



Creating Modules and Topics in the Content Tool – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to create Modules or Topics in the Content tool.

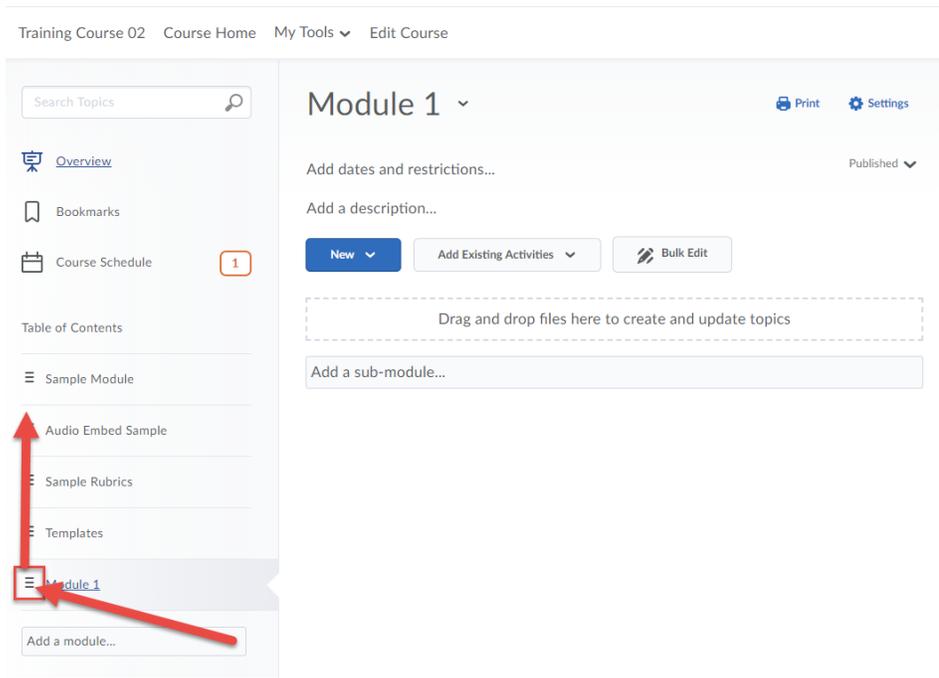
Steps

1. Go to the Content tool in your course.
2. To create a new Module, click in the **Add a module...** box at the bottom of the **Table of Contents** box, and type a title for your module. Click outside of the box, or hit the Enter key when finished.

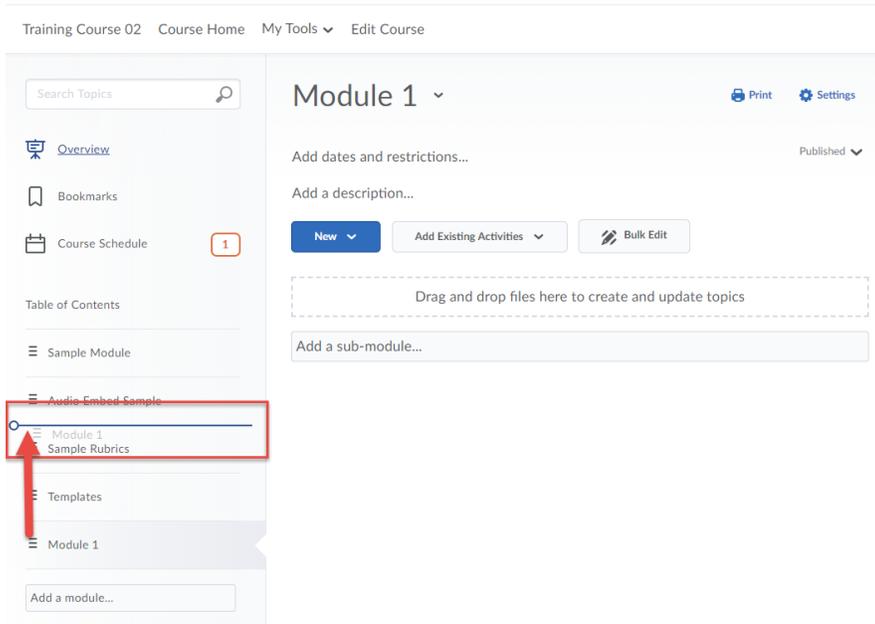
The screenshot displays the D2L Content Tool interface for a course titled "Training Course 02". The main area is titled "Table of Contents" and contains a list of modules. At the bottom of this list, there is an input field labeled "Add a module..." which is highlighted with a red box and a red arrow. The text "Module 1" is entered into this field. The interface also shows a sidebar with navigation options like "Overview", "Bookmarks", and "Course Schedule", and a top navigation bar with "Home", "Course Home", "My Tools", and "Edit Course".



