Printing Content – 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 or your students wish to print Topics in the Content tool.

Steps

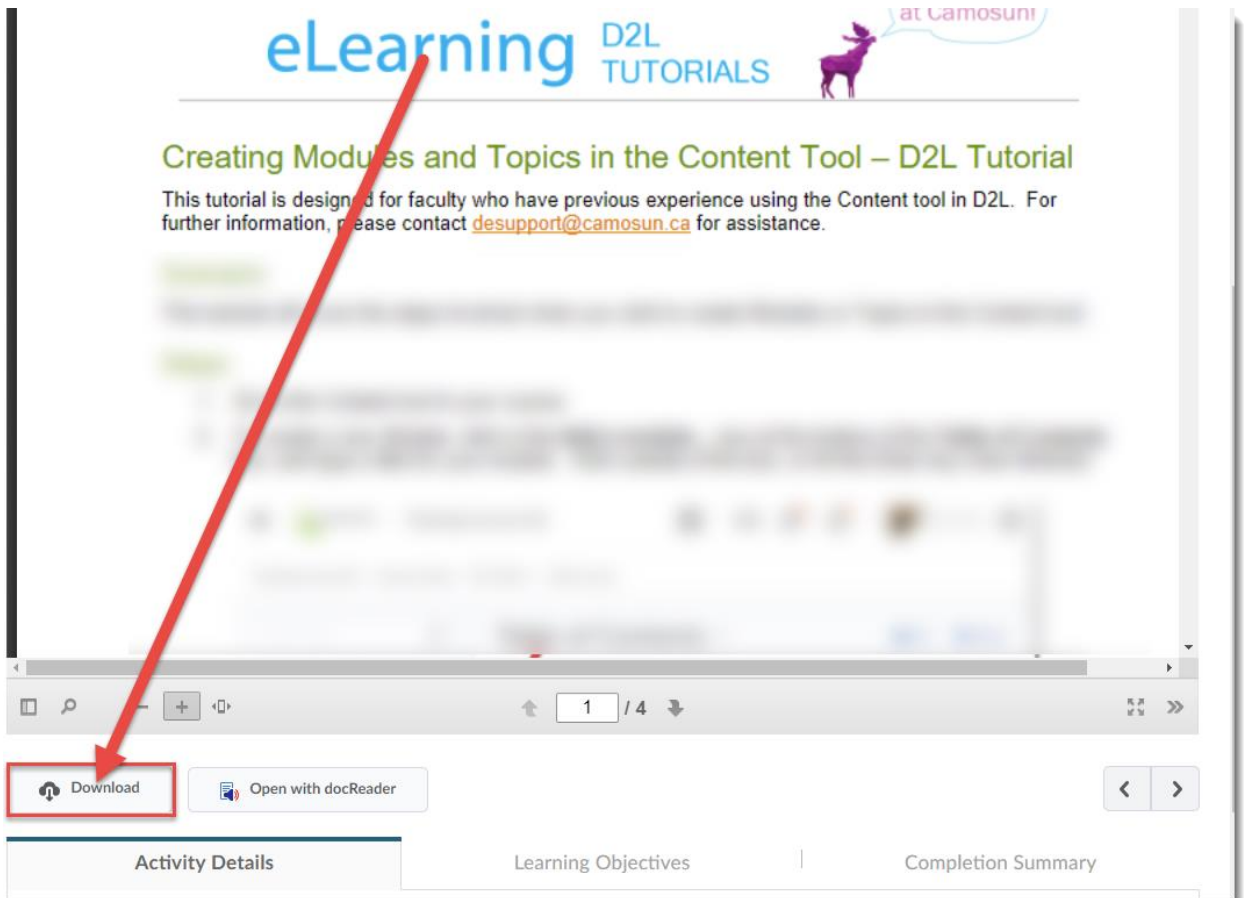First, go to the **Content** tool in your course site.

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.

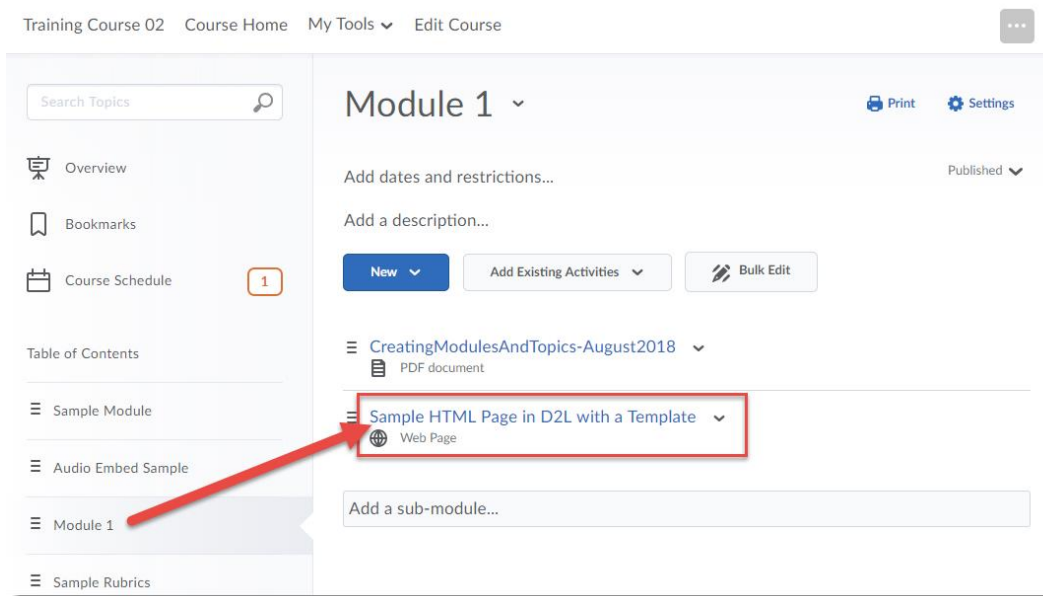2. Click on the title of the document you want to print.

