

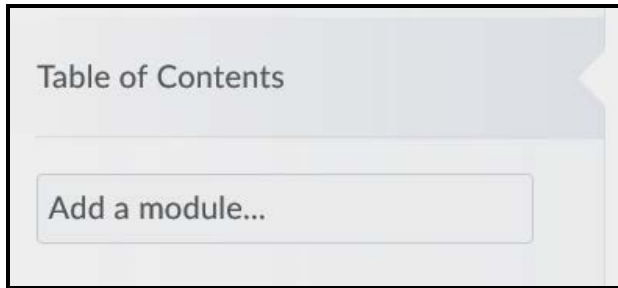


Content

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

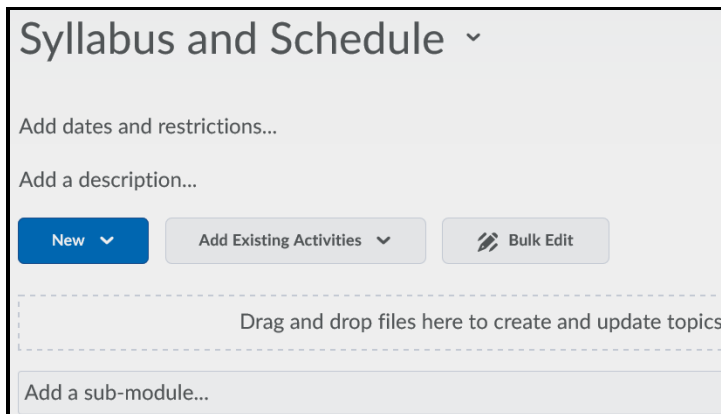
Creating a Module

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.

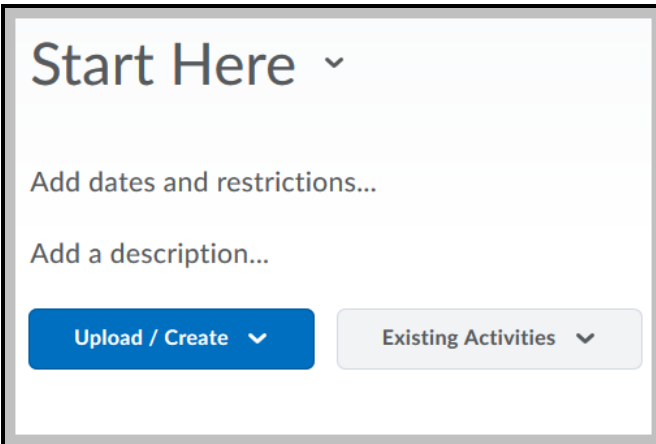
1. **Add dates and restrictions** – not necessary or recommended
2. **Add a description** – can be helpful for students to include this
3. **New** – upload course materials or **drag and drop**
4. **Add Existing Activities** - connect to activities already set up in the course such as Discussions, Quizzes,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





Adding Files to Content

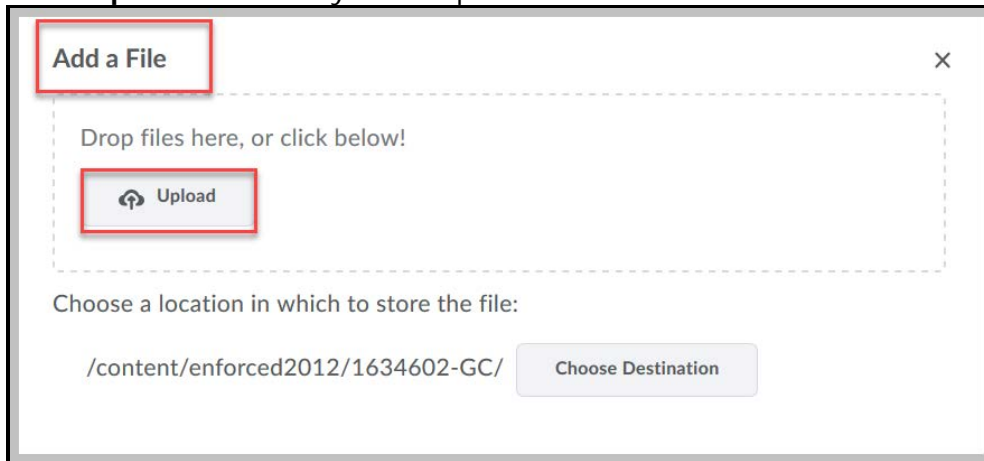
1. Click on the module where you'd like to add documents
2. Select **Upload/Create** and then **Upload Files**



