

D2L Tutorials



Renaming Modules and Topics – 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 <u>Team Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

Scenario

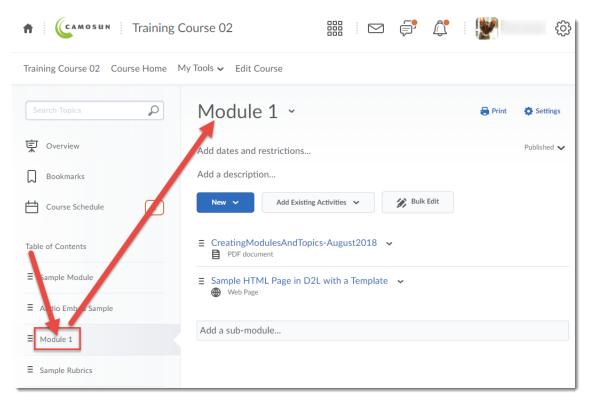
This tutorial will cover the steps involved when you want to rename Modules and Topics in the Content tool.

Steps

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

Renaming a Module

1. Click on the title of the Module you want to rename. The Module and its contents will appear on the right side of the Content area.



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2. Click on the Module's title at the top of the page.

Search Topics		🔒 Print	Settings
Dverview	Add dates and restrictions		Published 🗸
Bookmarks	Add a description		
Course Schedule	New Add Existing Activities Image: Second s		
able of Contents	E CreatingModulesAndTopics-August2018 ✓ PDF document		
■ Sample Module	■ Sample HTML Page in D2L with a Template		
Audio Embed Sample	Web Page		
	Add a sub-module		

3. Type your new title right over the old one, and hit Enter or click outside the box. Your new title will appear, and will also appear in the Table of Contents.

Training Course 02 Course Home	My Tools 🗸 Edit Course		
Search Topics	New Name	Print	Settings
및 Overview	Add dates and restrictions		Published 🗸
Bookmarks	Add a description		
Course Schedule	New V Add Existing Activities V 🔗 Bulk Edit		
Table of Contents	E CreatingModulesAndTopics-August2018 ✓ PDF document		
∃ Sample Module	Ξ Sample HTML Page in D2L with a Template ∨		
■ Audio Embed Sample	Web Page		
∃ Module 1	Add a sub-module		

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Renaming an individual Topic

1. Click on the down arrow next to the title of the Topic you want to rename and select **Edit Properties in Place**.

Training Course 02 Course Ho	me My Tools 🗸 Edit Course	
Search Topics	Module 1 ·	🖨 Print 🛛 🌣 Settings
Overview	Add dates and restrictions	Published 🗸
Bookmarks	Add a description	
Course Schedule	New V Add Existing Activities V Bulk Edit	
Table of Contents	CreatingModulesAndTopics-August2018 PDF document	
■ Sample Module	Sample HTML Page in D2L with a Temp av	
■ Audio Embed Sample	Web Page Edit Properties In-place Change File	
≡ Module 1	Add a sub-module Submit Feedback	
■ Sample Rubrics	Download	
	Move Down	
Add a module	Move To	
	Delete Topic	

2. Click on the Topic's title.

Training Course 02 Course Home	My Tools 🗸 Edit Course	
Search Topics	Module 1 ~	🖨 Print 🛛 🏟 Settings
ट्र Overview	Add dates and restrict ns	Published 🗸
D Bookmarks	Add a description	
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Table of Contents	CreatingModulesAndTopicsyAugust2018	Published 🗸 🗴 🖬
■ Sample Module	Add dates and restrictions	
■ Audio Embed Sample	Add a description Not Required ✓	
≡ Module 1	Ξ Sample HTML Page in D2L with a Template ∨	
■ Sample Rubrics	Sampermer Page in D2L with a template Web Page	
∃ Templates	Add a sub-module	
Add a module		

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3. Type your new title right over the old one, and hit Enter or click outside the box.

Search Topics	Module 1 ~	🖨 Print 🛛 🏠 Settings
Overview	Add dates and restrictions	Published 🗸
Bookmarks	Add a description	
Course Schedule	New V Ad Existing Activities V Bulk Edit	
able of Contents	Creating Modules and Topics	Published 🗸 🔒
■ Sample Module	Add dates and restrictions	
Audio Embed Sample	Add a description	
≡ Module 1	· · · · · · · · · · · · · · · · · · ·	
Sample Rubrics	≡ Sample HTML Page in D2L with a Template ∨ Web Page	
	Add a sub-module	

Renaming multiple Topics

1. Click **Table of Contents** to open all the Modules, or click on the title of the Module containing the Topics you want to rename.

