

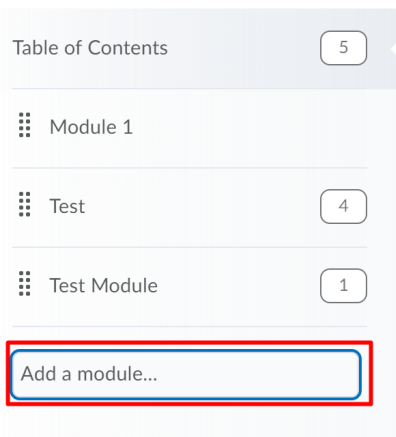
Orientation to the Content Area

This tutorial is to give you an overview of the D2L content area

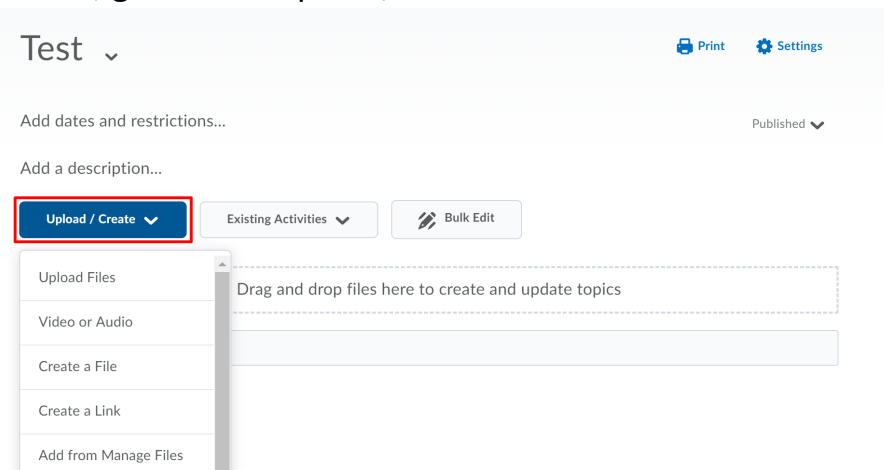
Modules

Modules are where your content is stored in a course. Making modules and separating content in your course is important for making sure students know what chapter they may be on.

1. On the main D2L page, click on the “content” button
2. Under this tab, you will see all the modules that are already in the course (If you have no modules yet then this will be blank). To make a new module, click on the “Add modules” button under table of contents. After clicking on the button, you will need to enter the name of the module and hit enter.



3. After hitting enter, the screen will change and show your new module. From here you can add different things to your new module. Under the name of the module you can add a specific date that the students can access this content. You can also add a description for the content in the module.
4. To add new learning objects, click the “Upload/ Create” button and select what you would like to upload or create a new learning object. You can also drag and drop files from your computer into the box below. For more information on the different things you can upload or create, go to the “Upload/ Create” section of this tutorial.

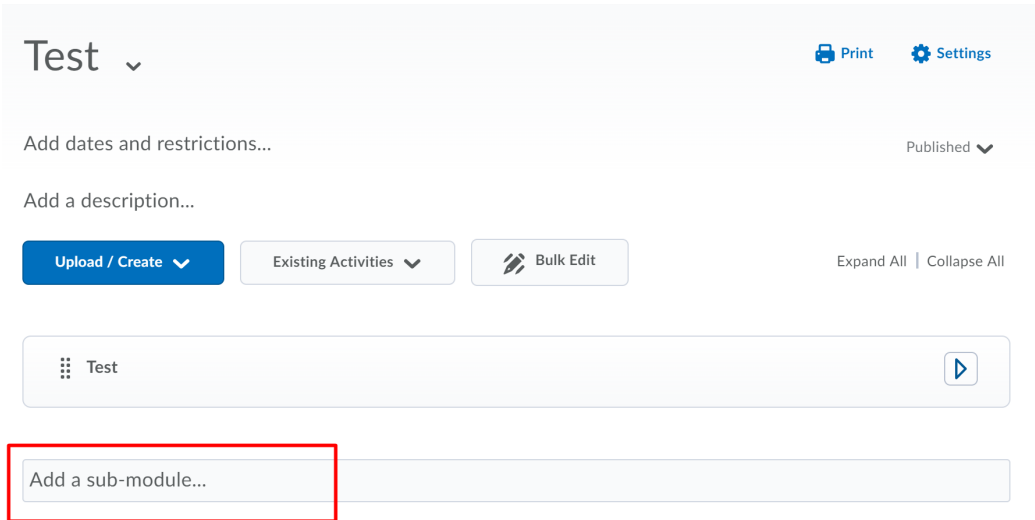


5. If you have learning objects that you have already made, you can click the “Existing Activities” button to choose one of those activities to add to the module.
6. If you have multiple activities in your module you can click the “Bulk Edit” button to move and delete different activities.

