The Topic Action Menu (in Content) – D2L Tutorial

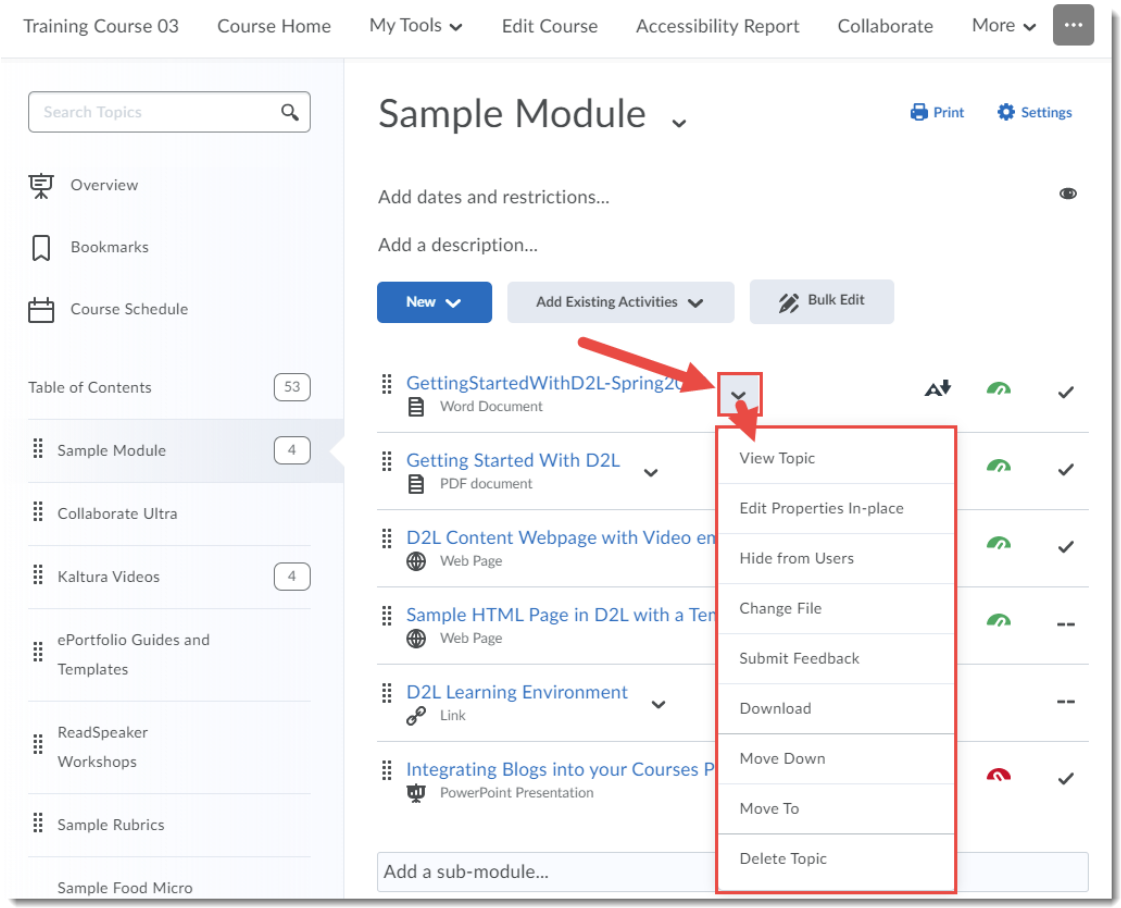
This tutorial is for faculty who have previous experience using the Content tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will discuss the various functions available in the individual Topic's "action menu" (the drop-down menu that appears when you click the down arrow next to the Topic title).

Preamble

1. Go to the **Content** tool in your course.
2. Open a Module, then click the down arrow next to a Topic title. The choices you have are **View Topic, Edit Properties In-place, Hide from Users, Change File, Submit Feedback, Download, Move Up/Down, Move To,** and **Delete Topic**. We will look at each function in turn.



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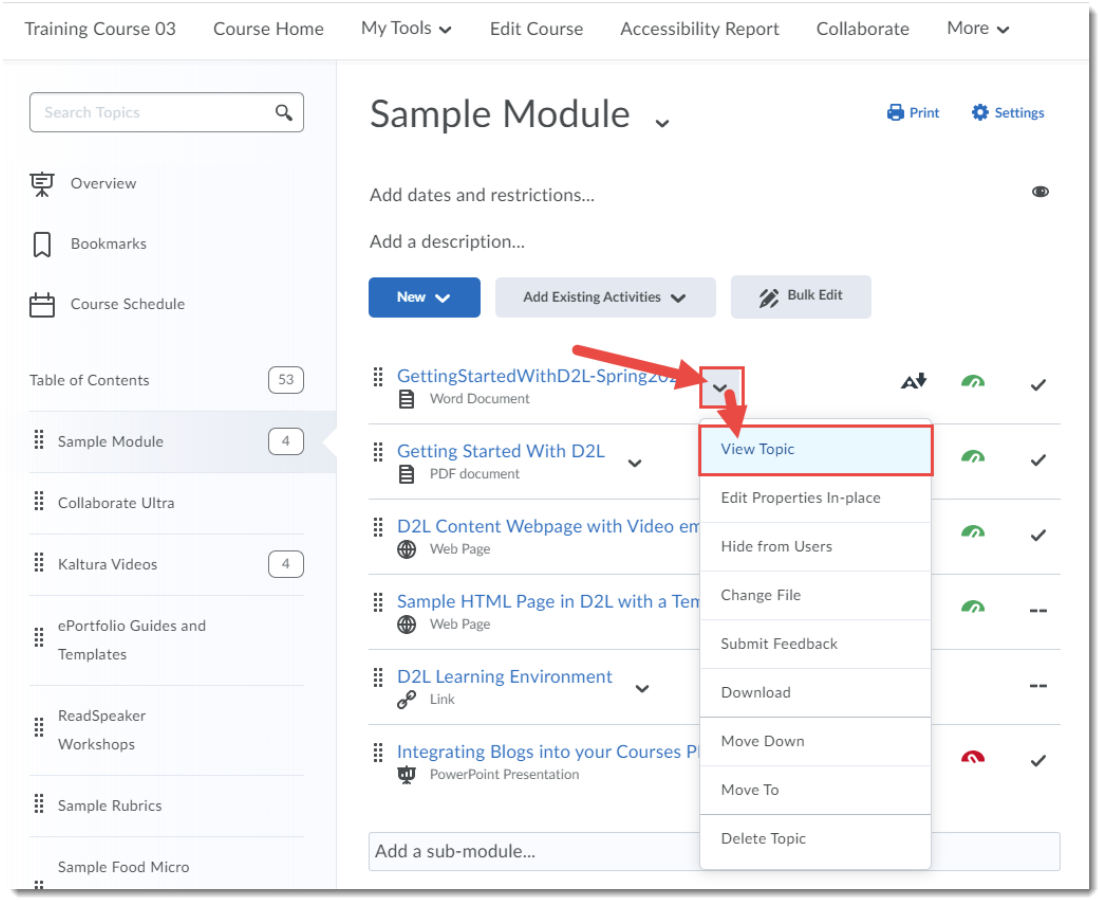
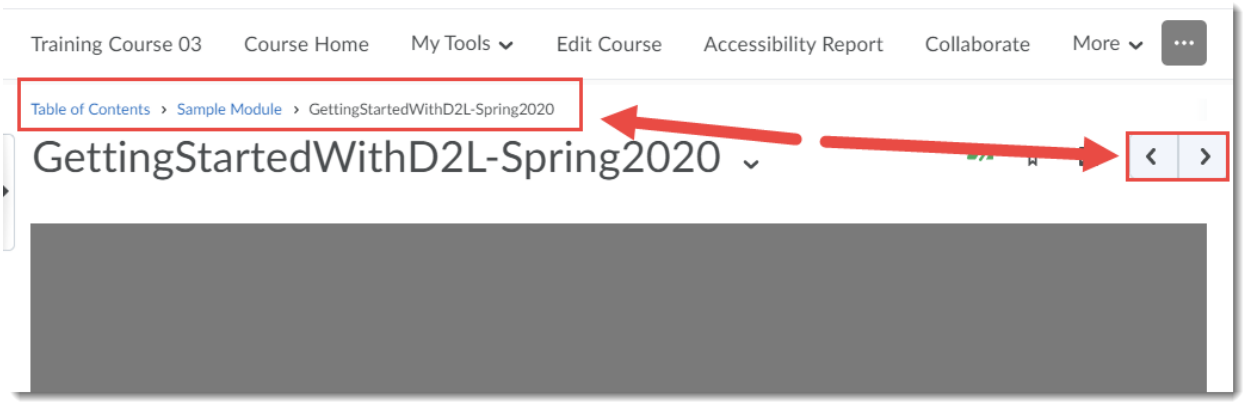
View Topic

View Topic opens the topic in the main viewing area of Content (you can also click the title of the Topic to open it).

1. From the Topic action menu, select **View Topic**.



2. You can use the breadcrumbs to return to the Module, or click the arrows to move forward or backward through the Module's Topics.



