

You can upload and display documents inside modules.

Create Topics

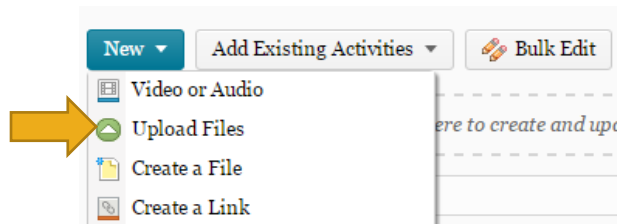
Topics are components of modules and sub-modules. They are often links to course files, web pages, or tools. Much like modules, topics can have start, end, and/or due dates individually, but it is also possible to set dates for the module which are applied to all topics within that module.

Upload New File

Topics are often uploaded documents, such as PDF or Word files. You can upload a file and create a topic at the same time.

It is also possible to drag and drop existing files from your computer, however not all browser versions support drag and drop in D2L. An error message will appear in the upload target area if your browser does not support drag and drop.

1. Access your course and click the **Content** tab.
2. Select the module where you would like to add a new topic.
3. Click **New** and select **Upload Files**.



4. Click the **Upload** button and navigate file.
HINT: Hold [Ctrl] on your keyboard and select files to add multiple files.
5. Click **Open** and wait for the files to be uploaded (no longer highlighted green).
NOTE: Select the **×** symbol next to the file name to remove it.
6. Click the **Add** button.

Reorder Topics

You can change the location of a file once it has been uploaded and/or change the order of items within a module either from the Table of Contents screen or from a specific module. This process is very similar to reordering modules.

1. Place your cursor near the three lines to the left of the item name. Note that your cursor changes to the four-arrow plug sign, which indicates that you can move the item.
2. Click and drag the item up or down to the desired spot in the list. As you move the item, a gray line will appear to indicate where the item will be placed if you were to drop it at that point.
3. Drop the item in the desired location. This change saves automatically.

Use Existing Course File

If you have already uploaded a file to this D2L course, you can link it to a Content topic.

1. Click **New** in the module you wish to add content.
2. Select **Add from Manage Files** from the drop-down menu that appears.
3. Select the **checkbox(es)** next to the file(s) wish to add from list of files (some may be in folders).
NOTE: Use the *Files of Type* drop-down arrow to filter files (e.g., Images) and select **Go**.

Submit From

Course Offering Files

	File Name ▲	Size
<input checked="" type="checkbox"/>	Audio Full.docx	58.61 KB
<input type="checkbox"/>	Example Document.docx	11.13 KB
<input checked="" type="checkbox"/>	Example Document.pdf	26.69 KB
<input type="checkbox"/>		

4. Click the **Add** button.

Change Topic Names

1. Click the **drop-down arrow** to the right of the topic title.
2. Select **Edit Properties In-place**.
3. Select the topic title, modify it, and press **[Enter]** on the keyboard.

Create New File

New files under Content are created using the HTML editor. The file is not saved to another location on your computer; it only exists in the course.

1. Select the module in which you want to add content and select **New**.
2. Select **Create a File**.
3. Enter a title and content.

Create a File in "Week 2"

Assignment Instructions

Browse for a Template

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, List, Font Face, Size, Background Color, More options.

Create a Word document and...

NOTE: You can use formatting tools in the HTML editor.

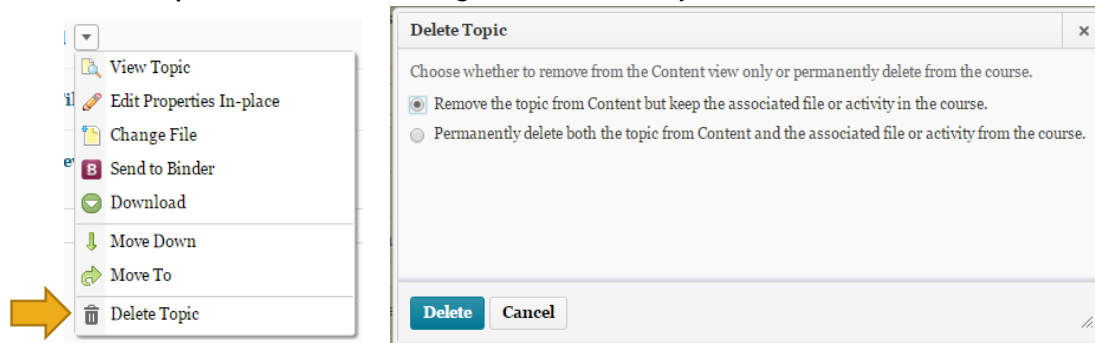
4. Select **Publish** at the bottom of the page to finish and make the file available to students or select **Save as Draft** to save the file to edit in the future but keep it hidden from students..

Edit Existing HTML File

1. Click the **drop-down arrow** to the right of the topic title.
2. Select **Edit HTML**.
3. Make changes and click the **Update** button.

Delete Topics

1. Select the module that contains the topic you would like to delete.
2. Click the **drop-down arrow** to the right of the module you would like to delete and select **Delete Topic**.



3. Select the appropriate option in the *Delete Module* dialogue box.
WARNING: If you chose the second option, all associated files are deleted. This is irreversible.
4. Select **Delete**.