



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 [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

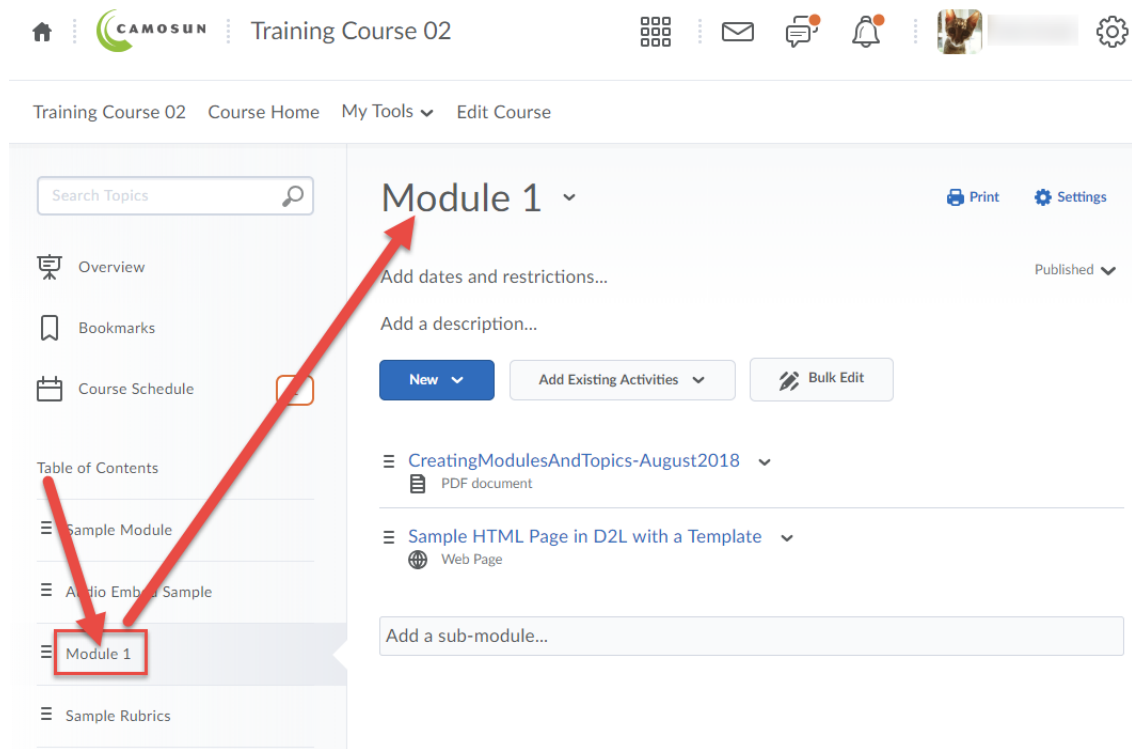
This tutorial will cover the steps involved when you want to rename Modules and Topics in the Content tool.