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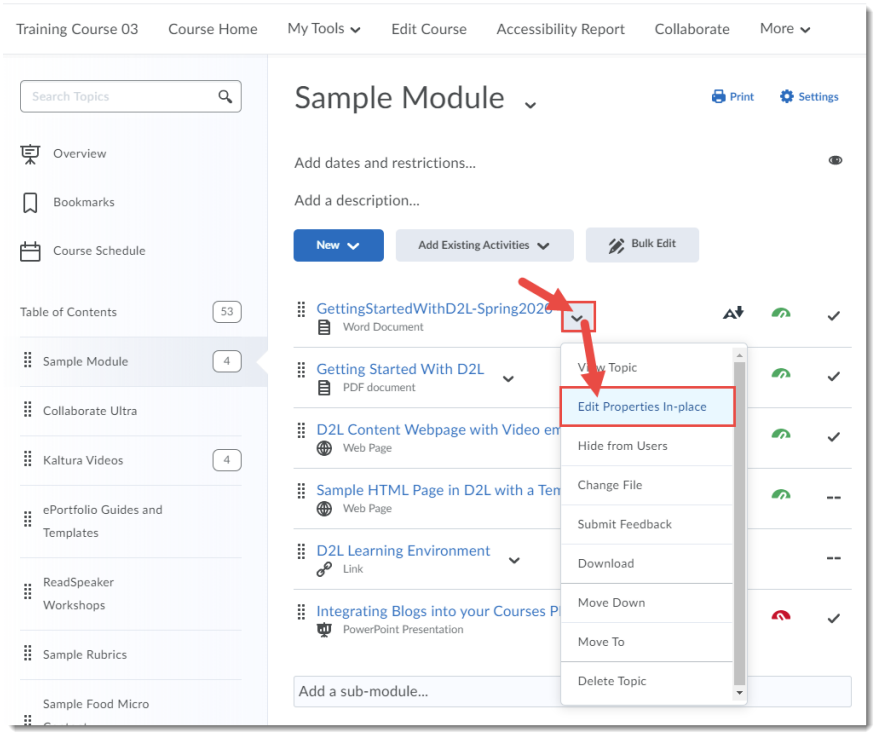
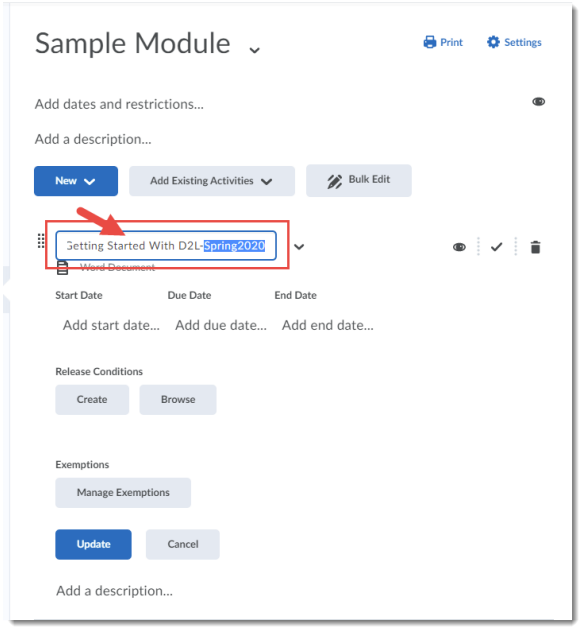
Edit Properties In-place

Edit Properties In-place allows you to edit several Topic settings at once.

1. From the Topic's action menu, select **Edit Properties In-Place**.



2. From here, you can change the title by clicking on it and typing over it and hitting the **Enter** key.



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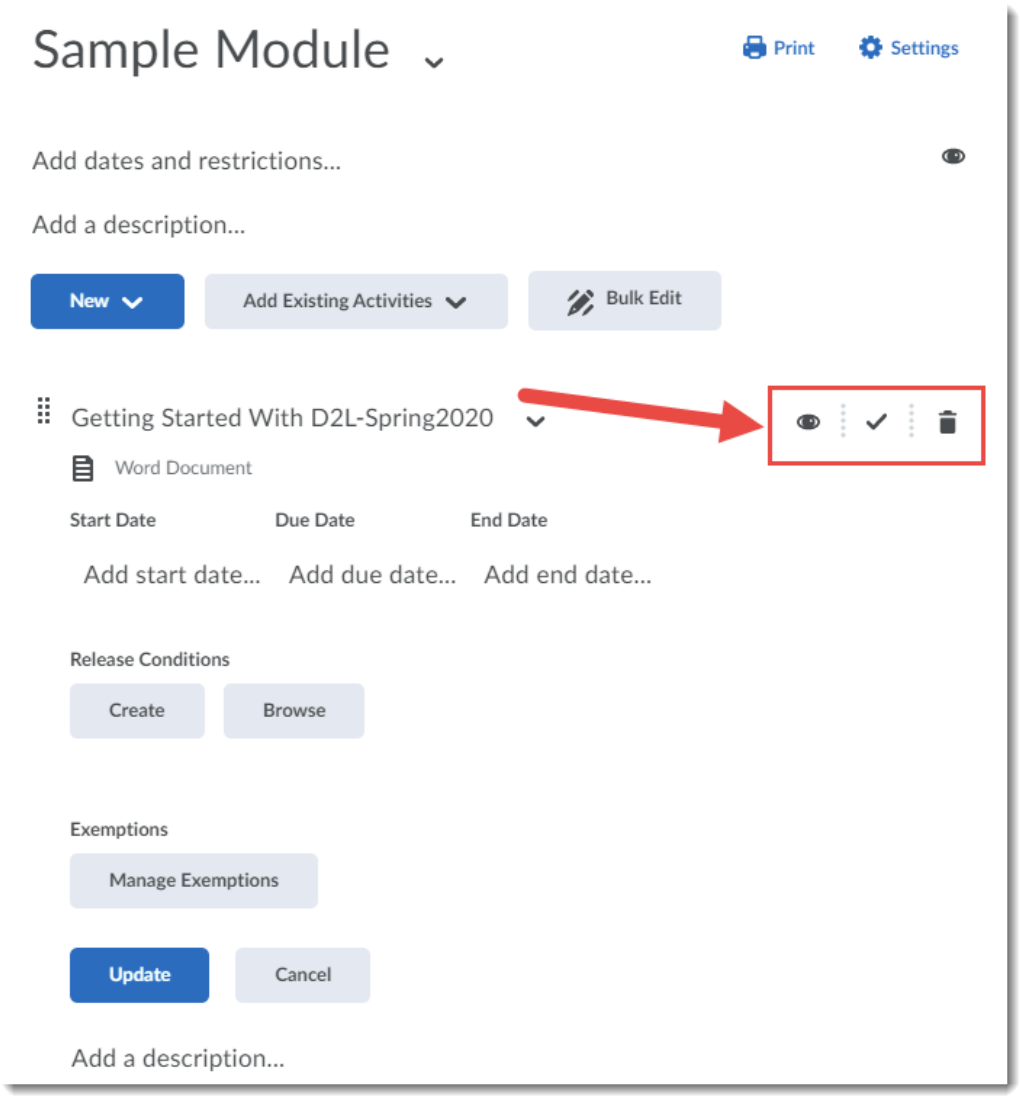
3. **Hide** the Topic (clicking on the eye icon), **Delete** the Topic (clicking on the trashcan), or change the **Completion Tracking** for the Topic (using the checkmark icon). The three kinds of completion tracking in Content are: **Required: Automatic** (Topics are automatically marked as "complete" as students open them), **Required: Manual** (students have to check off Topics as complete themselves), and **Not Required** (no tracking at all). Note that Completion Tracking is a bit deceptive as all a student needs to do is open a Topic for it to be marked as "complete"



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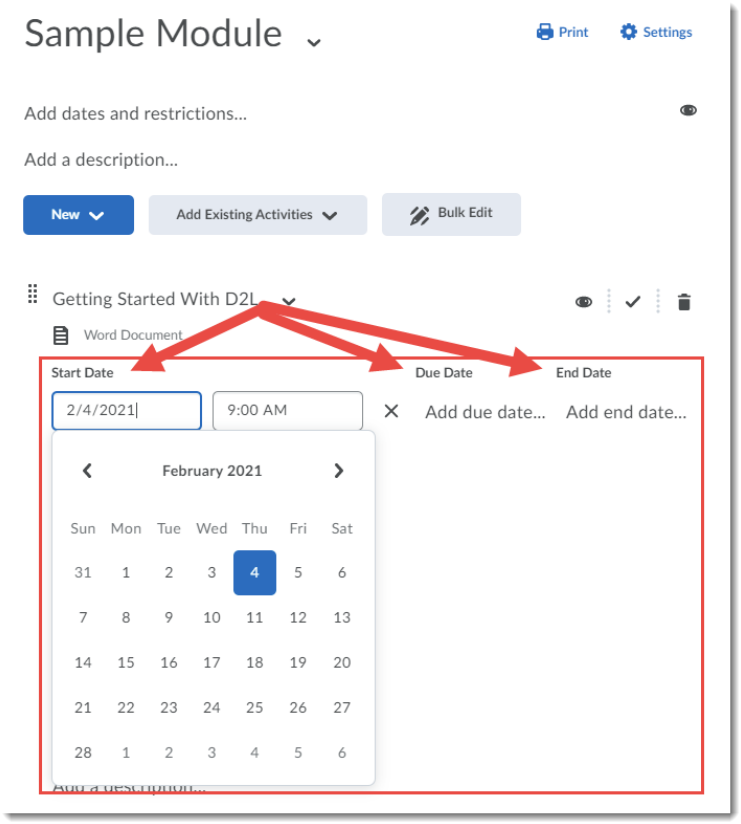
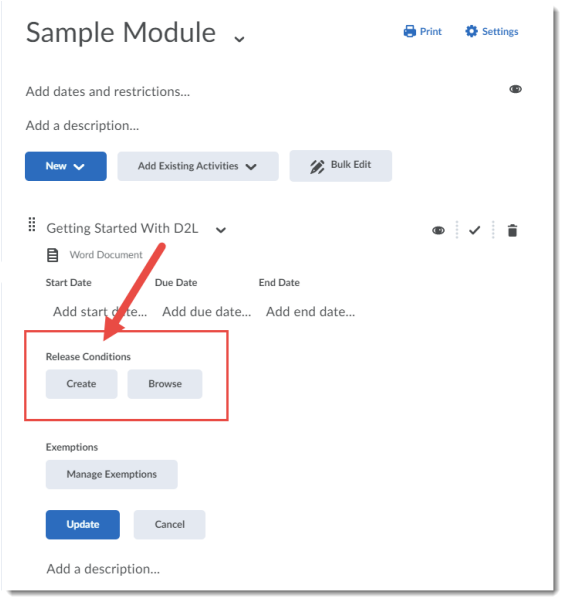
4. Click **Add dates and restrictions** to **Add start date…, Add due date…,** or **Add end date…** Each will open a calendar and time box for you to select dates and times.



