The Module Action Menu (in Content) – D2L Tutorial

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

Preamble

1. Go to the **Content** tool in your course.

2. Click on the title of a Module in the Table of Contents listing to open that Module. Then click the down arrow next to the Module title. The choices you have are **Edit Title, Download, Hide from Users, Set Default Path, Set All Completion, Move Up and/or Move Down, Move To,** and **Delete Module**. We will look at each function in turn.
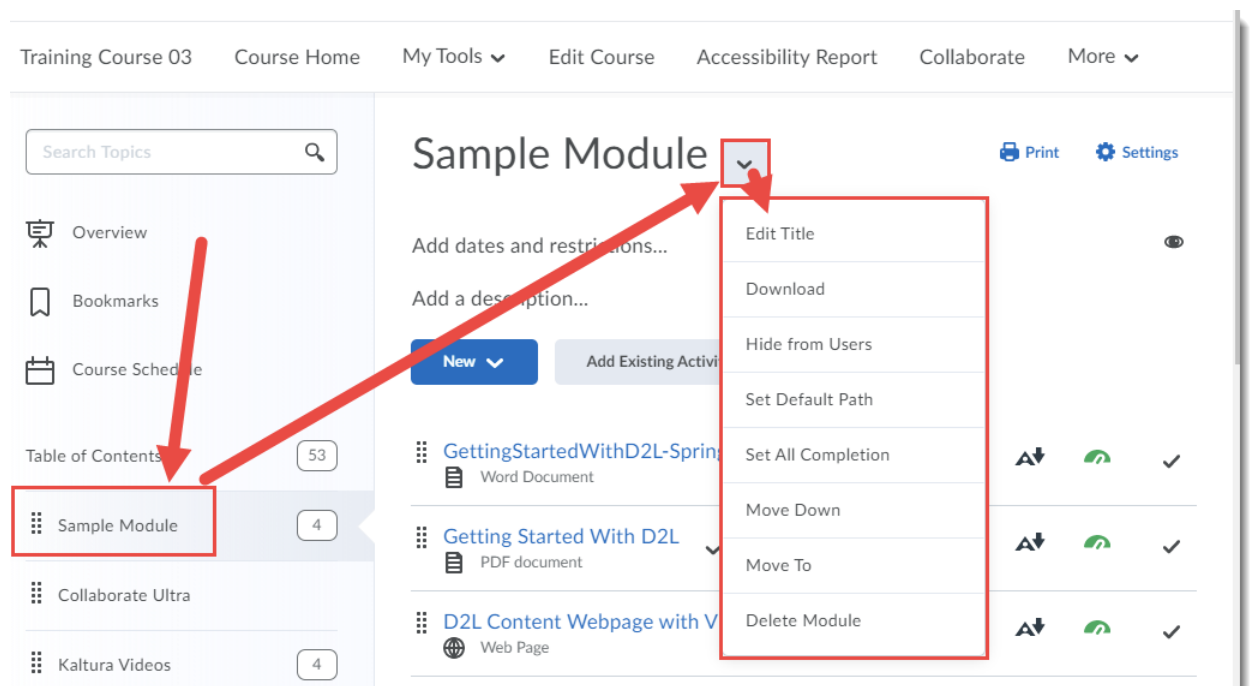
Edit Title
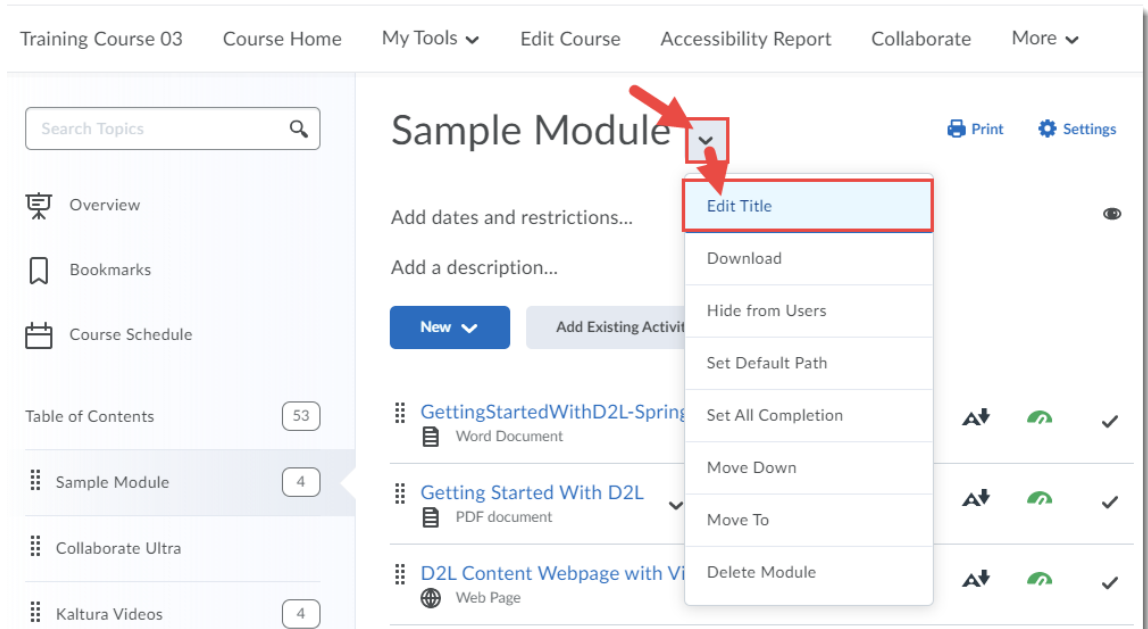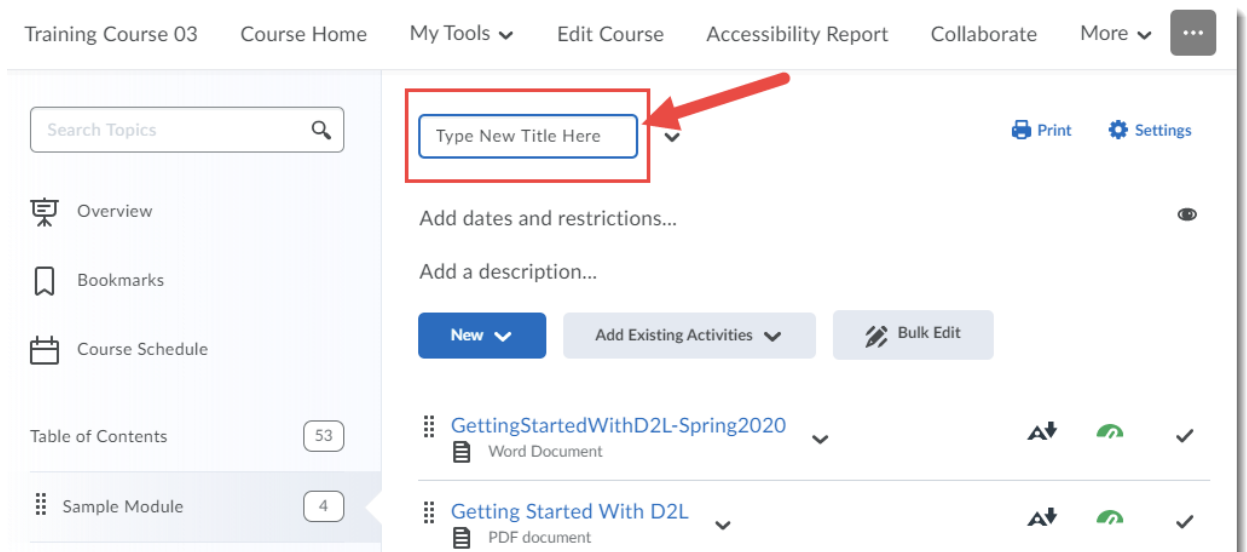
Edit Title allows you to change the title of your Module.