Steps

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

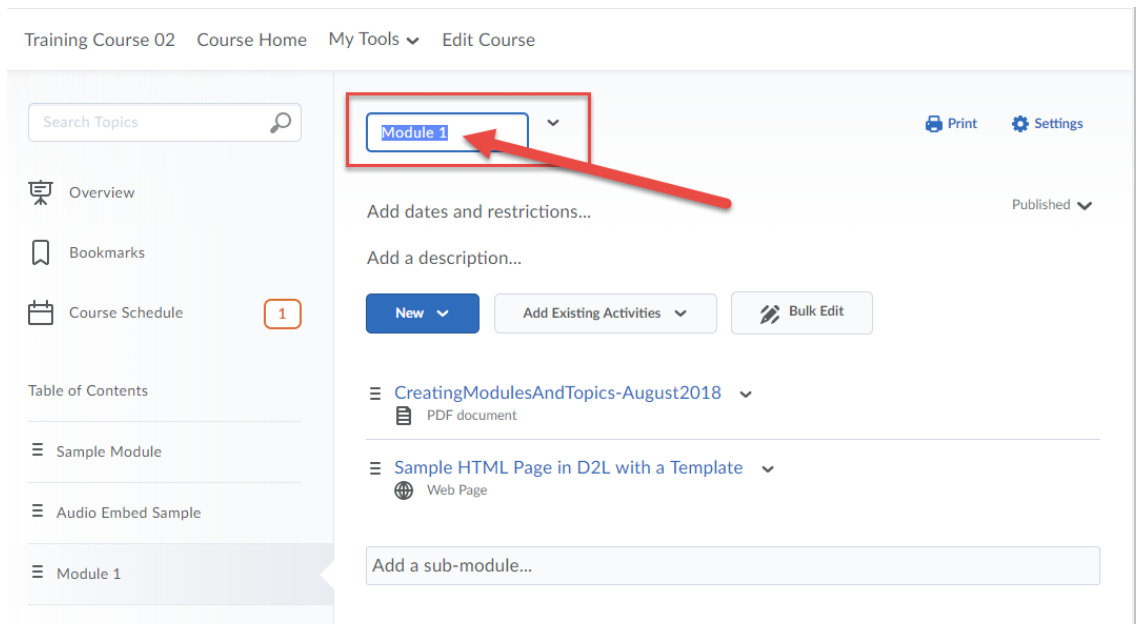
Renaming a Module

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.

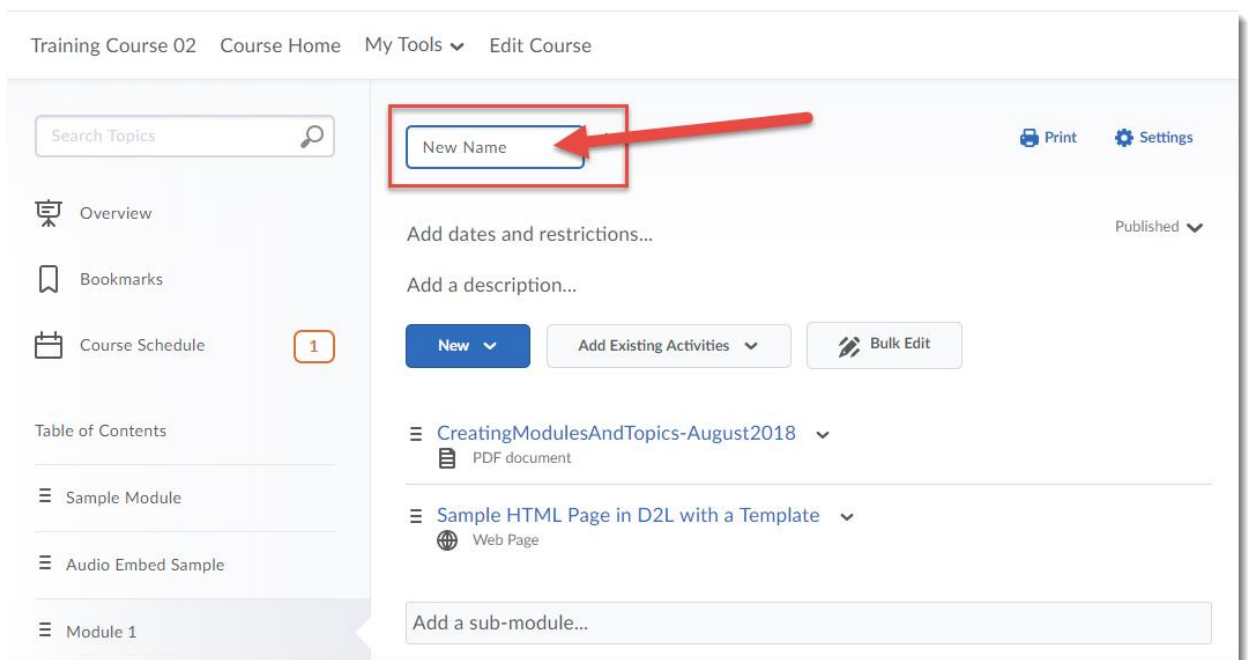


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](#). Icons by the [Noun](#) Project.