3. To move your module to another location in the **Table of Contents** box, hover your mouse over the 3 lines on the left of the module title, hold down your left mouse button, and drag the module up in the list.

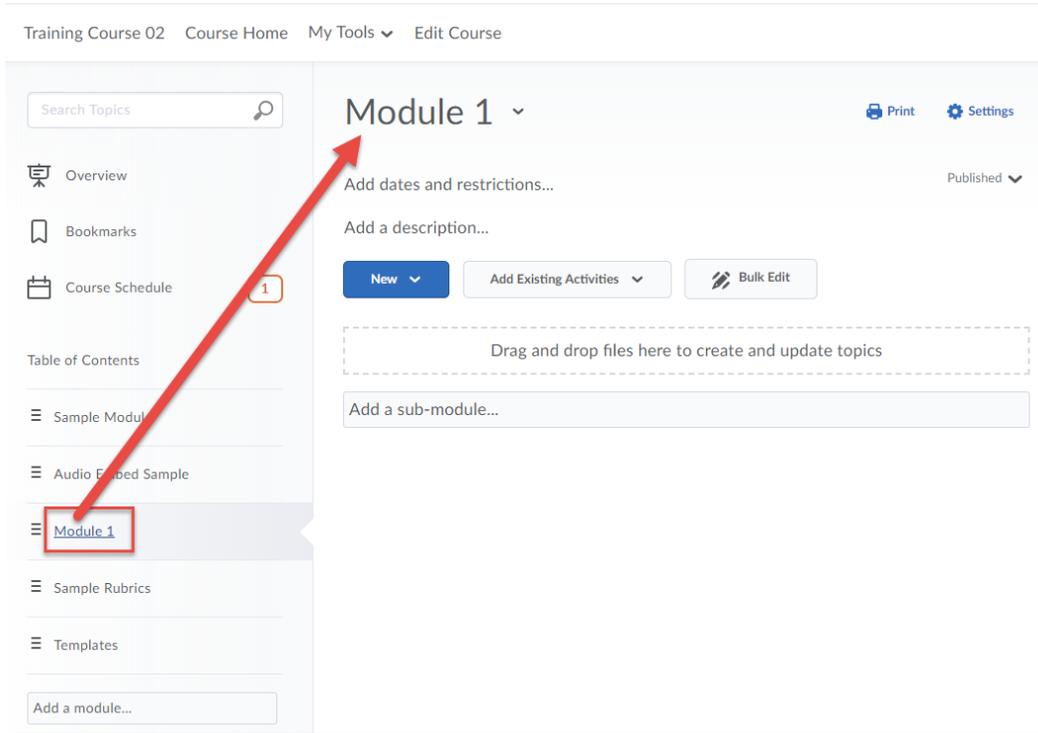


Watch for the horizontal line, and release your mouse button when the line appears where you want your module.