1. Click the Module's action menu and select **Edit Title**.

2. The title of the Module is now highlighted, and you can change it. Click outside the title box or hit the Enter key to save the new title.
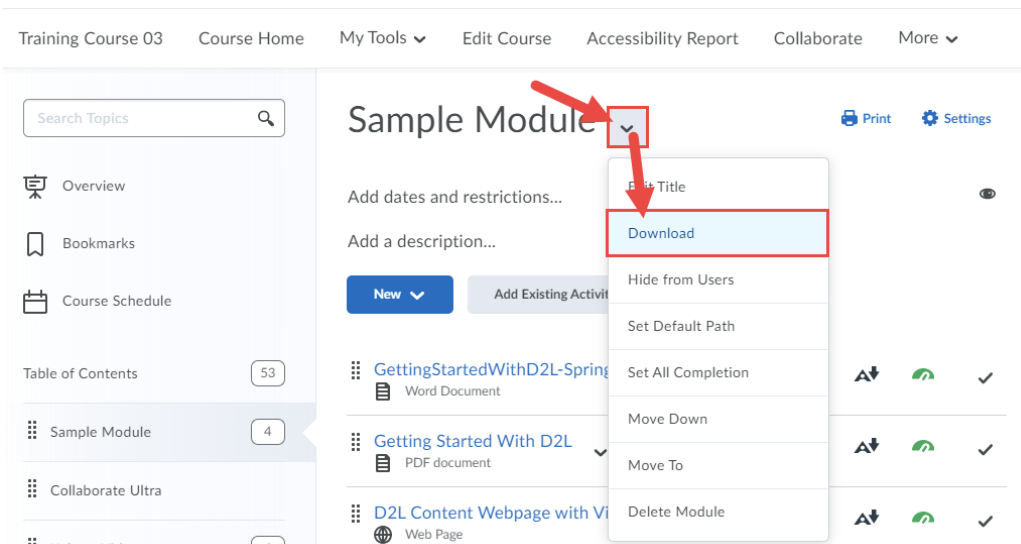
Download