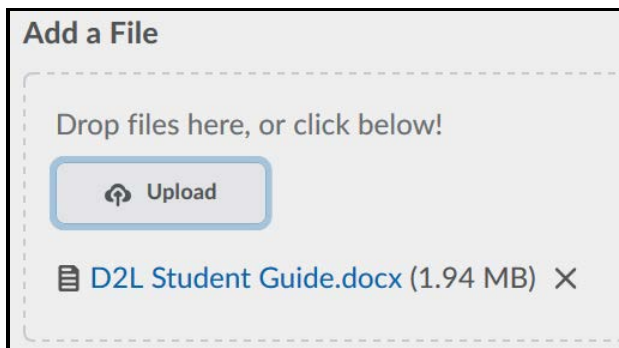
3. Find the file.



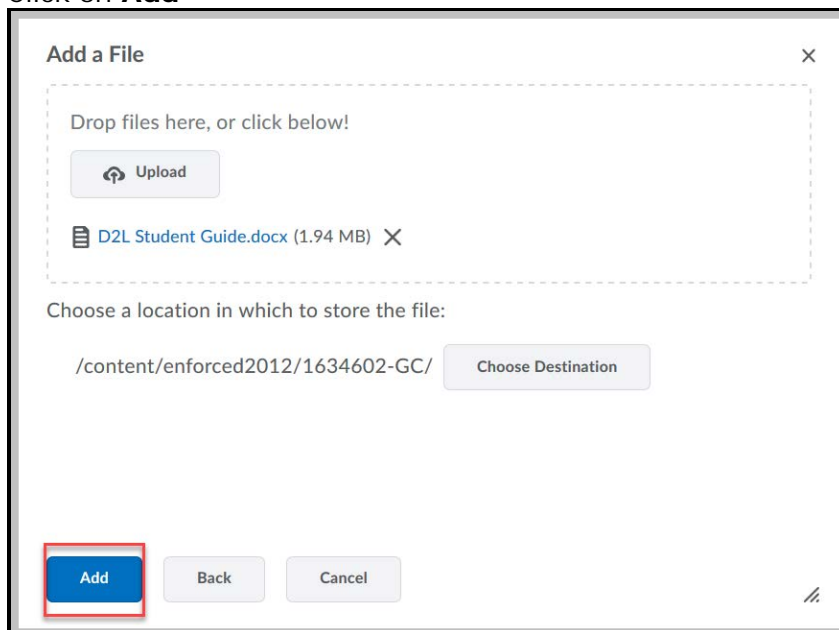
1. **Upload file** from your computer files.