Create or attach existing **Release Conditions** (see the tutorials *Conditional Release – Setting up Release Conditions* and *What Release Conditions Are Available in D2L* under **Course Admin** for more information on **Release Conditions**)



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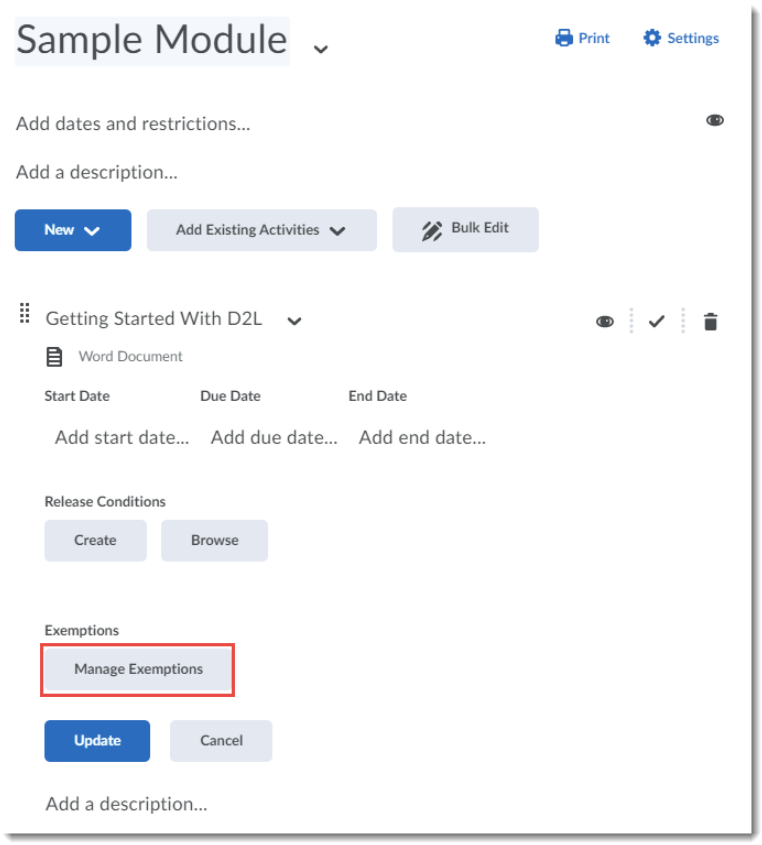
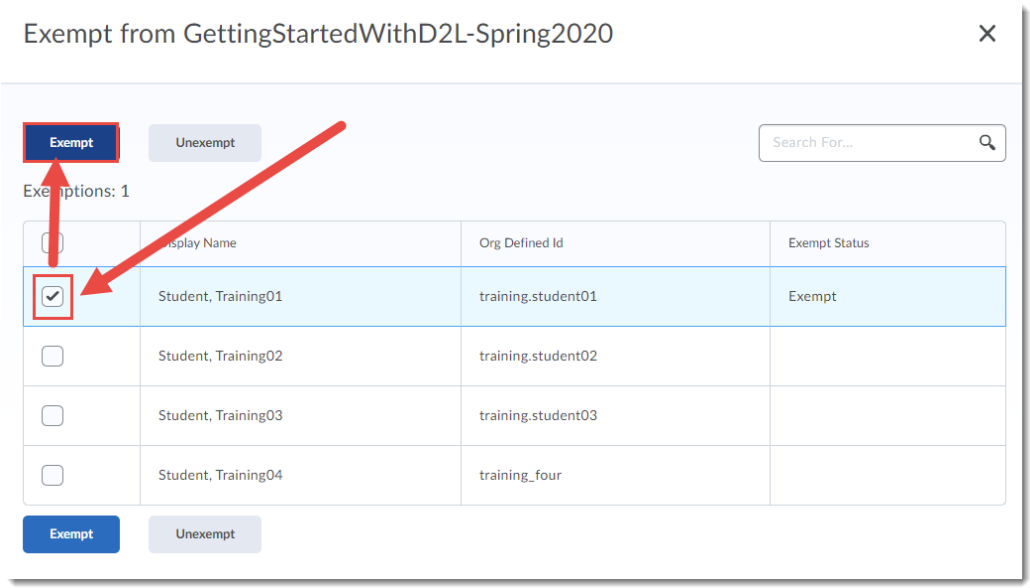
Manage Exemptions. Click **Manage Exemptions**.



Select the student(s) you want to be exempted from completing/reading the Topic, and click **Exempt**.



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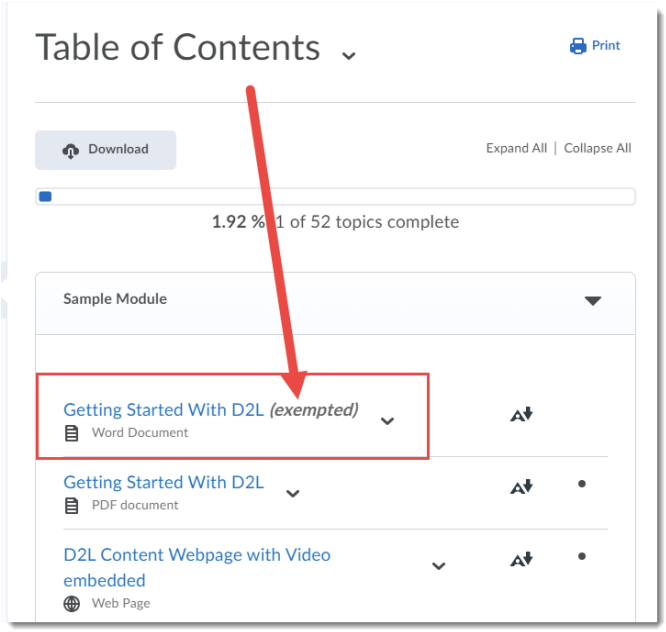
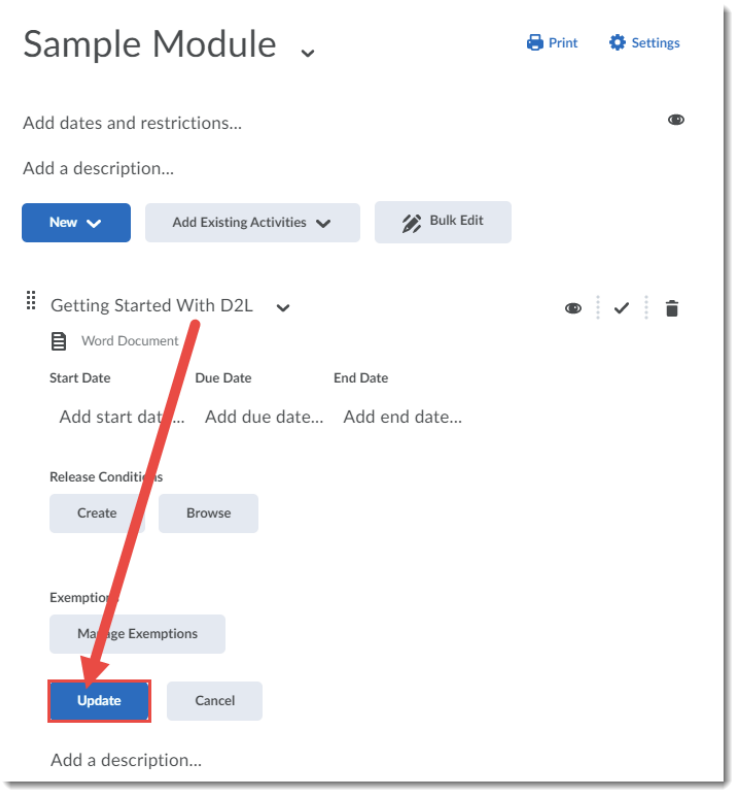
Here is what the student will see when they are exempted from a Topic:



Don't forget to click **Update** when you have finished adding dates and restrictions!



