

# Content

Where syllabus, schedule, lecture materials can be stored, and where quizzes, assignments, and discussions can be associated.

#### Creating a Module

Begin by going to the **Content** tool of D2L. Under the Table of Contents on the left side of the screen, enter the name of your module where it says **Add a module**.

| Table of Contents |  |
|-------------------|--|
| Add a module      |  |

Your module will appear.

- 1. Add dates and restrictions not necessary or recommended
- 2. Add a description can be helpful for students to include this
- 3. New upload course materials or drag and drop
- 4. Add Existing Activities connect to activities already set up in the course such as Discussions, Quizzes, or Assignments
- 5. Add a sub-module not recommended too many sub-modules make navigation challenging

| Syllabus and Schedule ~ |                           |                     |              |
|-------------------------|---------------------------|---------------------|--------------|
| Add dates and r         | estrictions               |                     |              |
| Add a description       | on                        |                     |              |
| New 🗸                   | Add Existing Activities 🗸 | 🌮 Bulk Edit         |              |
|                         | Drag and drop files he    | ere to create and u | pdate topics |
| Add a sub-mod           | ule                       |                     |              |

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# Adding Files to Content

- Click on the module where you'd like to add documents
   Select Upload/Create and then Upload Files

| Start Here                                     | ,                     |
|--|-----------------------|
| Add dates and restriction<br>Add a description | ıs                    |
| Upload / Create 🗸                              | Existing Activities V |

#### 3. Find the file.

| Add a File            | × |
|-----------------------|---|
| 👰 My Computer         | > |
| Course Offering Files | > |
| < Shared Files        | > |



1. Upload file from your computer files.

| Add a File                                    | >                  | < |
|---|--------------------|---|
| Drop files here, or click below!              |                    |   |
| 🕜 Upload                                      |                    |   |
| Choose a location in which to store the file: |                    |   |
| /content/enforced2012/1634602-GC/             | Choose Destination |   |
|   |                    |   |

2. Document appears underneath **Upload.** Click on X if it is the wrong file.

| Add a File                       |   |
|----------------------------------|---|
| Drop files here, or click below! |   |
| က္ Upload                        |   |
| D2L Student Guide.docx (1.94 MB) | < |

3. Click on Add

| Add a File                                    |                    | ×                                     |
|---|--------------------|---------------------------------------|
| Drop files here, or click below!              |                    |                                       |
| O Upload                                      |                    |                                       |
| D2L Student Guide.docx (1.94 MB) 🗙            |                    |                                       |
| Choose a location in which to store the file: |                    | · · · · · · · · · · · · · · · · · · · |
| /content/enforced2012/1634602-GC/             | Choose Destination |                                       |
|   |                    |                                       |
|   |                    |                                       |
| Add Back Cancel                               |                    | 1.                                    |



# Add Existing Activities

The other very common use of Content is to add existing activities such as assignments, discussions, or quizzes to your modules.

#### 4. Choose the dropdown menu for Existing Activities

| Start Here ~              |                       |
|---------------------------|-----------------------|
| Add dates and restriction | s                     |
| Add a description         |                       |
| Upload / Create 🗸         | Existing Activities 🗸 |
| ∃ Syllabus and Schedule   | Assignments           |
| Word Document             | Checklist             |
|                           | Discussions           |

The most commonly used tools are assignments, discussions, and quizzes.

1. This example shows selecting from **Assignments**. All of the assignments appear. Choose one to add to the module.

| Add Activity |             |          |           |       |    |
|--------------|-------------|----------|-----------|-------|----|
| +            | ~           |          | Assign    | ments | NO |
| Assignments  |             |          |           |       |    |
| 🕒 Assignme   | ent 1       |          |           |       |    |
| 追 Assignme   | ent 2       |          |           |       |    |
| 追 Are stabl  | e wormhole  | s myth o | r reality | ?     |    |
| \rm Has Dart | h Vader eve | r met Ca | ptain Ki  | rk?   |    |
| Create Ne    | w Assignmer | nts      |           |       |    |
| ••           |             | - • •    |           | 1     |    |
| Cancel       |             |          |           |       |    |



### Hiding Modules or Items in Content

To the right of the module, the open eye symbol shows that the module is visible.

| SoftChalkCloud ~                                    | 🖶 Print | Settings |
|---|---------|----------|
| Add dates and restrictions                          |         | ۲        |
| Upload / Create V Existing Activities V 🔗 Bulk Edit |         |          |

Click on the open eye symbol to change this to invisible, by selecting the grayed out box.

| SoftChalkCloud 🗸           | 🖨 Print 🛛 🌻 Settings |  |
|----------------------------|----------------------|--|
| Add dates and restrictions | Visible              | Click on the grayed out<br>box to change this to<br>not visible. |
| Add a description          |                      |  |
|                            |                      |  |

To hide an individual item within a module, choose the drop-down menu and then select **Edit Properties In-place.** 

| Sample SoftChalkCloud Link External Learning Tool | ~                        |
|---|--------------------------|
|   | View Topic               |
| Add a sub-module                                  | Edit Properties In-place |
| 0   |                          |

Click on the open-eye symbol, and change the visibility.

|   | N                            |   |     |
|---|------------------------------|---|-----|
|   | Sample SoftChalkCloud Link 🗸 | ۲ | ✓ 💼 |
| I | External Learning Tool       |   |     |