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



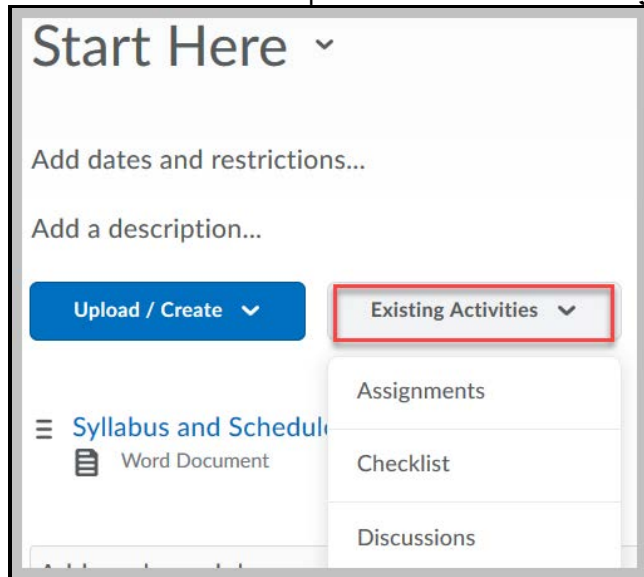
3. Click on **Add**



Add Existing Activities

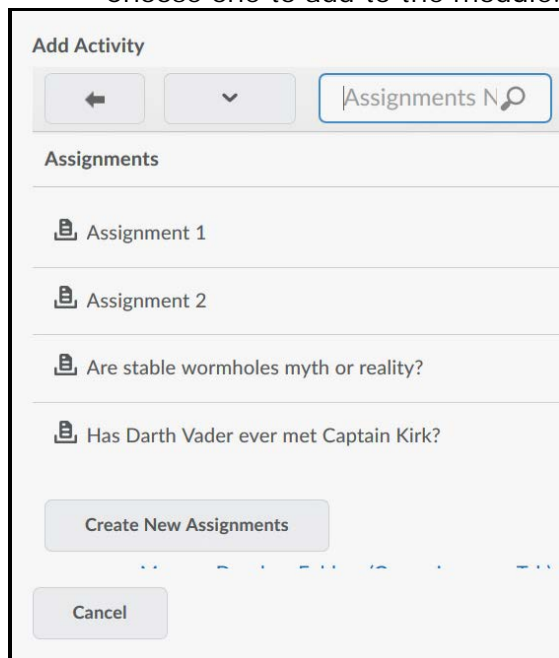
The other very common use of Content is to add existing activities such as assignments, discussions, or quizzes to your modules.

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



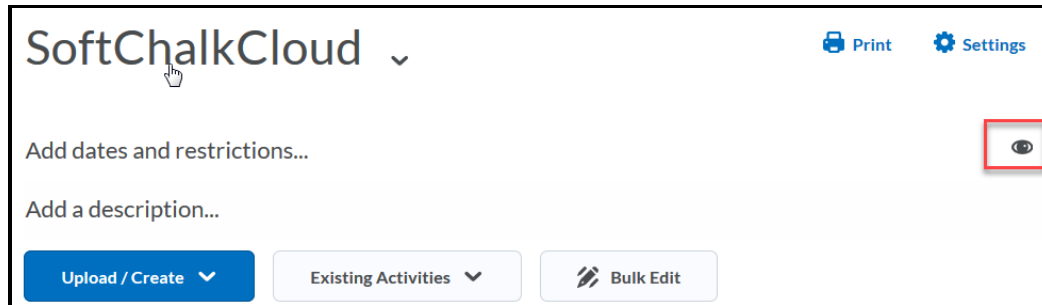
The most commonly used tools are assignments, discussions, and quizzes.

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

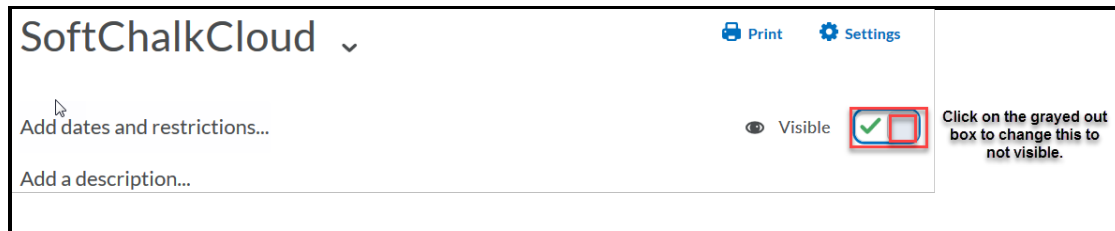


Hiding Modules or Items in Content

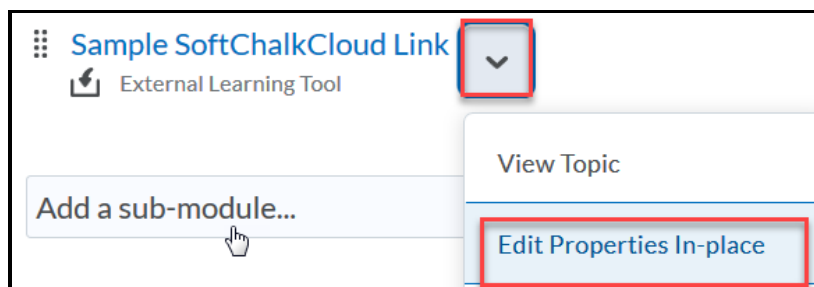
To the right of the module, the open eye symbol shows that the module is visible.



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



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



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

