

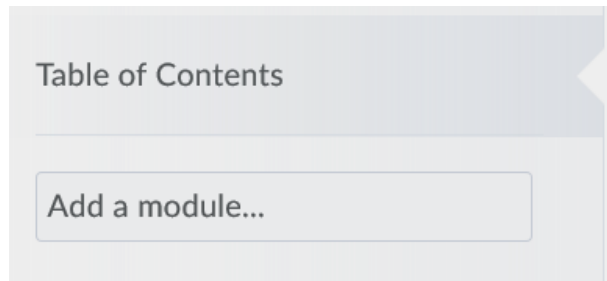


Content

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

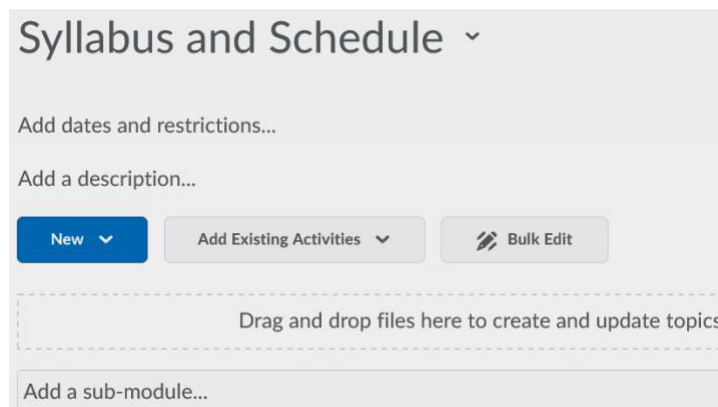
Creating a Module

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**.



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





Adding Files to Content

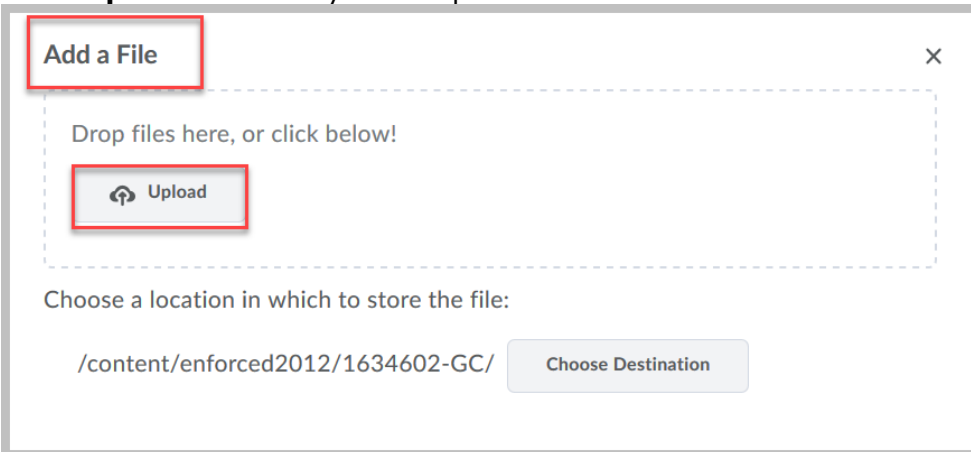
1. Click on the module where you'd like to add documents
2. Select **Upload/Create** and then **Upload Files**

A screenshot of a 'Start Here' dialog box. At the top, it says 'Start Here' with a downward arrow. Below that are two text input fields: 'Add dates and restrictions...' and 'Add a description...'. At the bottom, there are two buttons: a blue button labeled 'Upload / Create' with a downward arrow, and a grey button labeled 'Existing Activities' with a downward arrow.

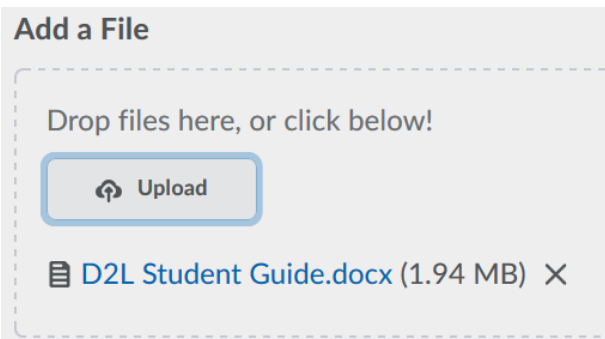
3. Find the file.

A screenshot of an 'Add a File' dialog box. The title bar says 'Add a File' with a close button (X) on the right. Below the title bar are three list items, each with an icon and a right-pointing arrow: 'My Computer' with a computer icon, 'Course Offering Files' with a folder icon, and 'Shared Files' with a share icon.

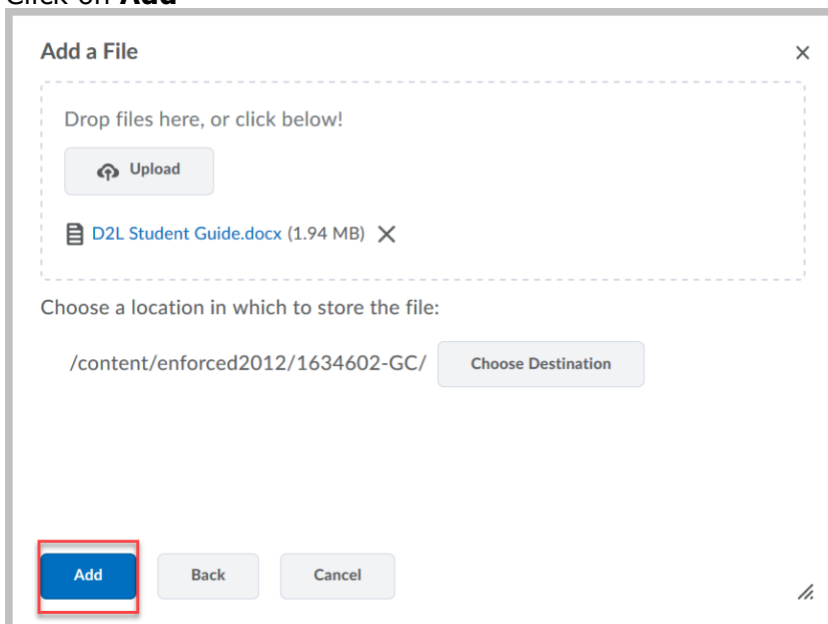
1. **Upload file** from your computer files.



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



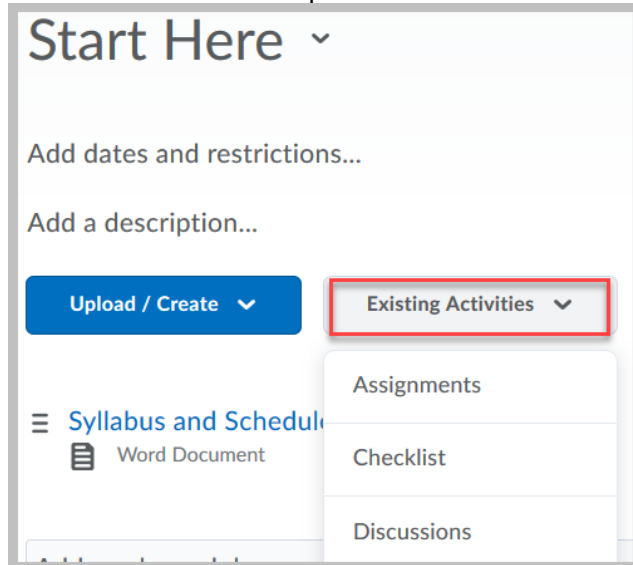
3. Click on **Add**



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**



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.