Download allows you to download any PDF, PPT, WORD, EXCEL, HTML, etc. Topic files that have been added to the Module. It does NOT download any website links or links to other tools in D2L (for example, a Discussion or a Quiz). Download will create a ZIP file which you can download and then extract onto your own device – to download individual Topic files, see the tutorial *The Topic Action Menu*. To **Download** a Module:

1. Click the Module's action menu and select **Download**.

2. Wait for the **Downloading Files** box to finish processing. A **Save As** box will then open. Save the ZIP file to your device.
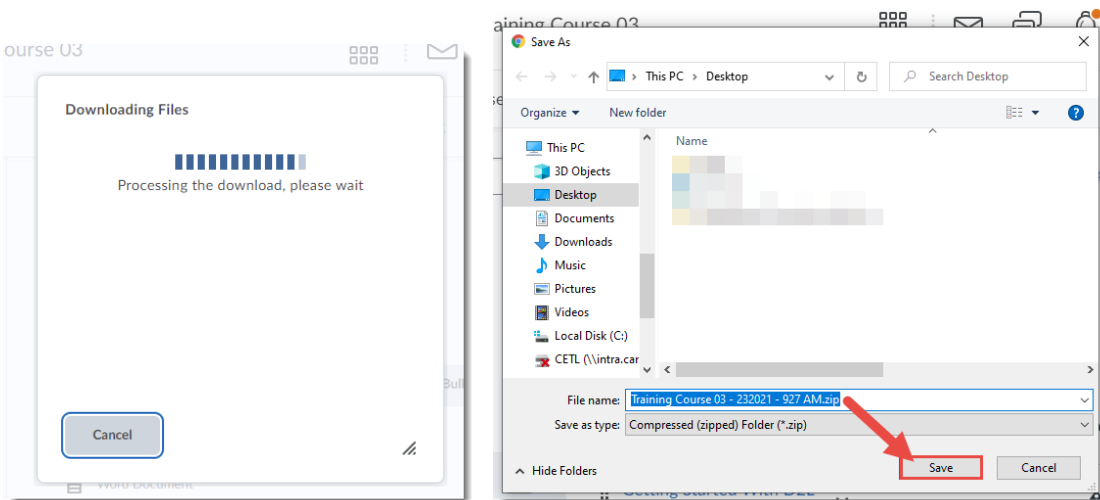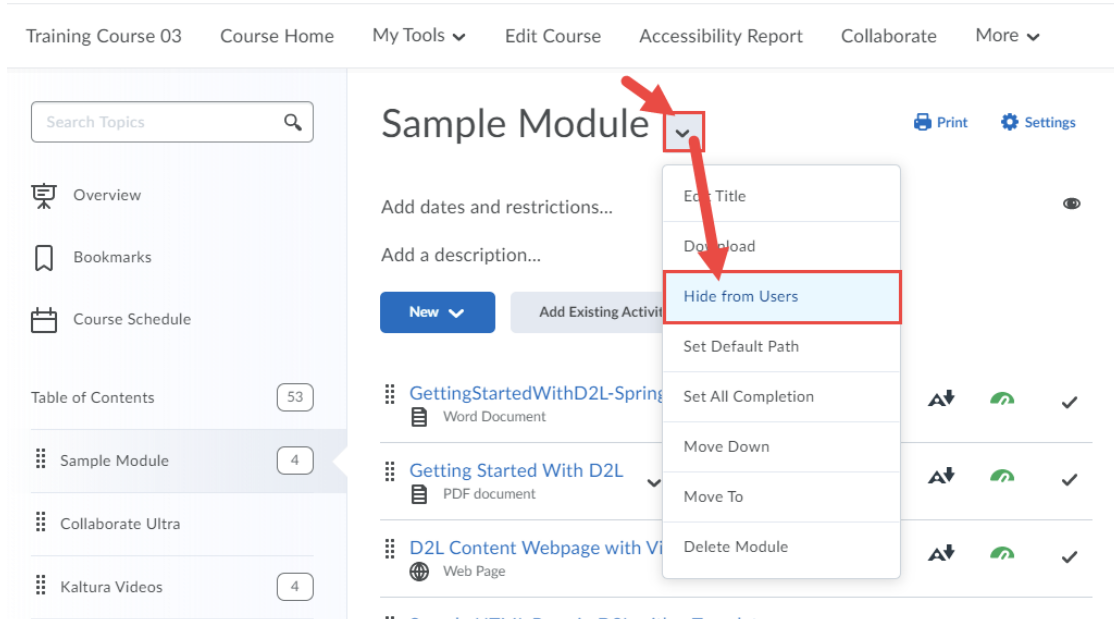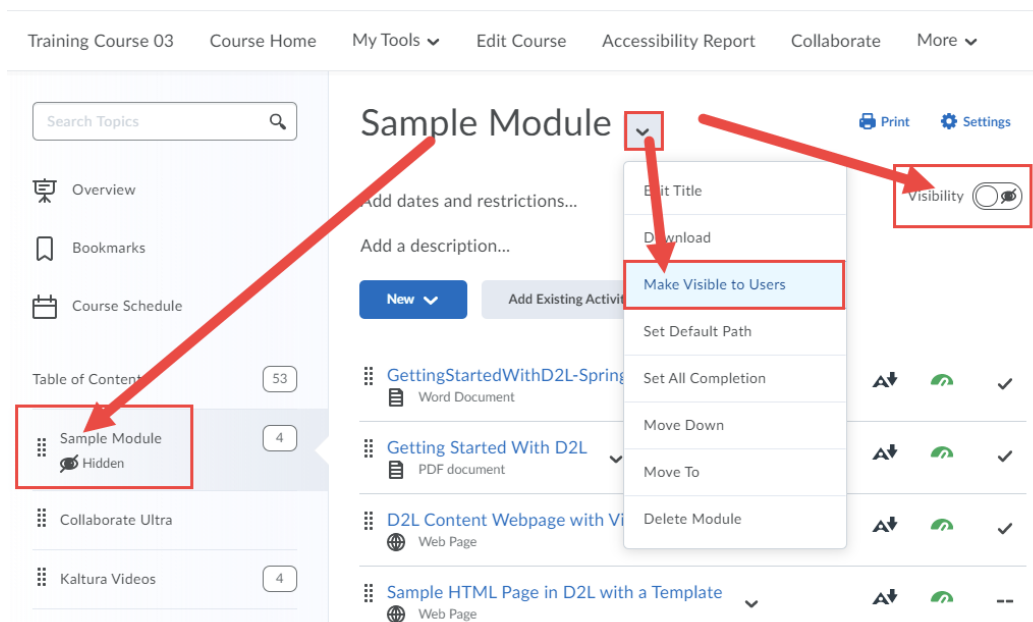
Make Visible to Users/Hide from Users

