



## Replacing or Re-linking Topic Documents – D2L Tutorial

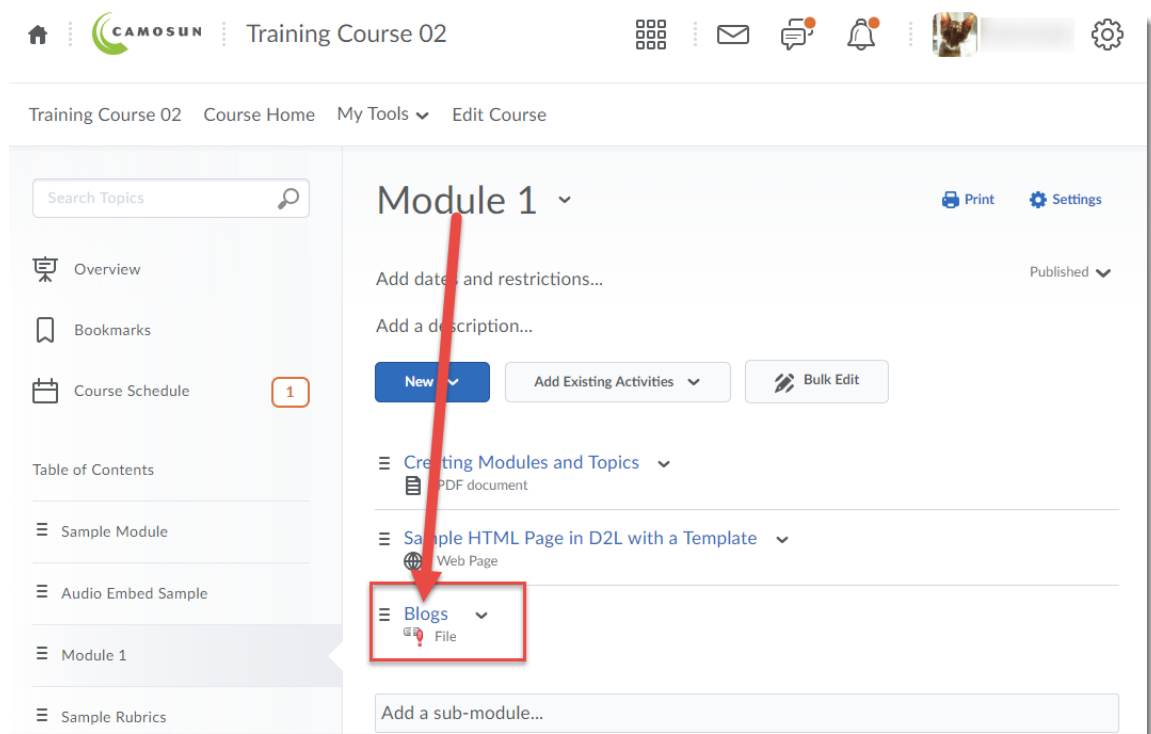
This tutorial is designed for faculty who have previous experience using the Content tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you want to replace a document in Content with a new or updated version, as well as what to do if a link to a Topic file breaks.