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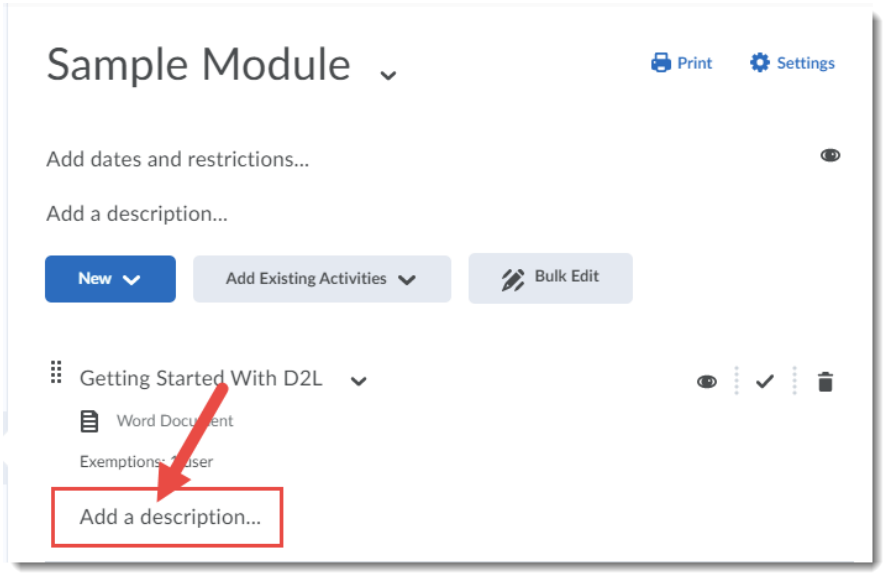
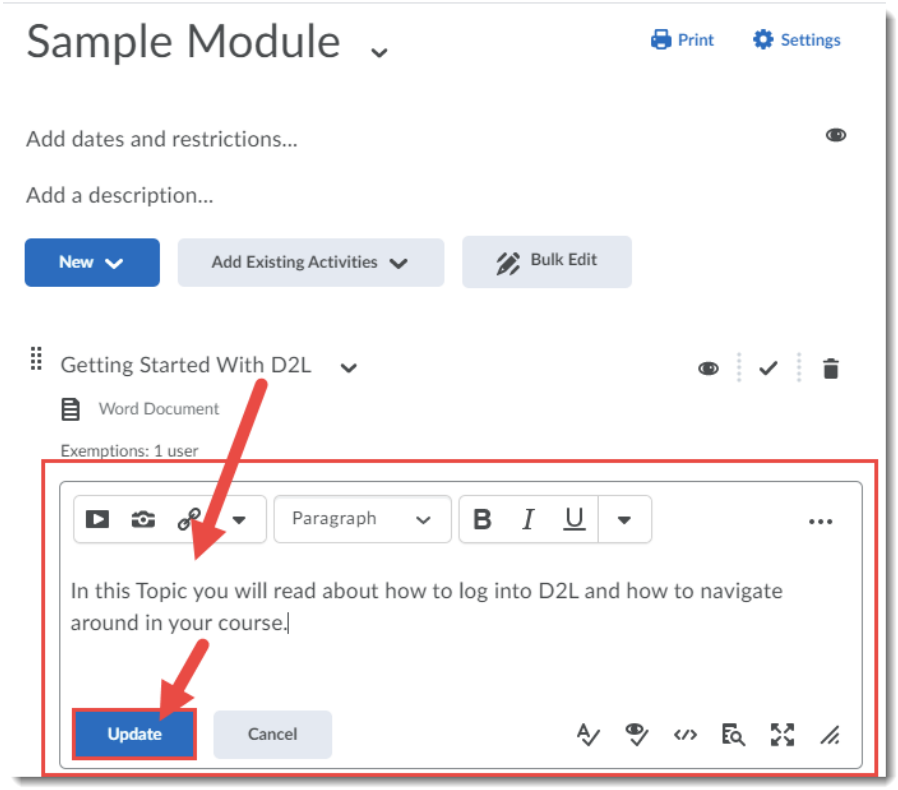
5. And finally, click **Add description** to add a description (using the HTML editor) for your Topic. This description will appear under the Topic title in the Module listing in Content.



Add your description (you can also embed video, images, or links to activities in D2L or external websites), and click **Update**.



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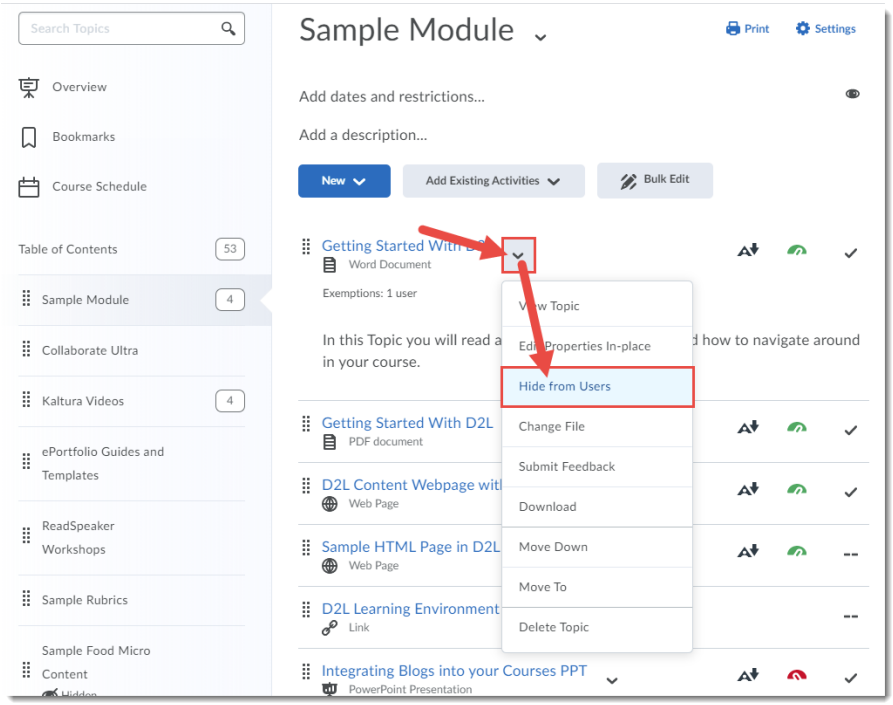
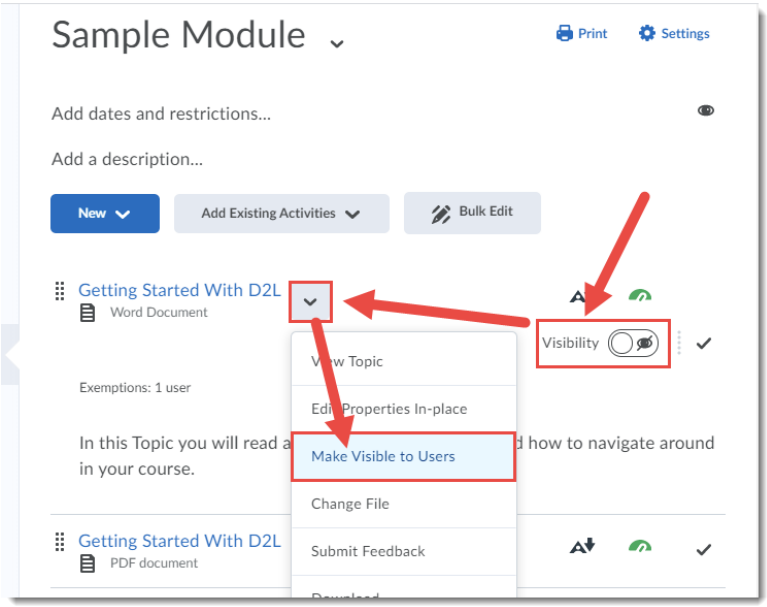
Make Visible to Users/Hide from Users

Two sides of a coin, these functions allow you to hide and unhide Topics from students. To **Make Visible** or **Hide** individual Topics:

1. From the Topic action menu, select **Hide from Users**.



2. The Topic now has a closed eye icon next to its title. You can make it visible by selecting **Make Visible to Users**.



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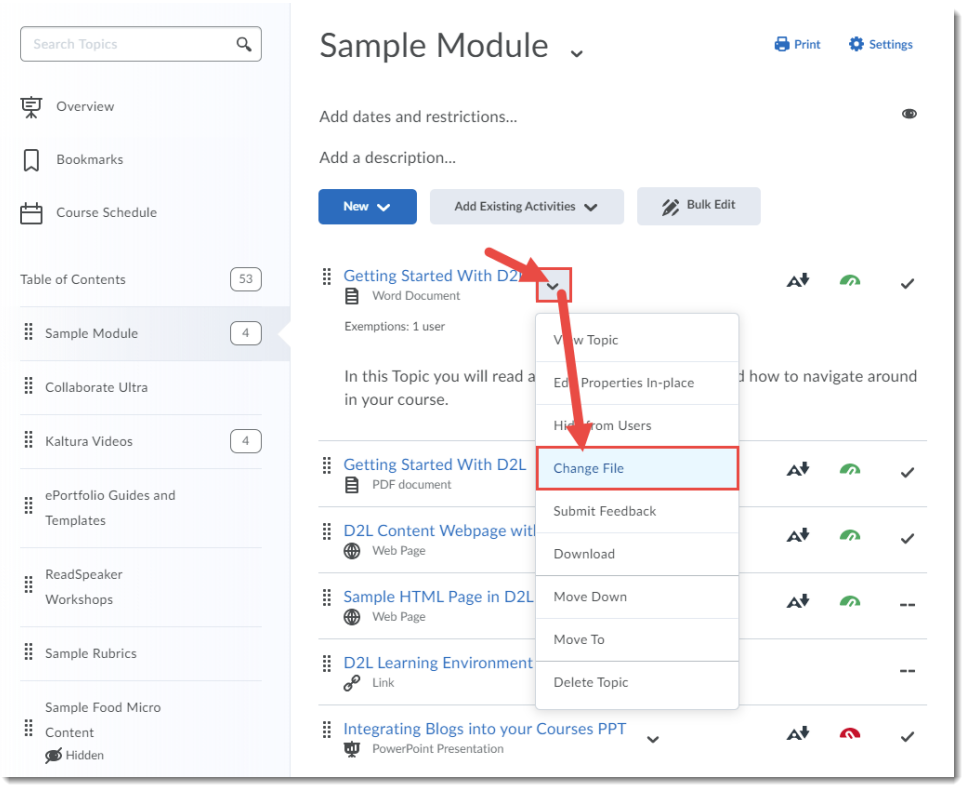
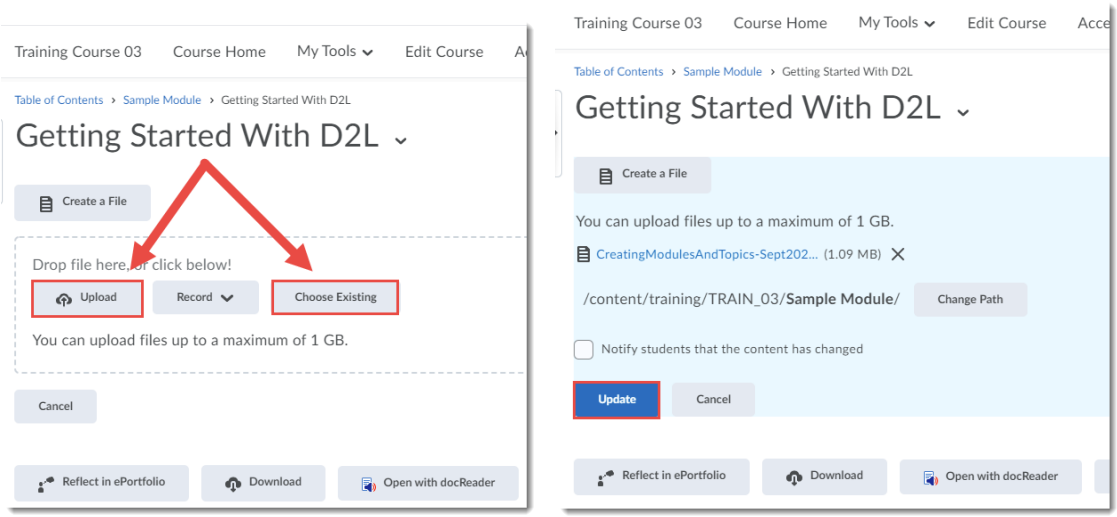
Change File