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

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

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

Set Default Path

Set Default Path allows you to set which folder in the **Manage Files** area of your D2L course you want ALL files you upload to the Module to be stored automatically. The Manage Files area is where all files you upload into D2L are stored, and using **Set Default Path** will help you keep your Manage Files area organized.

1. From the Module action menu, select **Set Default Path**.
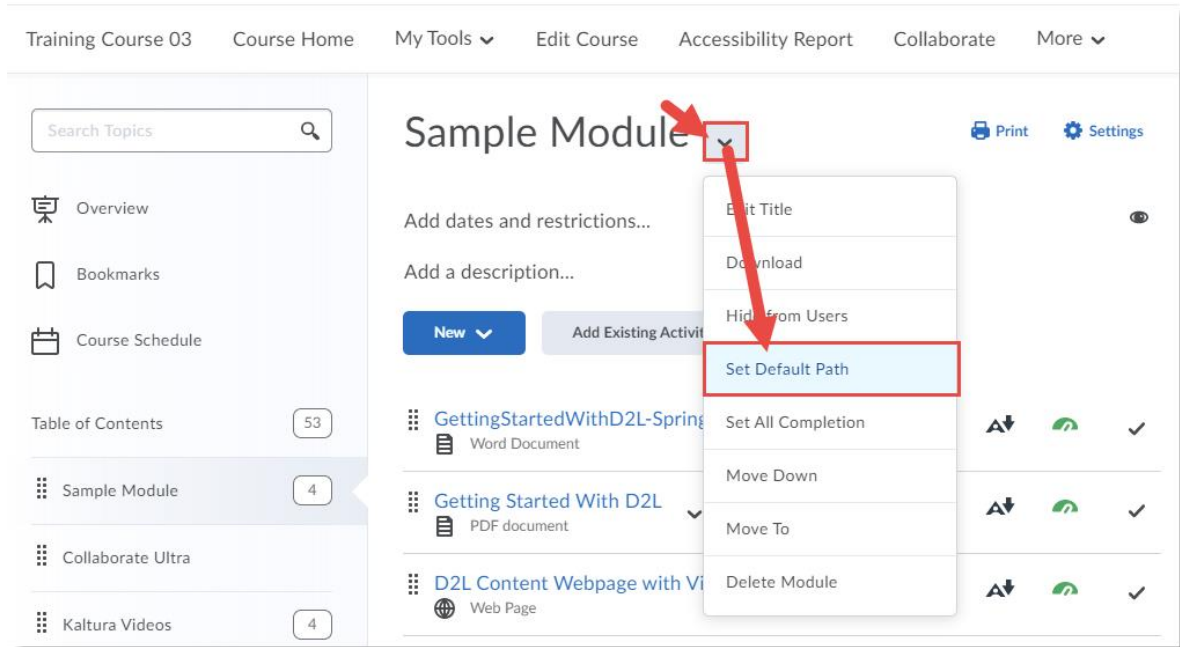
2. In the pop-up box, click **Change Path**. You will then see a list of the folders you have available in the Manage Files area.
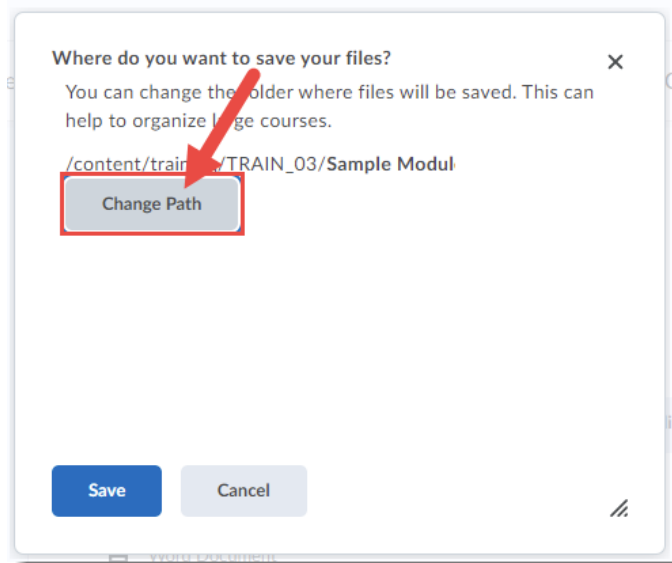
