



## 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

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

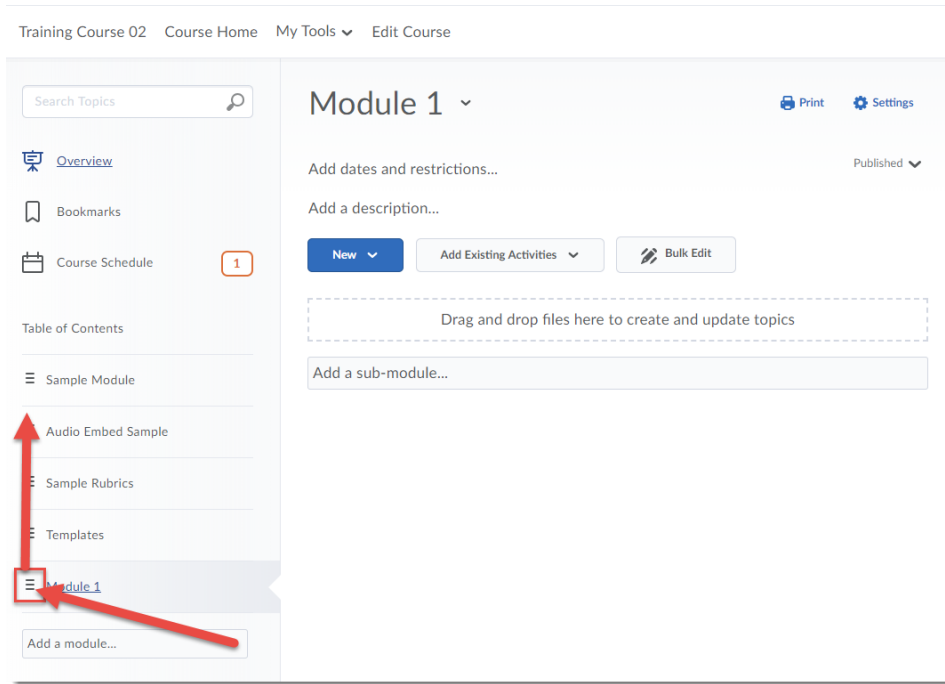
### Steps

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.

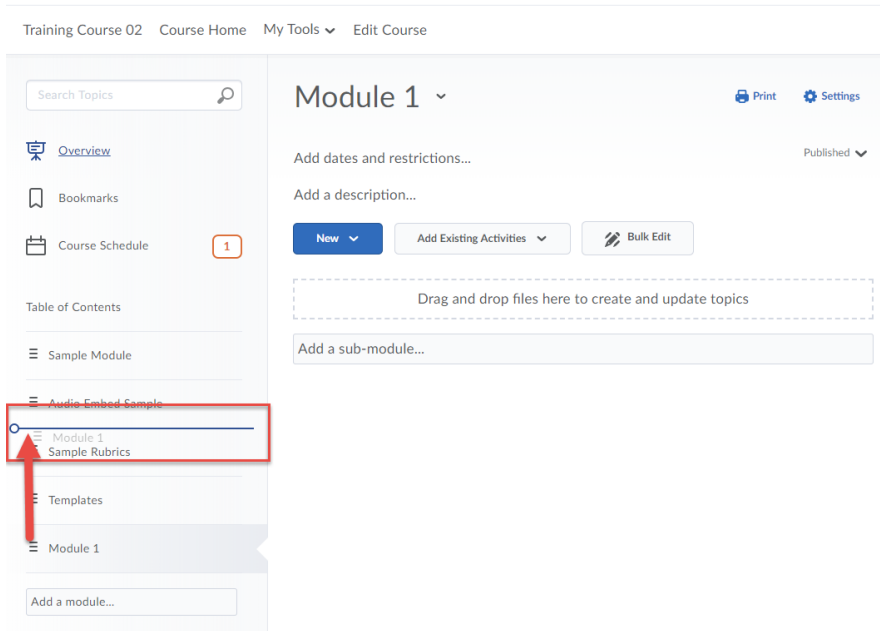
The screenshot displays the D2L interface for 'Training Course 02'. The 'Table of Contents' section is visible, showing a list of modules. At the bottom of this list, there is an input field labeled 'Add a module...' containing the text 'Module 1'. A red arrow points from the top of the 'Table of Contents' header down to this input field. The input field is also highlighted with a red border. The table lists several existing modules: 'Sample Module', 'Sample HTML Page in D2L with a Template', 'Platform Requirements', 'Integrating Blogs into your Courses PPT', and 'Learning Environment 10.3 Features Guide'. The interface includes navigation links like 'Course Home', 'My Tools', and 'Edit Course', as well as utility buttons like 'Print' and 'Settings'.