Submodules

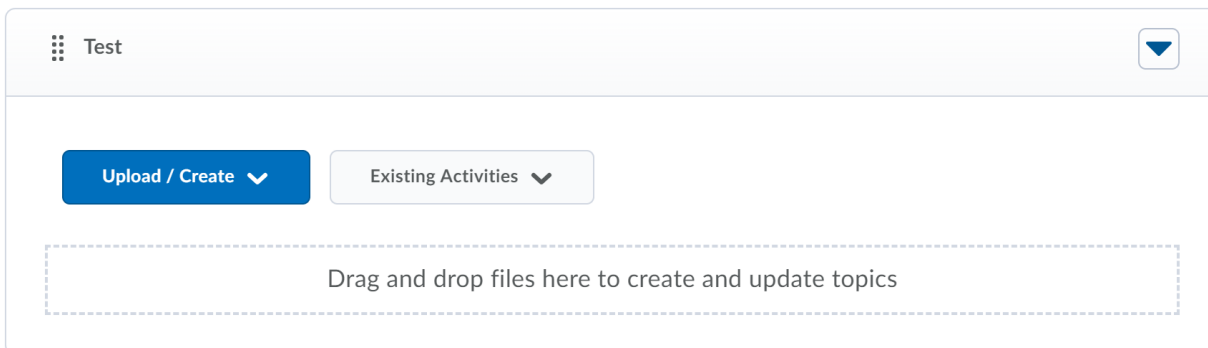
If you want to organize content to a lower level, you can use Submodules

1. To make a submodule, you create it like how you made the module. Click on the “Add submodule” box while inside the module you wish to make the sub in. After clicking the box, type what you would like to name that submodule.



The screenshot shows a module editor interface for a module named "Test". At the top, there are options for "Print" and "Settings". Below that, there are fields for "Add dates and restrictions..." and "Published". A description field is also present. A row of buttons includes "Upload / Create", "Existing Activities", "Bulk Edit", and "Expand All | Collapse All". Below this is a header bar with a hamburger menu icon, the text "Test", and a play button icon. At the bottom, a button labeled "Add a sub-module..." is highlighted with a red rectangular box.

2. The submodule works similarly to how the overall module works. To add content to each submodule, go back to the beginning of this tutorial and follow the steps to add content.

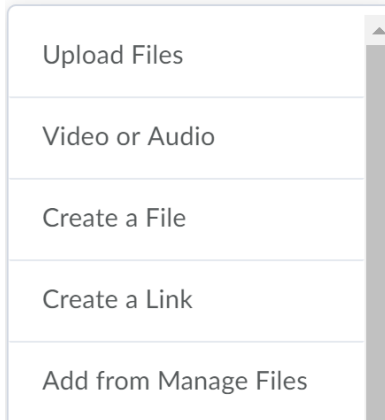


The screenshot shows a submodule editor interface. At the top, there is a header bar with a hamburger menu icon, the text "Test", and a dropdown arrow icon. Below the header, there are buttons for "Upload / Create" and "Existing Activities". A large dashed rectangular box contains the text "Drag and drop files here to create and update topics".

Upload/ Create in a Module

In this part of the tutorial, we will talk about the different learning objects you can add to a module.

1. When you click the Upload/ Create button you get a few different options. The first 5 options are based around uploading objects or creating links to outside sources.



- a. Upload Files:

- i. With this choice you can upload files such as word documents, PDF's or PowerPoints.

- b. Video or Audio

- i. This choice is for uploading files that are mainly video or audio

- c. Create a File

- i. This is for making a word style document. This is mostly used to give overviews of the course or to make simple announcement in a module

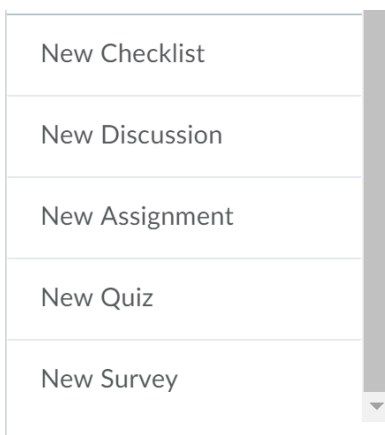
- d. Create a Link

- i. This will allow you to make a link for your students to follow

- e. Add from Manage Files

- i. This allows you to add files from your files that have already been uploaded to D2I. If you want to know more about uploading these files, see another tutorial on how to do that.

2. The next 5 options are based around making new learning objects in D2I. These objects will be saved to D2I as well as added to your new module.



a. New Checklist

- i. This will create a checklist for the students. These are good to use if there are certain things you want the students to make sure they do. A checklist is an easy way to keep track of students doing objectives.

b. New Discussion

- i. This will create a discussion board for your students to post on. After clicking this button, you can choose the title for the discussion and add some description for it. You can also change which forum the discussion is held in on the Discussions page.

c. New Assignment

- i. This will make a place to describe and assignment and then eventually be able to drop the assignment off or write it in.

d. New Quiz

- i. This will create a place holder in your module for a quiz. You can add a title and a description of the quiz in here but not actually make the quiz. After you publish that you will need to click the “Quiz Setup” button to populate the quiz with questions. For more information on making a quiz see the tutorial on setting up quizzes on D2L.



e. New Survey

- i. This does a similar thing to making a quiz in which it is just a place holder inside your module. You will need to click the “Survey Setup” button after naming and setting a description of the survey.

Created by Mitchell Januchowski, May 2019