3. In the **Select a Path** pop-up, click on the title of the folder to which you want to connect your Module. If you don't see the folder you want, either use the + signs to open the folders to check for sub-folders, or click on **New Folder** at the top to create a new folder. Once you have selected your folder name, click **Select a Path**.
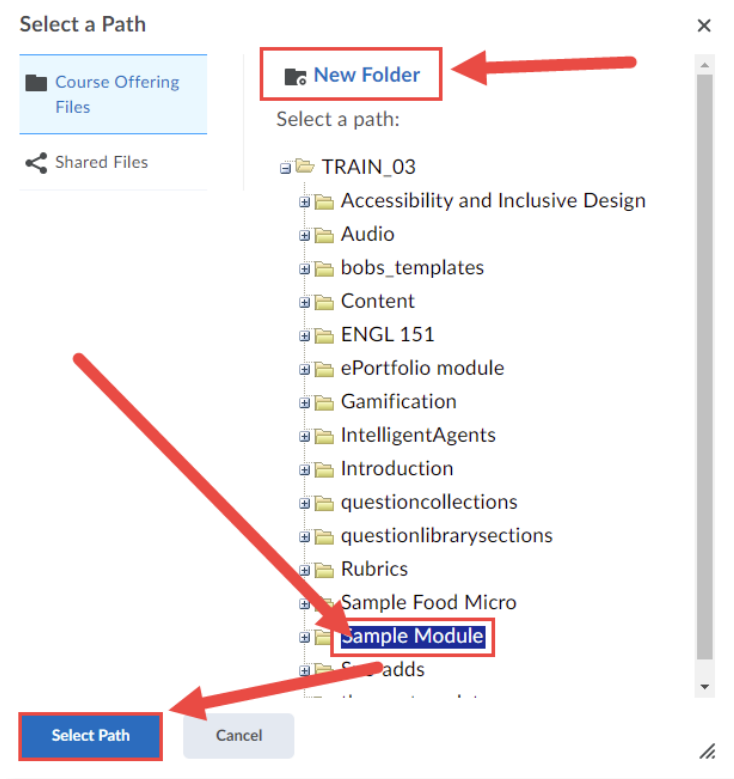

4. You will now see the folder you selected at the end of the path name above **Change Path**. Click **Save**. All files you upload to the Module will now be automatically saved in the folder you selected.
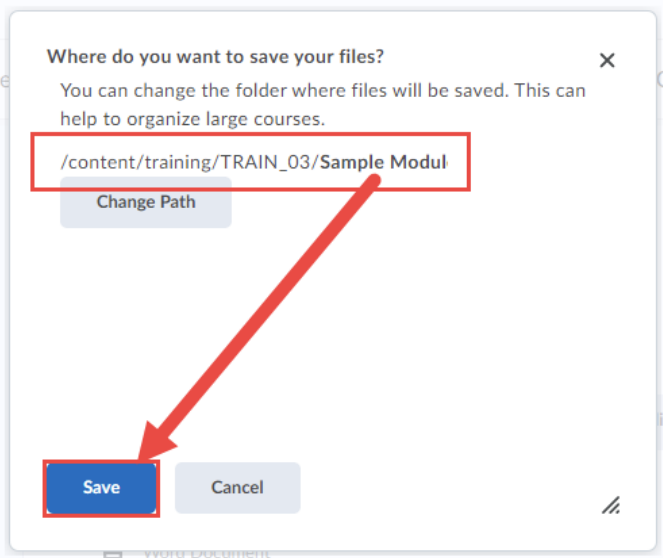
Set All Completion

Set All Completion allows you to set, for an individual Module, if the Topics in the Module should be tracked for completion, and how. 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".

