



## Printing Content – 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](mailto:elearning@camosun.ca) for assistance.

### Scenario

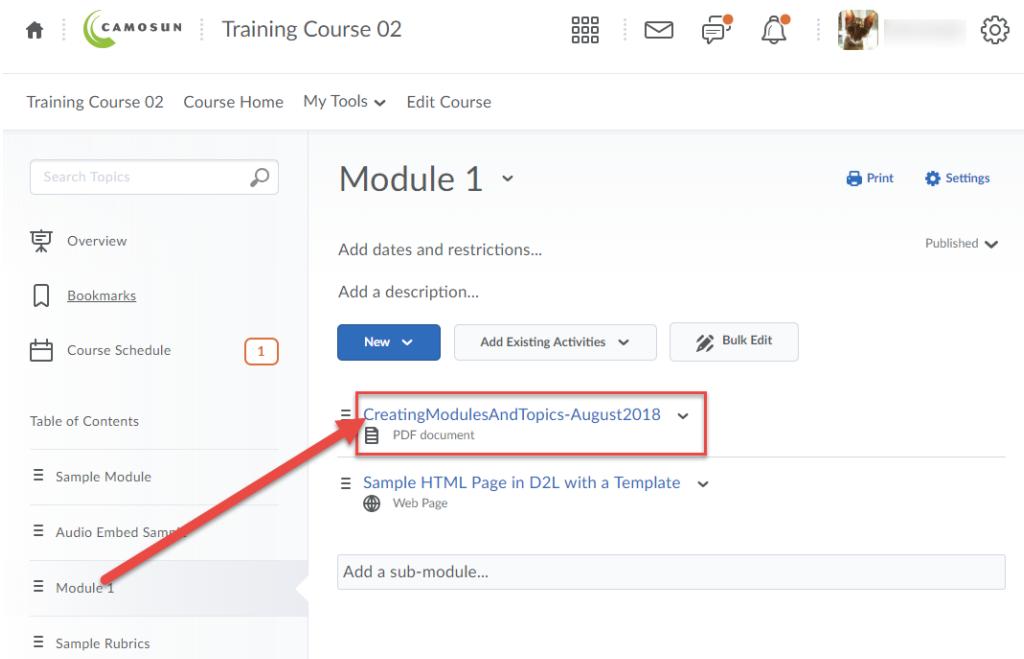
This tutorial will cover the steps involved when you or your students wish to print Topics in the Content tool.

### Steps

First, go to the **Content** tool in your course site.

#### To print documents (WORD, PDF, PPT)

1. In the **Table of Contents** box, click on the title of the Module you want to work with.
2. Click on the title of the document you want to print.



The screenshot shows the D2L Content tool interface. At the top, there's a navigation bar with icons for Home, CAMOSUN, Training Course 02, and various course management tools. Below the navigation is a sub-navigation bar with links for Course Home, My Tools, and Edit Course. The main content area is titled "Module 1". On the left, there's a sidebar with links for Overview, Bookmarks, Course Schedule (with a red box around the number '1'), Table of Contents, Sample Module, Audio Embed Sample, Module 1 (which is highlighted with a red box), and Sample Rubrics. The main content area displays the "Table of Contents" for Module 1. It shows three items: "CreatingModulesAndTopics-August2018" (which is highlighted with a red box and has a red arrow pointing to it from below), "Sample HTML Page in D2L with a Template" (with a Web Page icon), and "Add a sub-module...". There are also buttons for New, Add Existing Activities, and Bulk Edit.



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3. Click the **Download** button to save the file to your computer, then open it in the appropriate program (for example, WORD or PowerPoint) and print the document from there.

The screenshot shows a D2L eLearning tutorial page titled "Creating Modules and Topics in the Content Tool – D2L Tutorial". The page includes a purple deer logo and the text "at camosun". Below the title, a message states: "This tutorial is designed for faculty who have previous experience using the Content tool in D2L. For further information, please contact [desupport@camosun.ca](mailto:desupport@camosun.ca) for assistance." At the bottom left, there is a toolbar with icons for Print, Copy, Paste, Insert, and a Download button. The Download button is highlighted with a red box and a red arrow pointing to it. To the right of the Download button are links for "Open with docReader" and navigation arrows. Below the toolbar, there are three tabs: "Activity Details", "Learning Objectives", and "Completion Summary".



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## To print an Web Page (a New File created in D2L)

1. In the **Table of Contents** box, click on the title of the Module you want to work with.
2. Click on the title of the Web Page you want to print.

Training Course 02 Course Home My Tools Edit Course ...

Search Topics

Module 1

Overview Bookmarks Course Schedule 1

Add dates and restrictions... Add a description... Published

New Add Existing Activities Bulk Edit

Table of Contents

Sample Module

CreatingModulesAndTopics-August2018 PDF document

Sample HTML Page in D2L with a Template Web Page

Add a sub-module...

3. Scroll to the bottom of the HTML page, and click **Print**.

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**HEADING 4 IS ALL CAPS**

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Edit HTML Download Print Open with docReader < >

Activity Details Learning Objectives Completion Summary

4. Select your printer and click **OK**, or **Print**, depending on which browser you are using.



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To print an outline of all the Content, or an outline of a single Module

1. Click on **Table of Contents** (to select all the content) OR click on the title of a Module to select that Module's content only
2. Click **Print** at the top, right-hand side of the page. Then click **Print** in the pop-up that appears.

The screenshot shows a D2L course management system interface. At the top, there are navigation links: Training Course 02, Course Home, My Tools, and Edit Course. On the left sidebar, there are links for Overview, Bookmarks, Course Schedule (with a red box around the number 1), Table of Contents, Sample Module, Audio Embed Sample, and Module 1 (which is currently selected). The main content area is titled "Module 1". It contains fields for "Add dates and restrictions..." and "Add a description...". Below these are buttons for "New", "Add Existing Activities", and "Bulk Edit". A red arrow points to the "Print" button in the top right corner of the module header. The "Print" button is part of a larger "Settings" menu which also includes "Published" and "Print". The main content area also includes sections for "CreatingModulesAndTopics-August2018" (PDF document) and "Sample HTML Page in D2L with a Template" (Web Page). There is also a field to "Add a sub-module...".

3. Select your printer and click **OK**, or **Print**, depending on which browser you are using. **NOTE:** This ONLY prints an outline, NOT all the content listed.

## Things to Remember

You cannot select and print multiple pages of content at once.



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