Training Course 02 Course I	Home My Tools 🗸 Edit Course	
	P Table of Contents → ⊕ Print ♥ Sett	ings
定 uverview 口 Bockmarks	Import Course 🗸 🧭 Bulk Edit Related Tools 🗸 Expand All Collap	ise All
💾 Courst Schedule	1 E Sample Module	•
Table of Contents	New V Add Existing Activities V	
■ Sample Module		
■ Audio Embed Sample	E Platform Requirements ~	
≡ Module 1	E Integrating Blogs into your Courses PPT →	
■ Sample Rubrics	E Learning_Environment_10.3_Features_Guide ✓ PDF document	
Templates	Ξ D2L Learning Environment	
Add a module	6° Link	
	≡ Sample HTML Page in D2L with a Template	

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2. Click Bulk Edit.

	P	Table of Contents ~	🖨 Print 🛛 🌞 Settings
♥ Overview ■ Bookmarks		Import Course V Bulk Edit Related Tools V	Expand All Collapse All
Course Schedule	1	∃ Sample Module	•
Table of Contents ≡ Sample Module		New V Add Existing Activities V	
■ Audio Embed Sample		E Platform Requirements V	
≡ Module 1		E Integrating Blogs into your Courses PPT → Φ PowerPoint Presentation	
■ Sample Rubrics		Euerning_Environment_10.3_Features_Guide ✓ PDF document	
		E D2L Learning Environment → d ^P Link	
Add a module		₫″ Link	

3. Click on the title of the Topic(s) (one at a time) you want to rename.

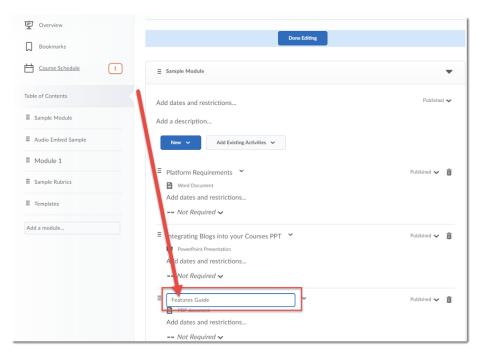
Qverview		
Bookmarks	Done Editing	
Course Schedule		•
Table of Contents	Add dates and restrictions	Published 🗸
■ Sample Module	Add a description	
■ Audio Embed Sample	New 💙 Add Existing Activities 🗸	
≡ <u>Module 1</u>	E Platform Requirements	Published 🗸 💼
■ Sample Rubrics	Word Document	Published 🗸 🔟
	Add dates and restrictions Not Required 🗸	
Add a module	 ntegrating Blogs into your Courses PPT PowerPoint Presentation dd dates and restrictions Not Required ~ 	Published 🗸 🗴 🗊
	Elearning_Environment_10/3_Features_Gilde PDF document Add dates and restrictions	Published 🗸 🛱
	Not Required 🗸	

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4. Type your new title right over the old one, and hit Enter or click outside the box.



5. Move on to the next Topic title you want to rename, and repeat steps 5 and 6 until you are finished. Then click **Done Editing.**

Overview		
Dookmarks	Done Editing	edit
Course Schedule		•
Table of Contents	Add dates and restrictions	Published 🗸
■ Sample Module	Add a description	
■ Audio Embed Sample	New V Add Existing Activitie V	
■ Module 1	E Platform Requirements ✓	Published 🗸 📋
Sample Rubrics	Word Document	rubisited 🗸 🛄
∃ Templates	Add dates and restrictions Not Required ✔	
Add a module	E Integrating Blogs into y ur Courses PPT →	Published 🗸 📋
	DeverPoint Presentation	
	Not Required	
	≡ Features Guide 👻	Published 🗸 📋
	PDF document Add dates and restrictions	
	Not Required ~	

Things to Remember

You cannot use Bulk Edit to change the titles of Modules, only Topics.

Don't forget to click **Done Editing**, or your changes will NOT be saved!



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