1. From the Module action menu, select **Set All Completion**.
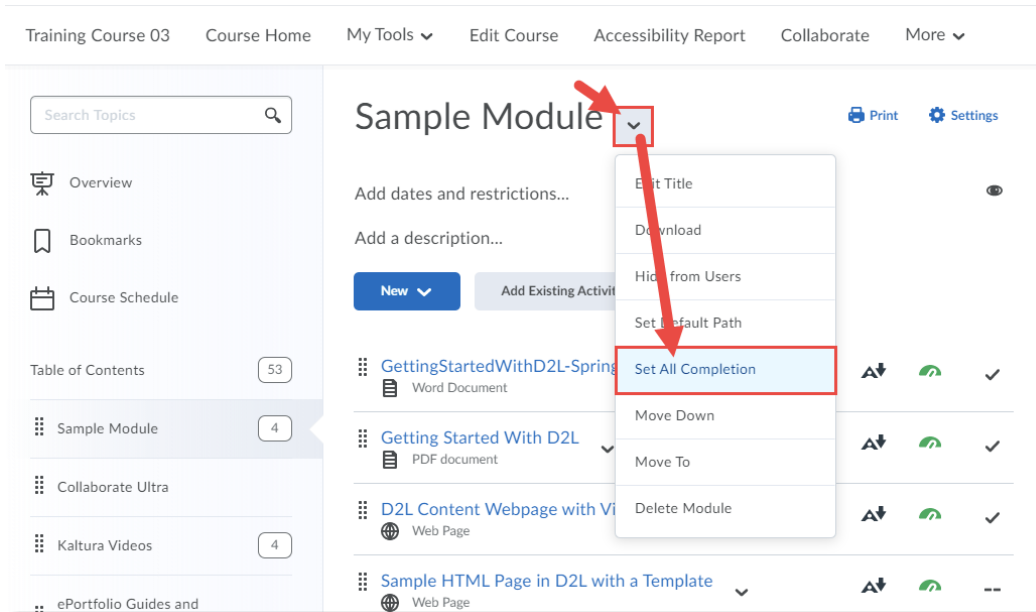
2. Select the kind of Completion you wish to set for this Module. Both "required" options will add numbers next to the Module titles in the Table of Content, and these numbers go down as a student opens Topics. Click **Update**.
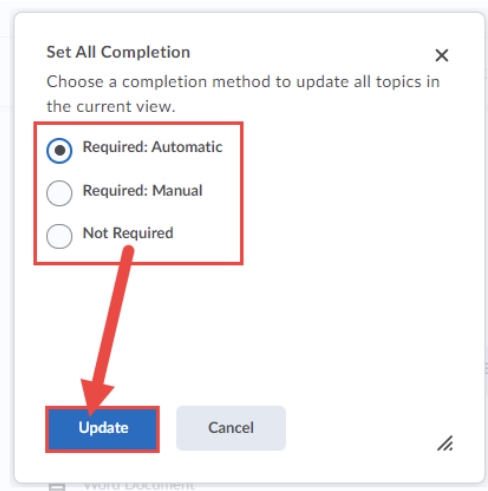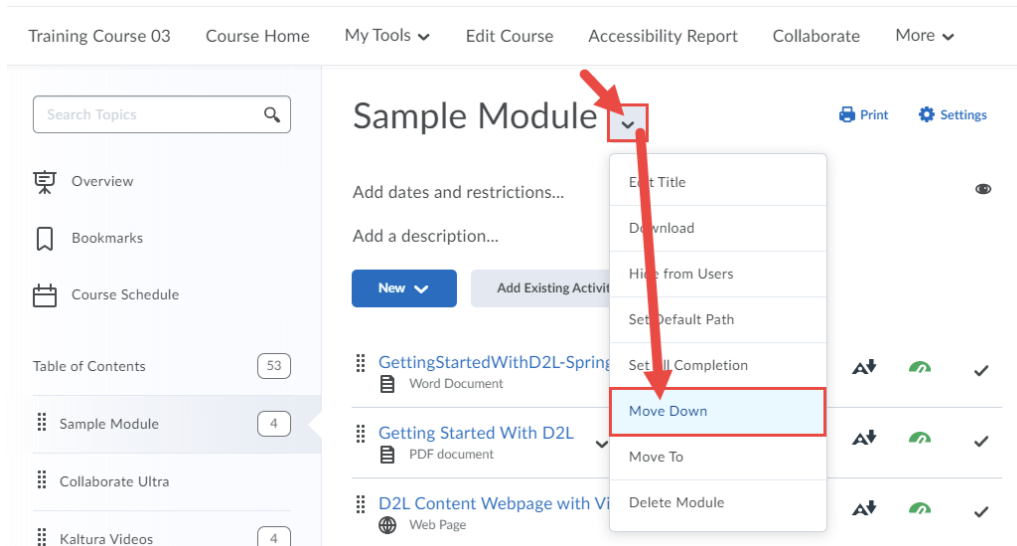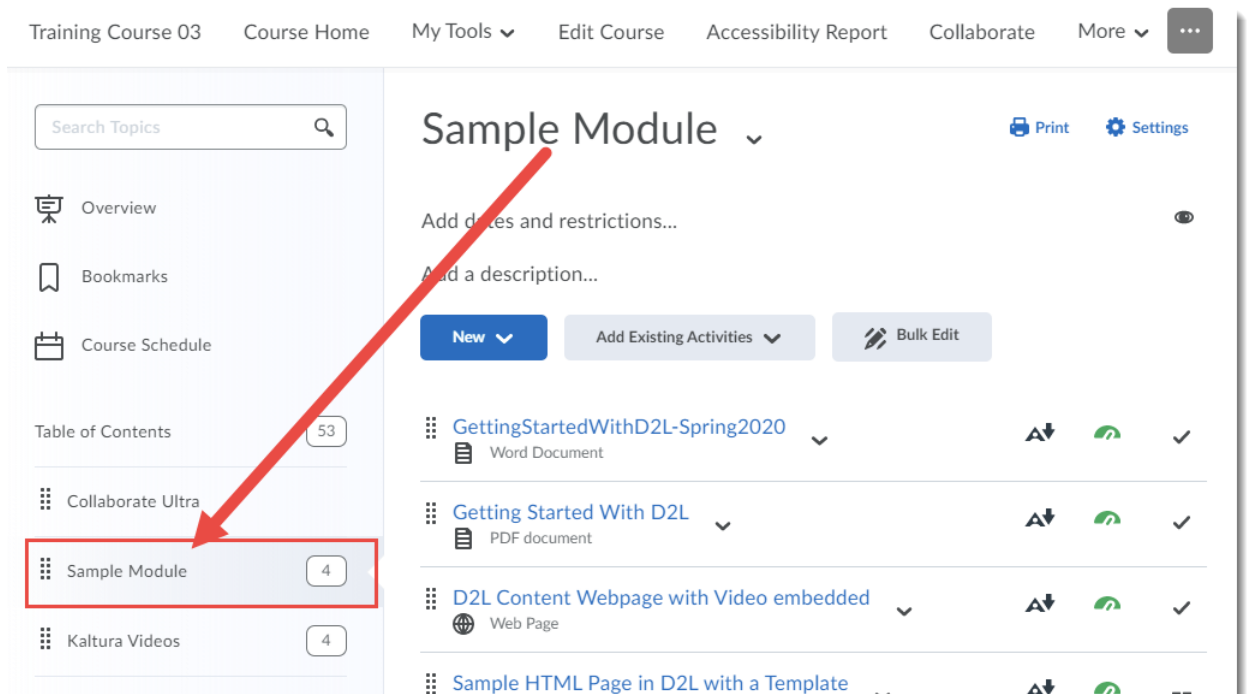
Move Up/Move Down