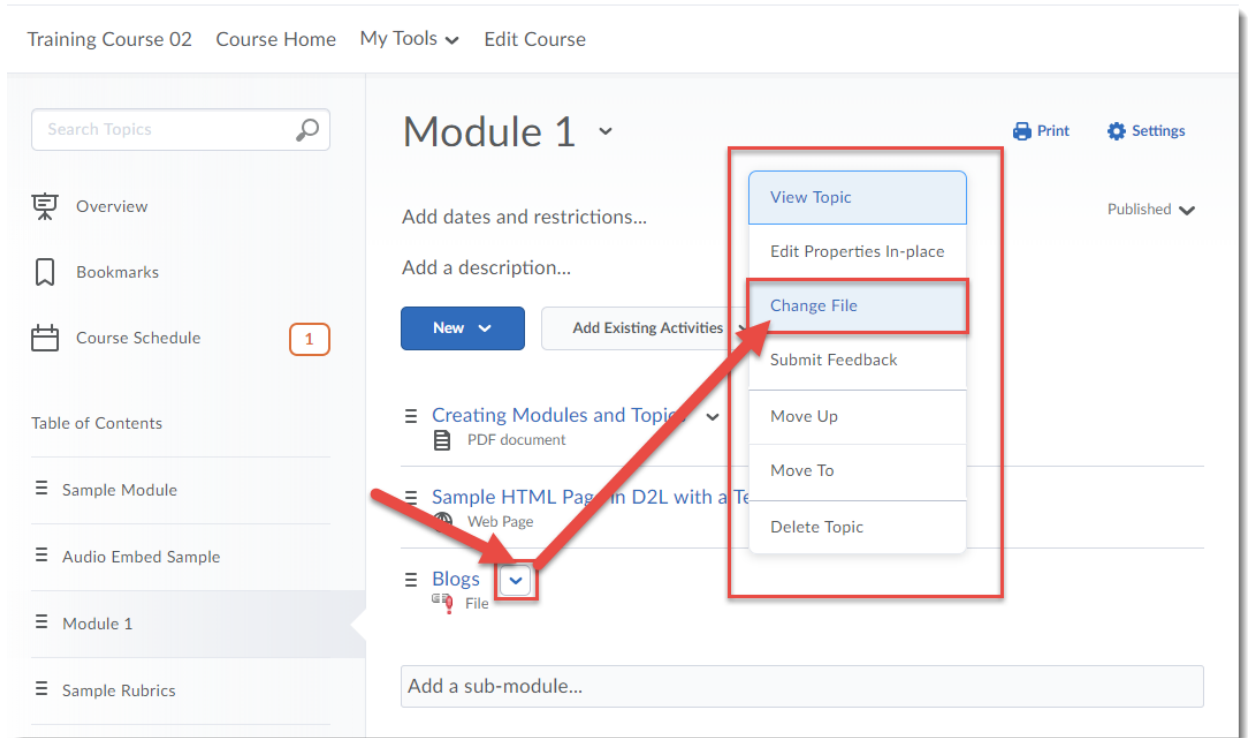
### Steps

1. First, go to the **Content** tool in your course site.
2. Go to the Module containing the Topic you want to replace or re-link. You can tell if a Topic link is broken because you will see a broken link icon and an exclamation point next to it (see below).

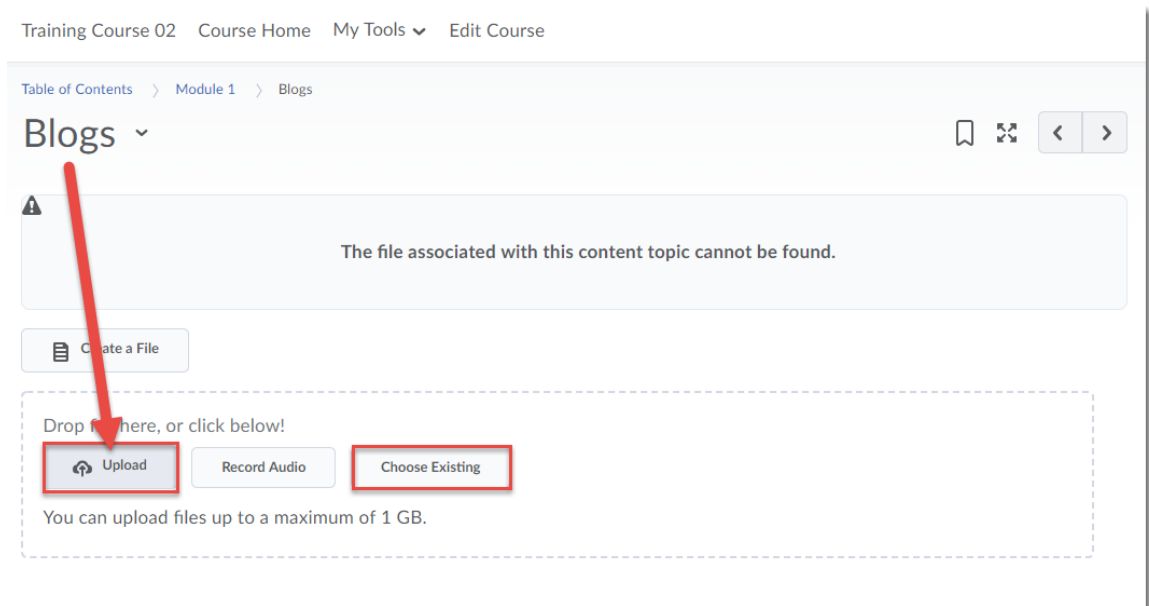


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3. Click on the down arrow next to the title of the Topic you want to replace/re-link, and select **Change File**.



4. Click **Upload** to upload the replacement file from your computer, or click **Choose Existing** to find the replacement file in your Manage Files area. For this scenario, we will click **Upload**.



- Find the file on your computer, select it and open it. Then click **Update**. Your new file will now appear, replacing the old one.

Training Course 02 Course Home My Tools ▾ Edit Course


Table of Contents > Module 1 > Blogs

## Blogs ▾

The file associated with this content topic cannot be found.

Create a File

You can upload files up to a maximum of 1 GB.

 Blogs-Spring2017.pptx (491.71 KB) X

/content/training/TRAIN\_02/ [Change Path](#)

☐ Notify students that the content has changed

**Update**

## Things to Remember

After replacing or re-linking your Topic file, you may also want to change the title of the Topic as the old title will still be there. See the tutorial *Renaming Modules and Topics* for step-by-step instructions.



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