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.

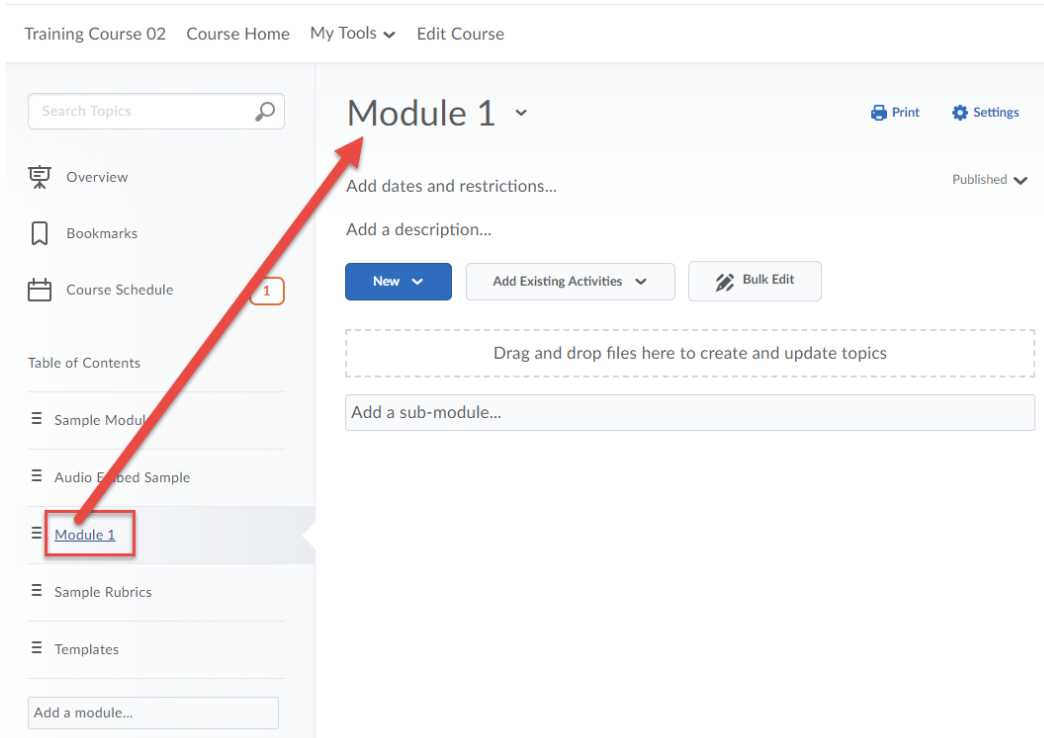


Watch for the horizontal line, and release your mouse button when the line appears where you want your module.