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

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

2. The Module will now appear in a different location in the **Table of Contents** (here, it has been moved down by one Module).
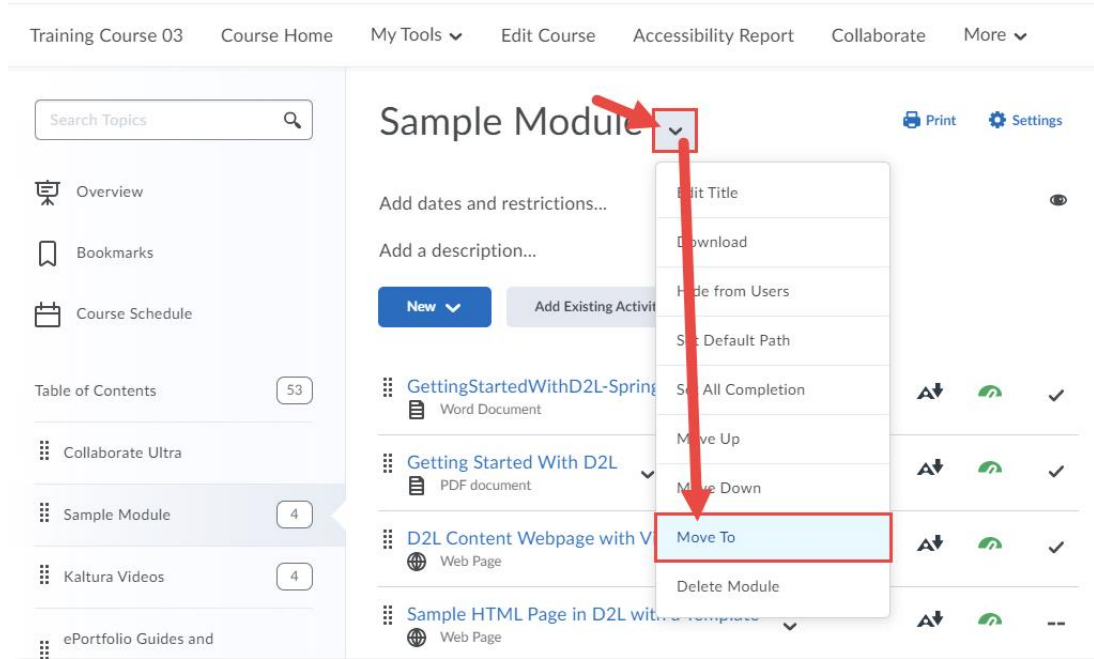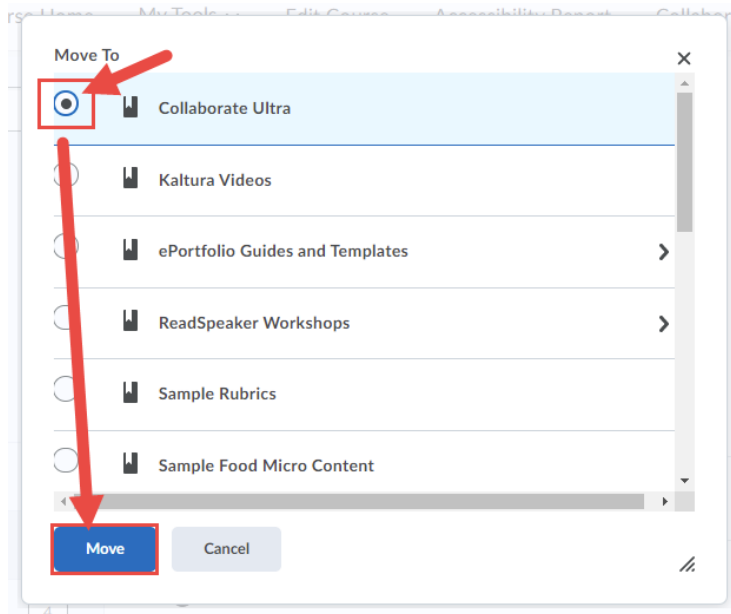
Move To

