upload Files

Video or Audio

Create a File

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.

Revised: May 21, 2020