Change File allows you to replace the existing Topic file with another one by uploading it from your device, or adding it from Manage Files (if you have already uploaded it there).

1. From the Topic action menu, select **Change File**.



2. **Upload** the new file from your device, or use **Choose Existing** to find a file already in Manage Files, then click **Update**.



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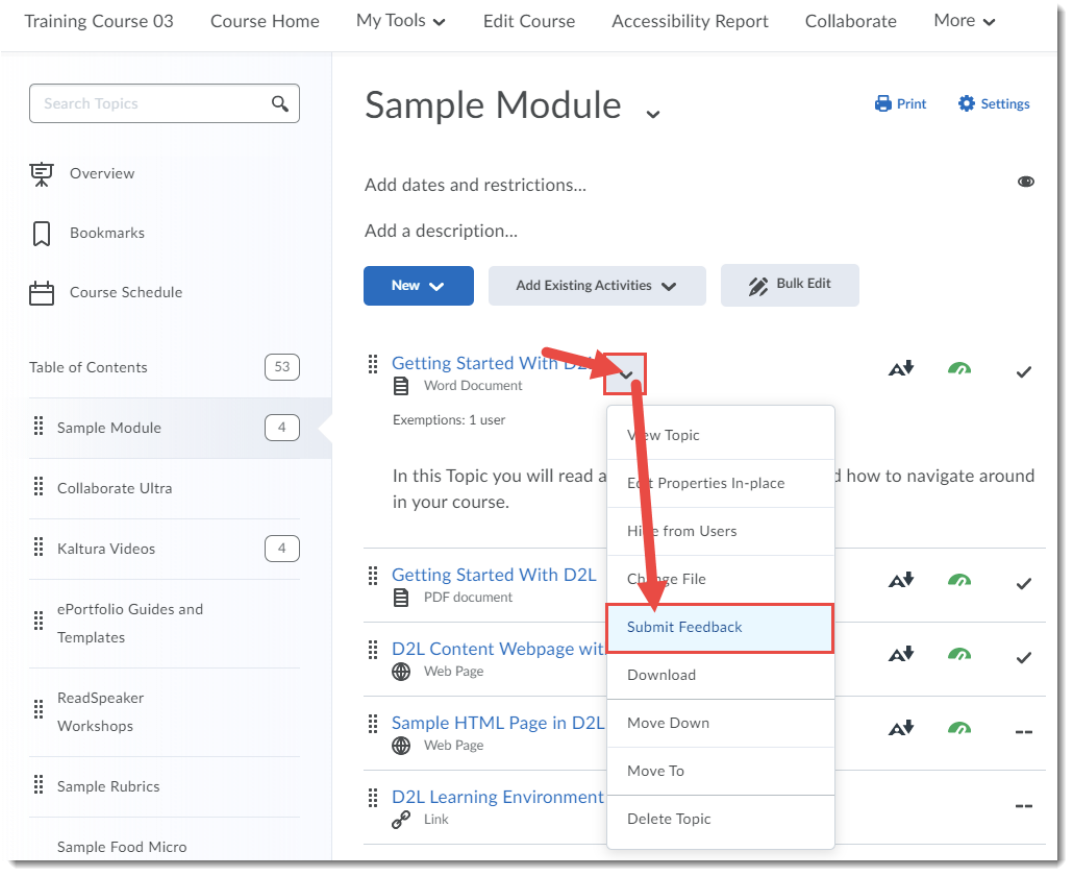
Submit Feedback

More for students, or if developing a course site with multiple instructors, the **Submit Feedback** function allows someone to add comments to a Topic.

1. From the Topic action menu, select **Submit Feedback**.



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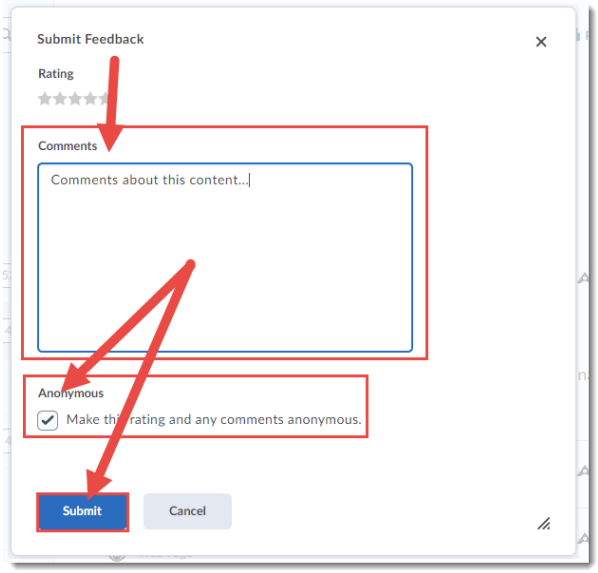
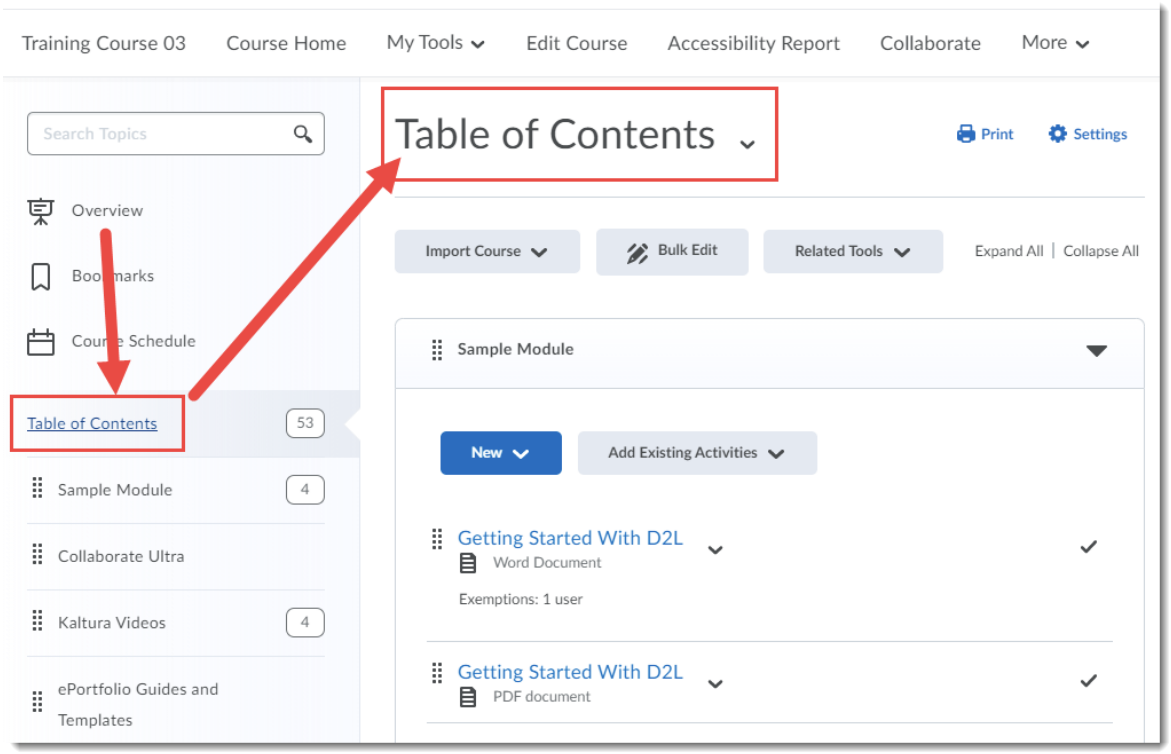
2. In the **Submit Feedback** pop-up box, add your **Comments** and click **Submit**. Feedback comments are anonymous by default, but you can uncheck the *Make this rating and any comments anonymous* box to allow your name to be seen.