Move To allows you to move your Module into another Module (thus creating a sub-module). To do this:

1. From the Module action menu, select **Move To**.

2. In the **Move To** pop-up, select the Module (using the radio buttons/circles) you wish to move your Module to, and click **Move**.

3. Your Module will now appear as a sub-module within the Module you selected in the **Table of Contents.**

Delete Module

Use **Delete Module** to delete the Module from Content, but also to delete everything in it if you choose. To do this:

1. From the Module action menu, select **Delete Module**.
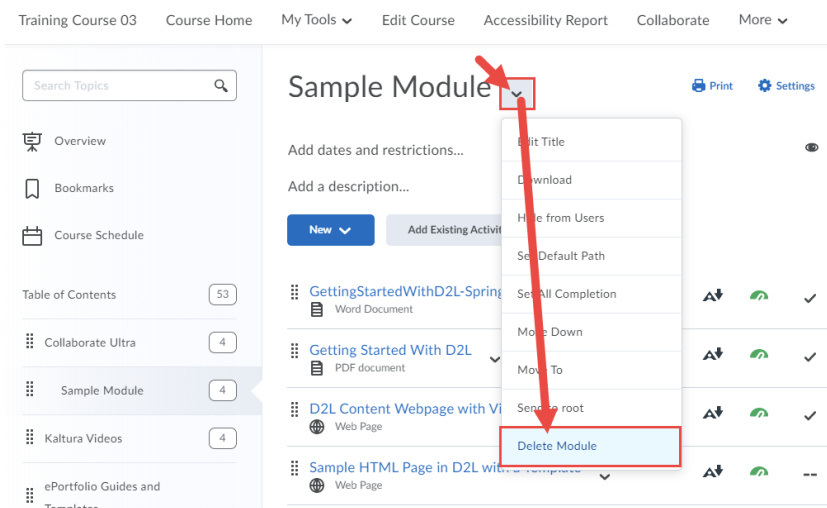

2. In the **Delete Module** pop-up box, select the **first option** (*Remove the module and all nested modules and topics from Content but keep all associated files and activities in the course.*) if you wish to keep all the files and activities in the Module within your course (in Manage Files or tools 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 all the files and activities in the Module (meaning they will be deleted from Manage Files AND from tools like Quizzes and Assignments). If you're not sure, select the TOP option! Then click **Delete**.
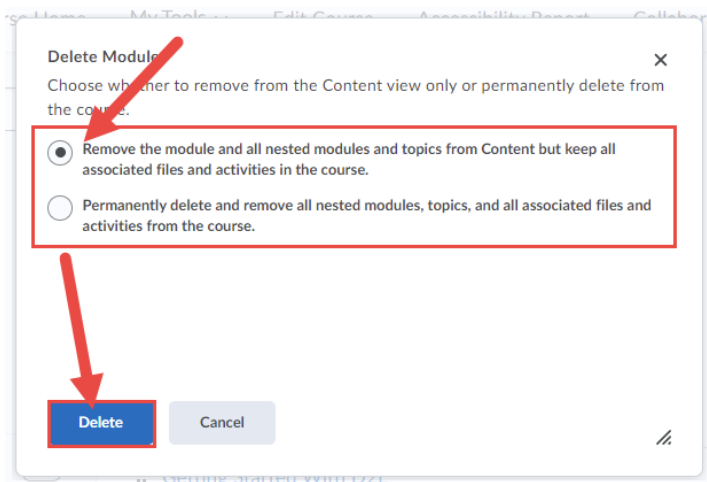
Things to Remember

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