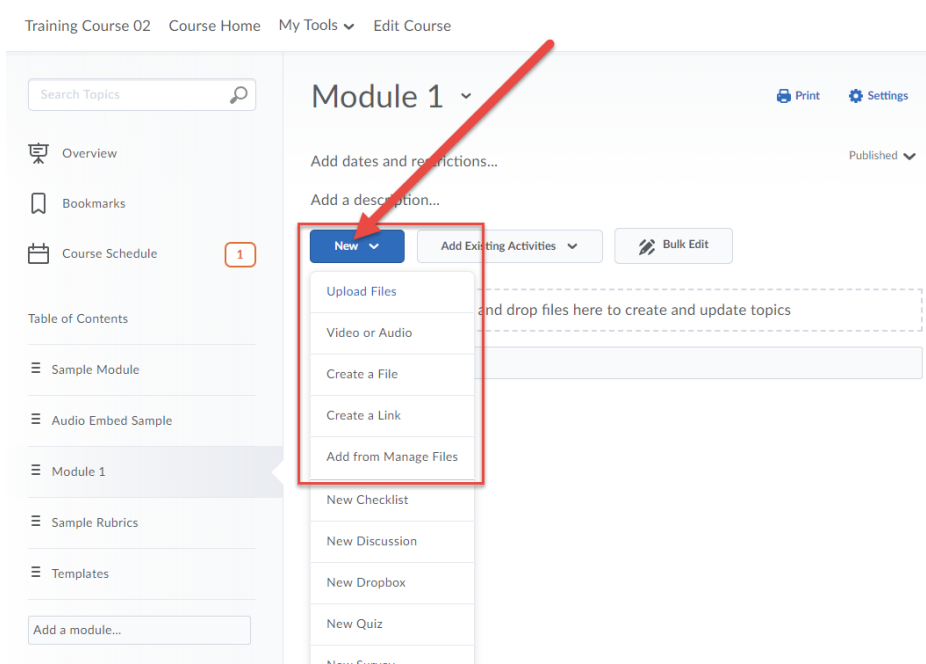


This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

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).

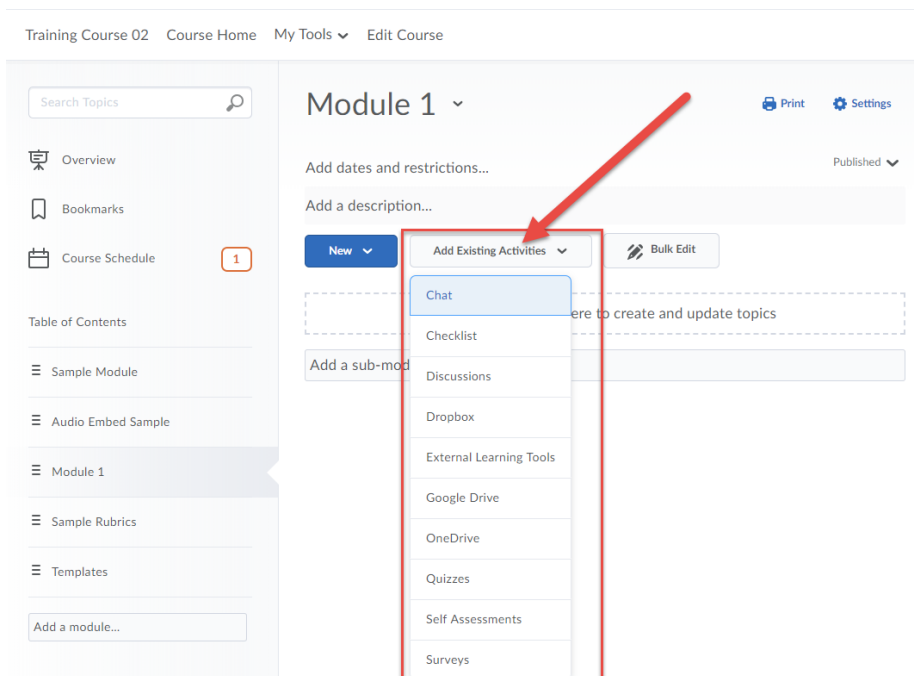


5. Click the **New** button to **Upload Files** from your computer, **Create a File** using the HTML editor, **Create a Link** to an external website, or **Add from Manage Files** if you have a file already stored in your Manage Files area.



**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.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).