3. To view Feedback for a Topic, go back to the main **Table of Contents** area by clicking Table of Contents in the left navigation area.



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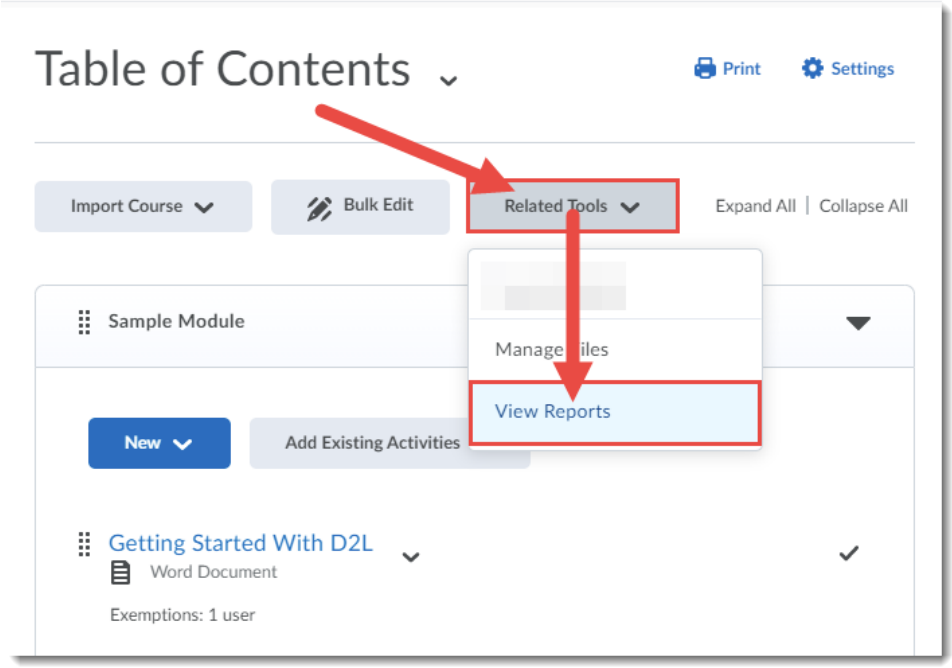
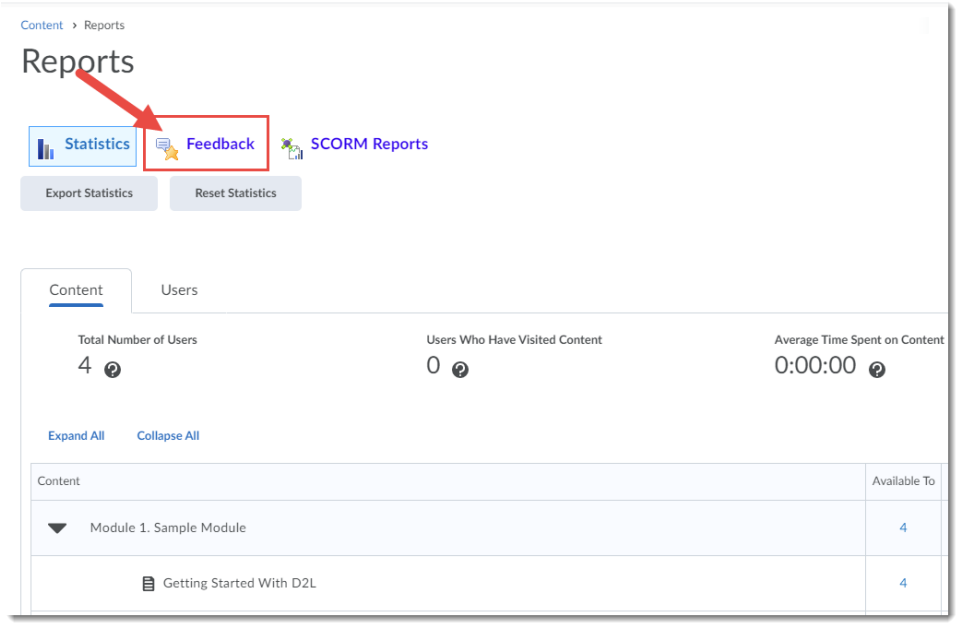
4. Click **Related Tools** and select **View Reports**.



5. Click **Feedback**.



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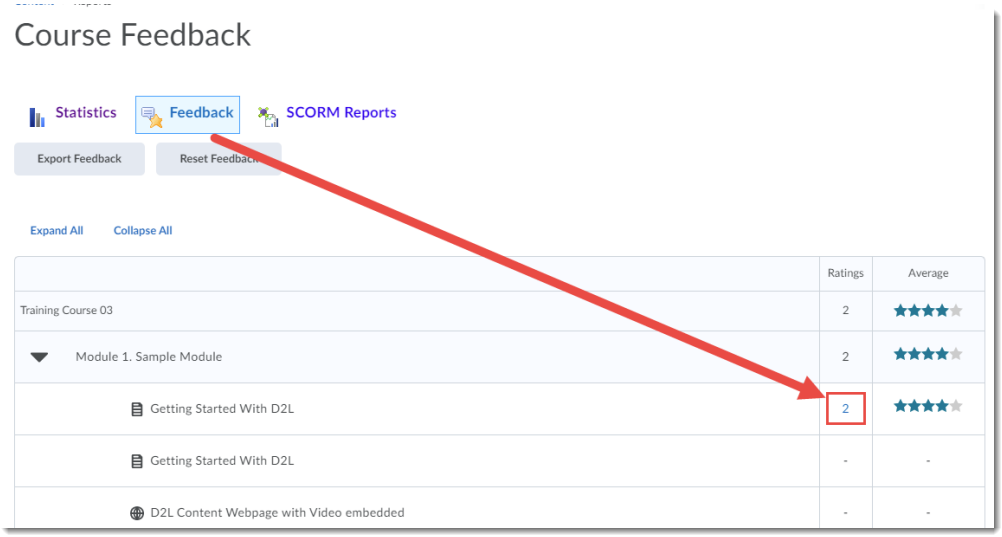
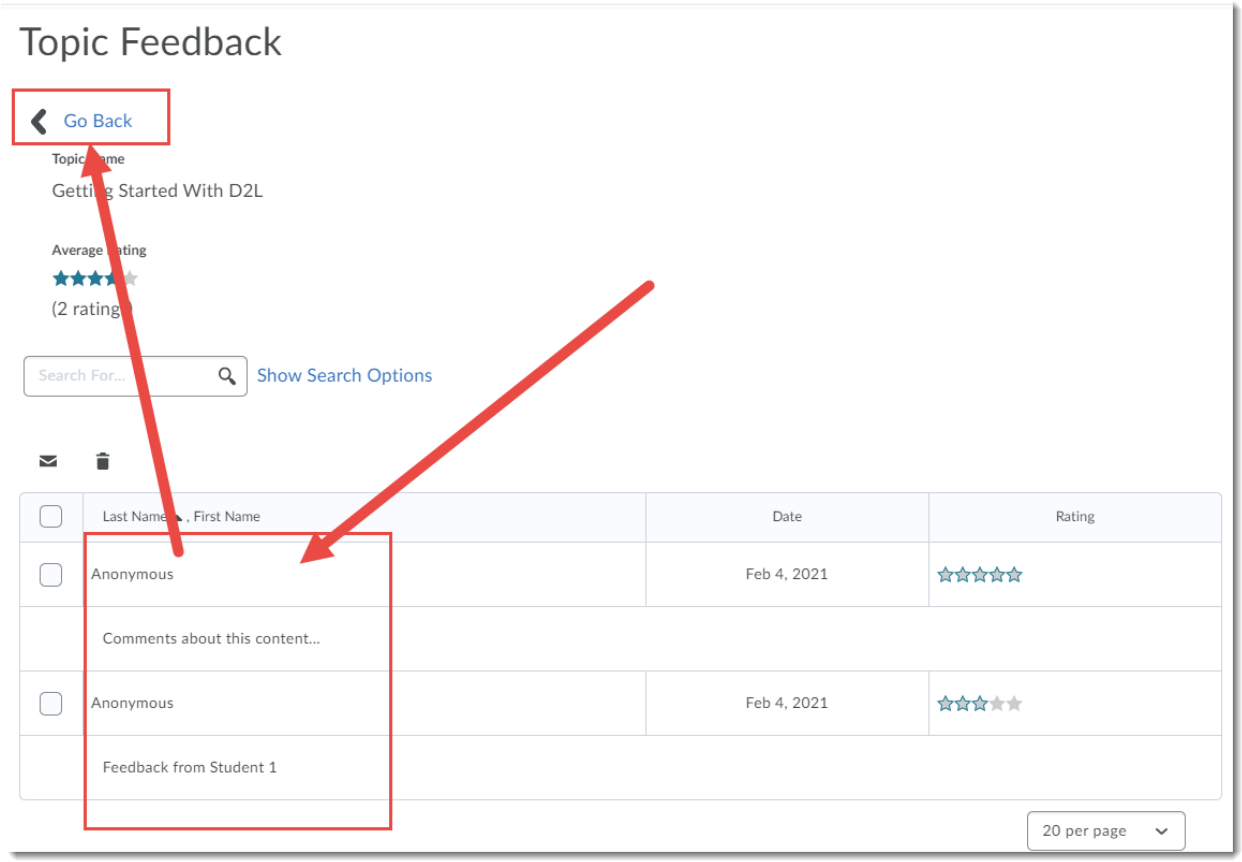
6. Click on the hyperlinked numbers in the **Ratings** column to read the Feedback.