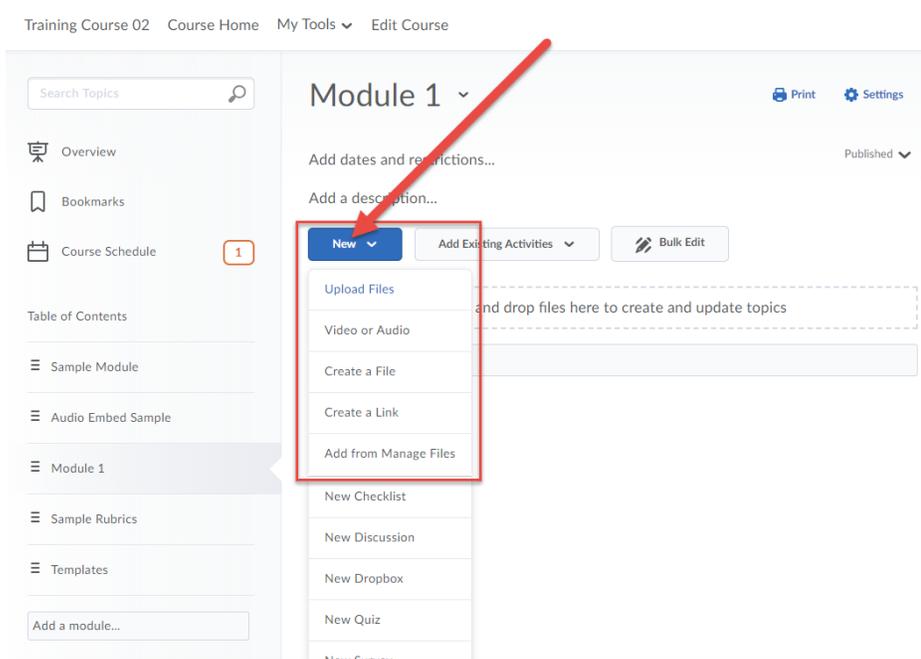


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4. To create a new Topic, click the title of the module you want to add the topic to. This will open the Module on the right side of the Content page (see image above).

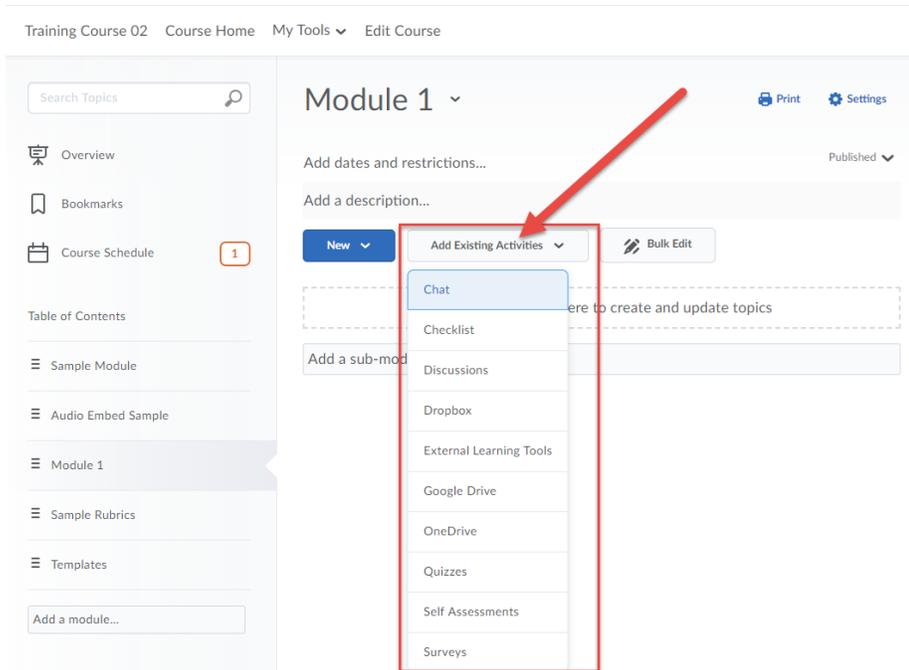


5. Click the **New** button to **Upload Files** from your computer, **Create a File** using the HTML editor, **Create a Link** to an external website, or **Add from Manage Files** if you have a file already stored in your Manage Files area.



NOTE: We advise NOT using the **Video or Audio** option under the **New** button for adding links to video and audio files. Instead we advise embedding video and audio files (or their links) into an HTML Content page. See the tutorial *Embedding a Video into a Content Page* for instructions.

6. You can also add links to other tools in D2L by click the **Add Existing Activities** button.



Things to Remember

Remember that you can give your Content **Modules** any titles you would like. Take some time to think about how you want to organize your content for your students, and use the titles that work with your organizational structure.

If you are uploading files from your computer as **Topics**, make sure to save your files to the appropriate location in **Manage Files**. See the Tutorial *Saving Topic Files to Manage Files* for step-by-step instructions.

You can save **Modules** and **Topics** as Draft if you want to prevent students from seeing them. See the Tutorial *Hiding Modules and Topics from Students* for step-by-step instructions.



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