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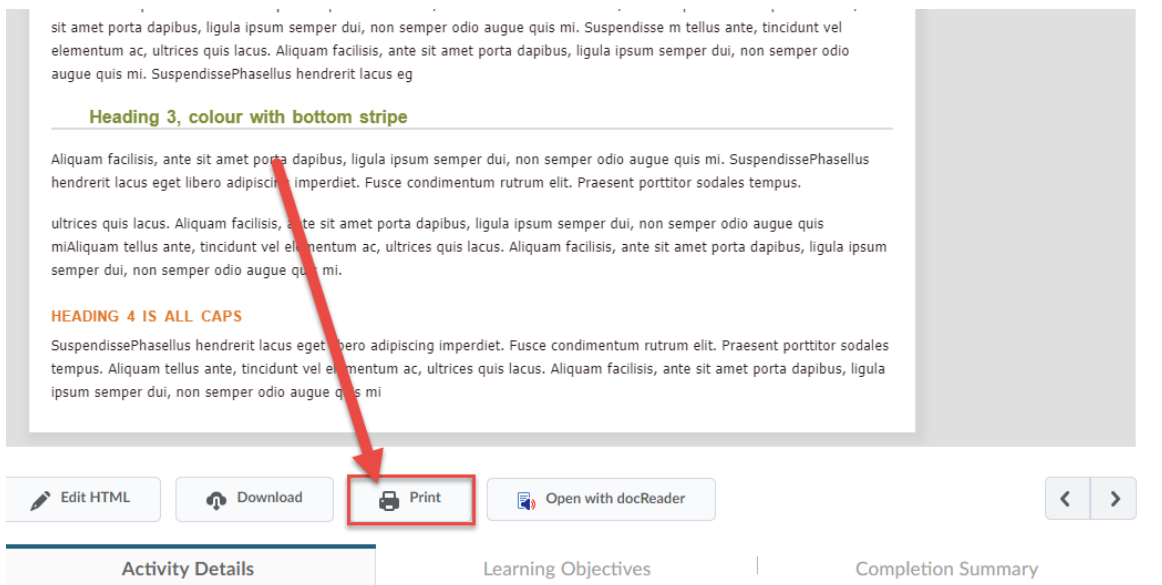
To print an Web Page (a New File created in D2L)

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.

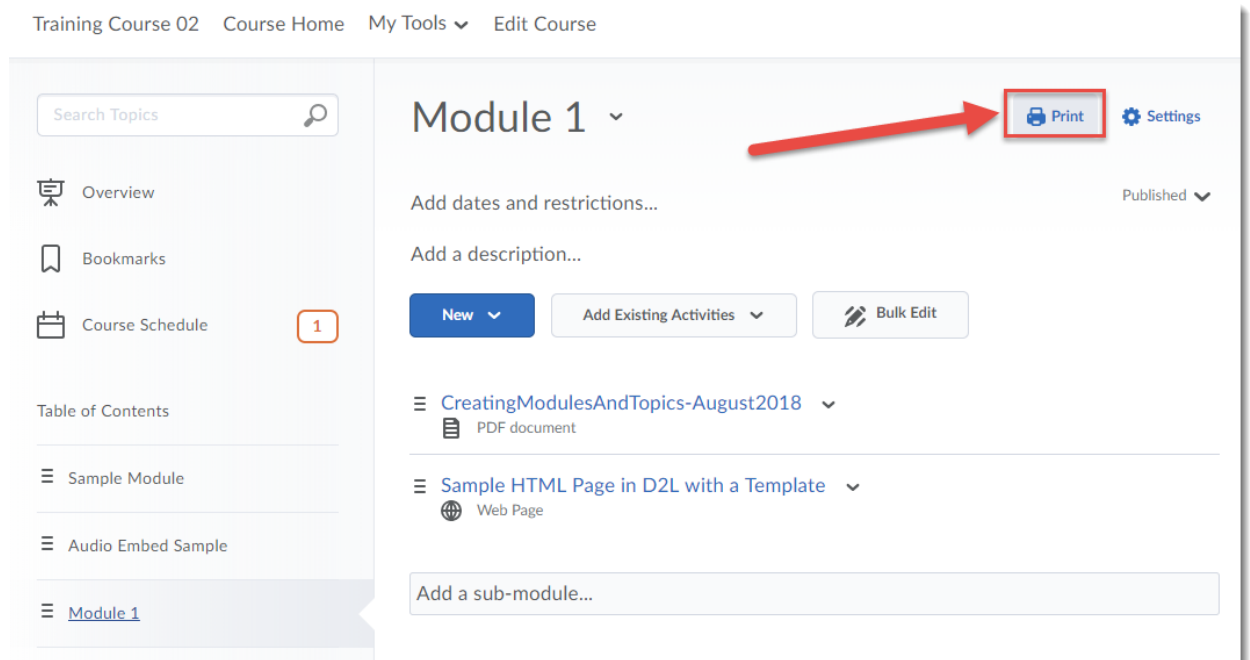3. Scroll to the bottom of the HTML page, and click **Print**.

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

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.

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.