7. Review the Feedback, then click **Go Back** to return to the main Course Feedback area.



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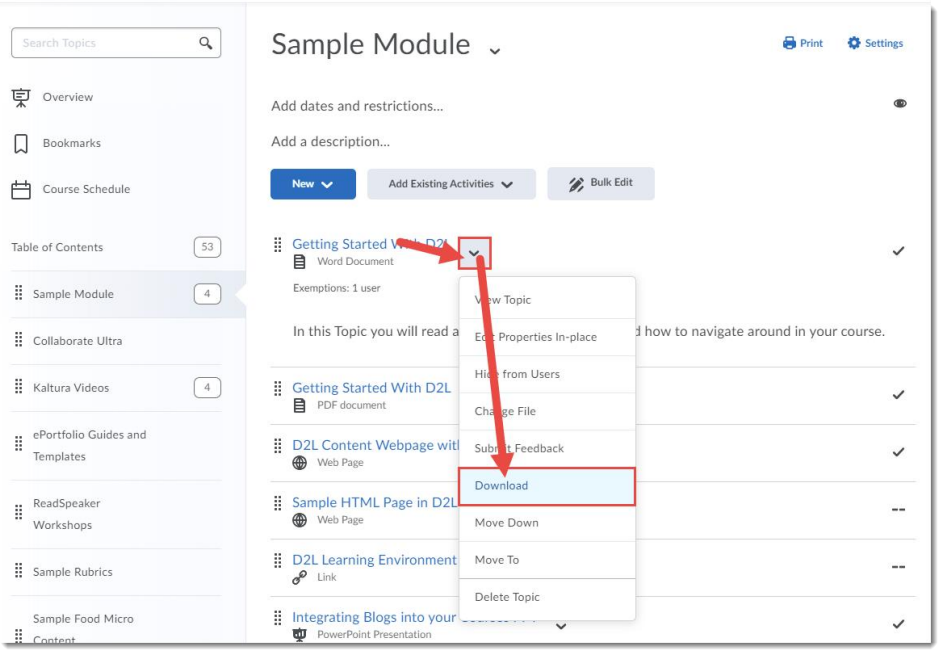
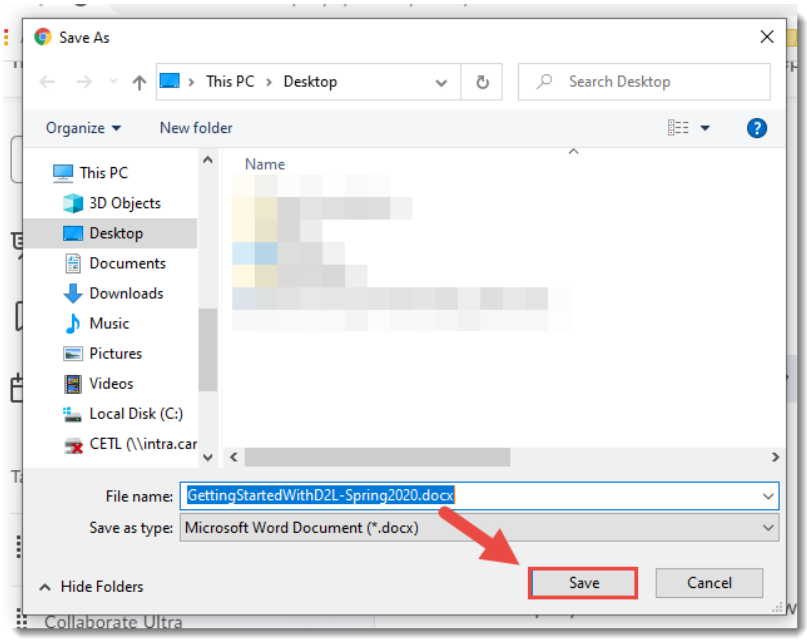
Download

Download allows you to download any PDF, PPT, WORD, EXCEL, HTML, etc. Topic files. It does NOT download any website links or links to other tools in D2L (for example, a Discussion or a Quiz).To **Download** a Topic file:

1. From the Topic action menu, select **Download**.



2. Save the file to your device.



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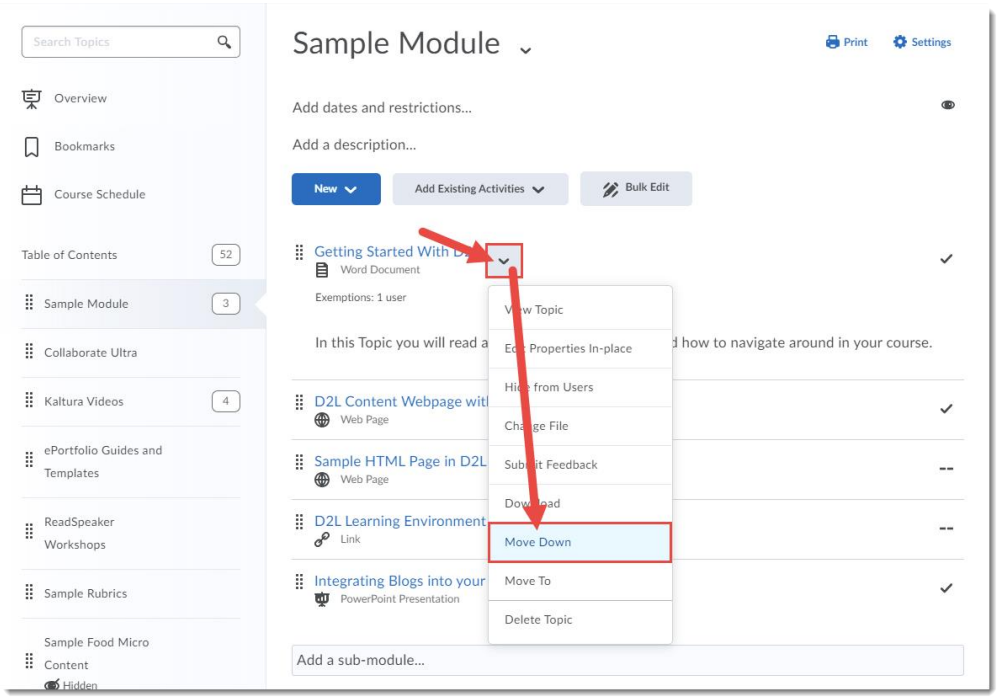
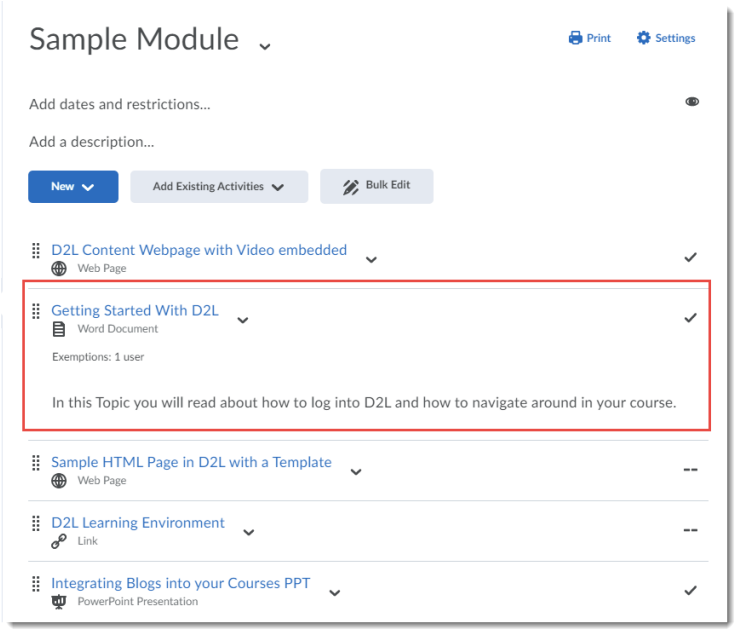
Move Up/Down

Move Up/Move Down allows you to move a Topic up or down in a Module (note that you can also use the drag and drop option). To do this:

1. From the Topic action menu, select **Move Up** or **Move Down**.



2. The Topic will be moved one Topic up or down in the Module area.



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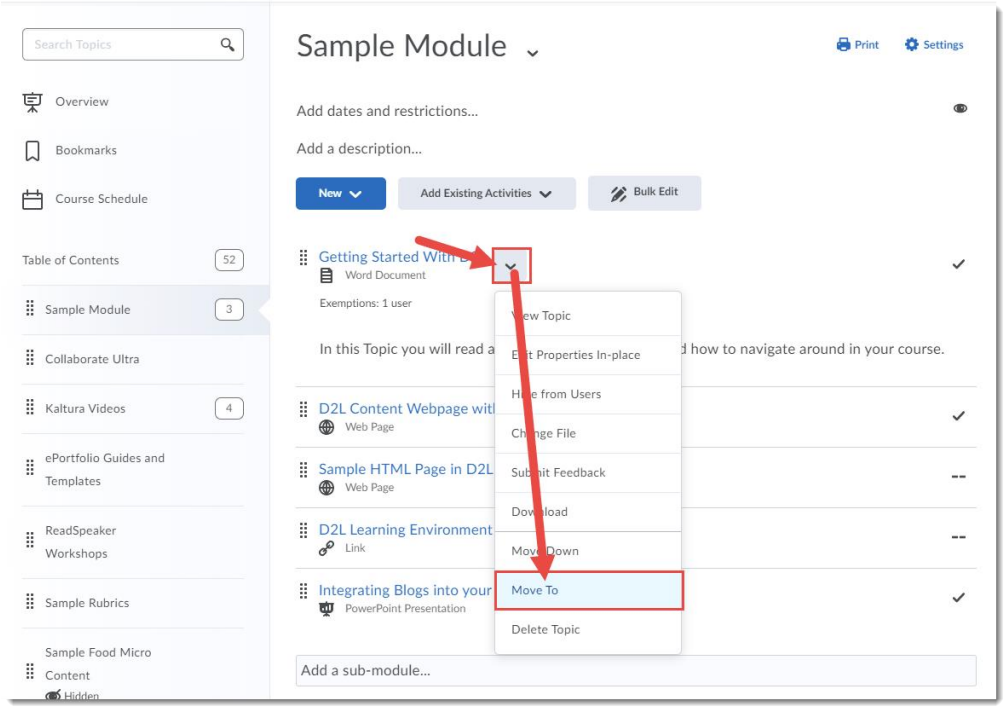
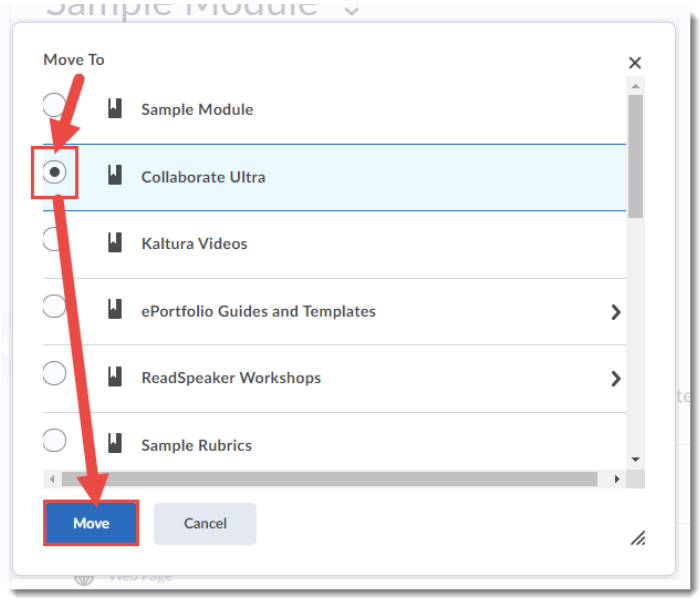
Move To

Move To allows you to move your Topic into another Module or sub-module. To do this:

1. From the Topic's action menu, select **Move To**.



2. In the **Move To** pop-up box, select the Module to which you wish to move the Topic (click the round radio button), then click **Move**.



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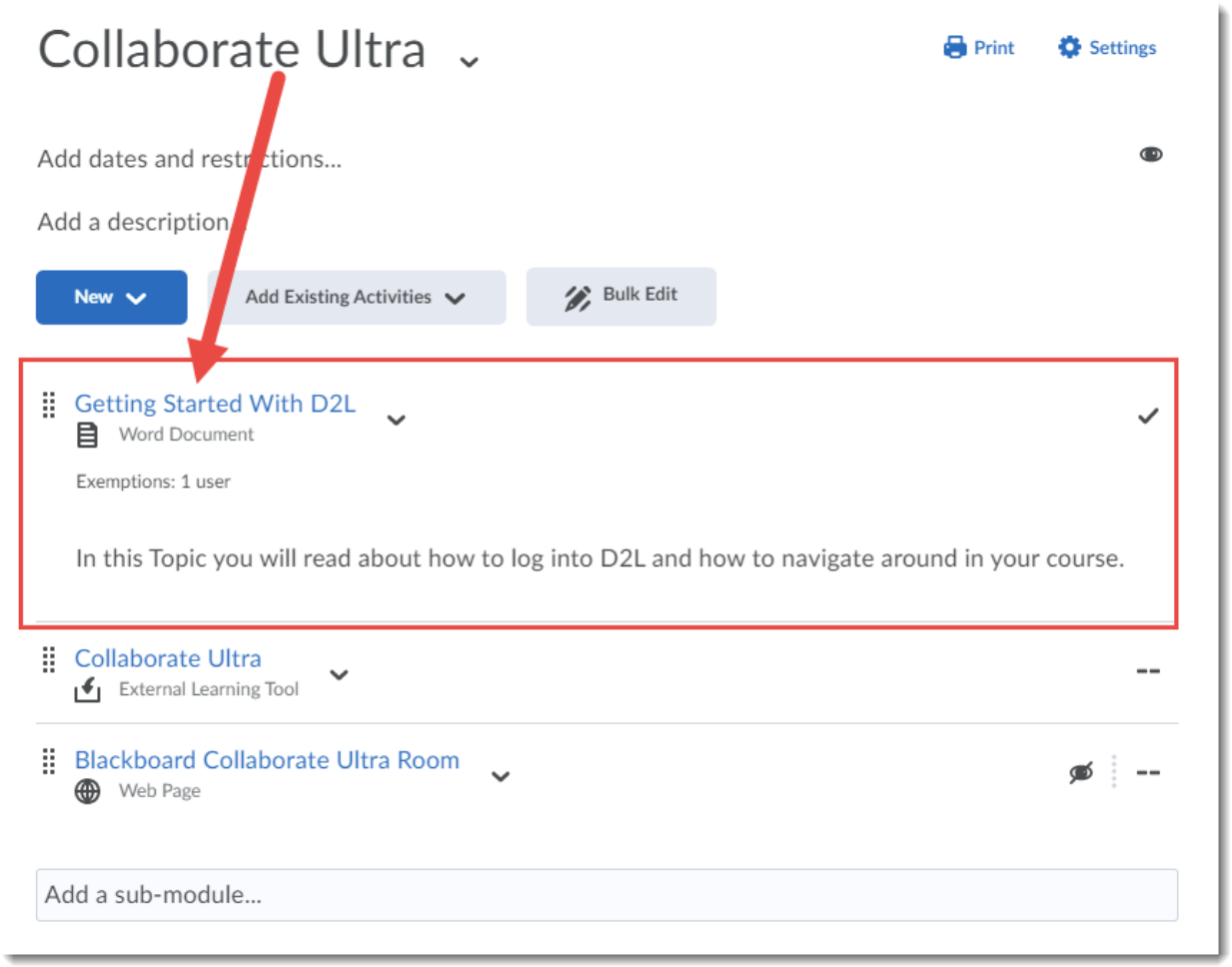
3. The Topic will now appear in the Module you selected.



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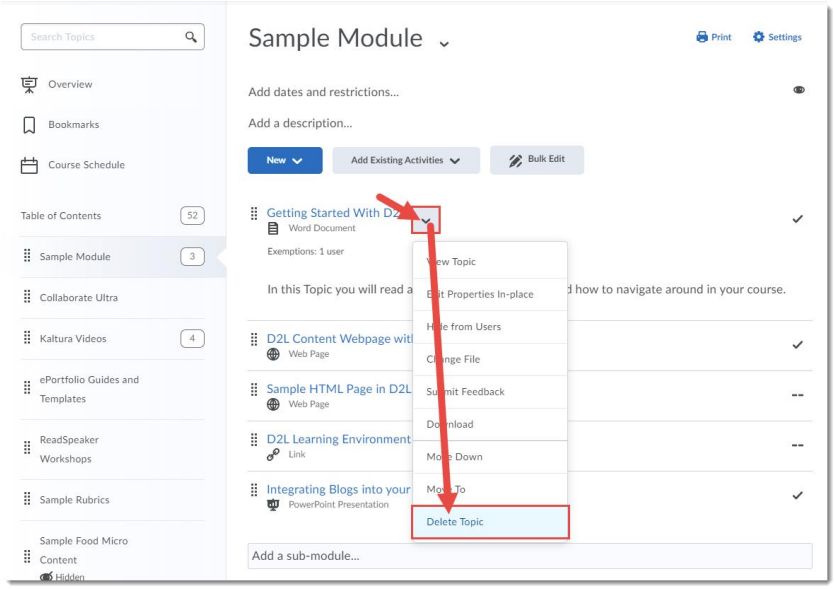
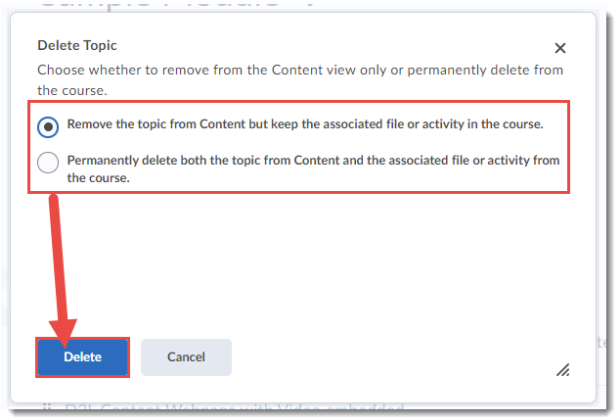
Delete Topic

Use **Delete Topic** to delete the Topic from Content. To do this:

1. From the Topic's action menu, select **Delete Topic**.



2. In the **Delete Topic** pop-up box, select the **first option** (*Remove the module and all nested modules and topics from Content but keep all associated files and activities in the course*.) if you wish to delete the Topic link from Content, but keep the Topic file or activity within your course (in Manage Files or tools like Quizzes and Assignments). Select the **second option** (*Permanently delete and remove all nested modules, topics, and all associated files and activities from the course*.) if you wish to delete the Topic link from Content AND the Topic file or activity in (meaning it will be deleted from Manage Files AND from tools like Quizzes and Assignments). If you're not sure, select the FIRST option! Then click **Delete**.



Things to Remember

Use **Bulk Edit** to make changes to multiple Topics at once (for example, Make Visible, Delete, etc.) See the tutorial *Bulk Edit in Content* for more information.

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