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



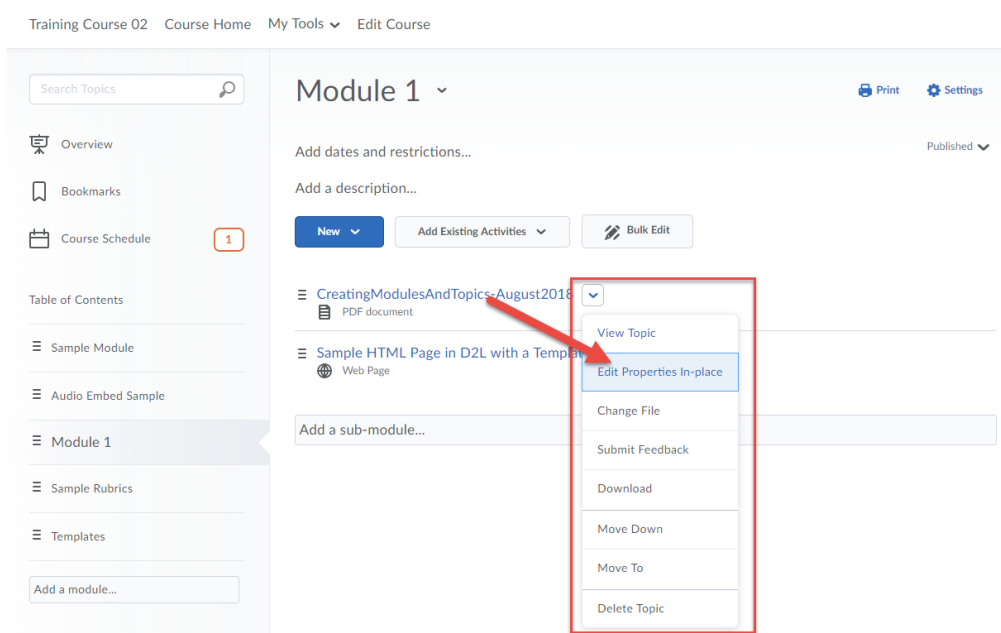
3. Type your new title right over the old one, and hit Enter or click outside the box. Your new title will appear, and will also appear in the Table of Contents.



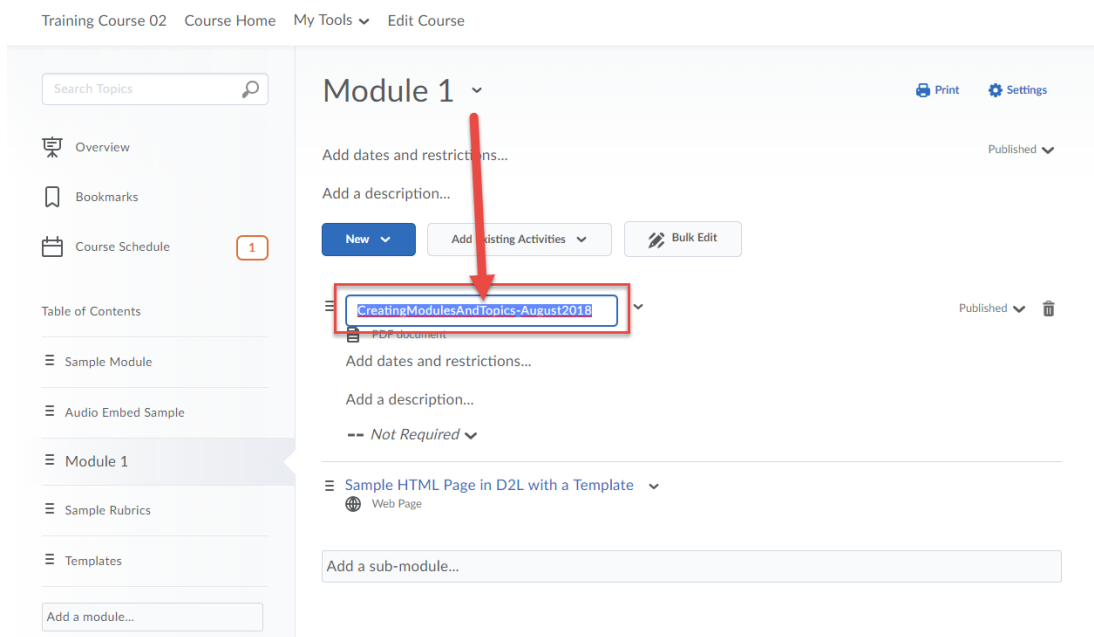
This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

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**.

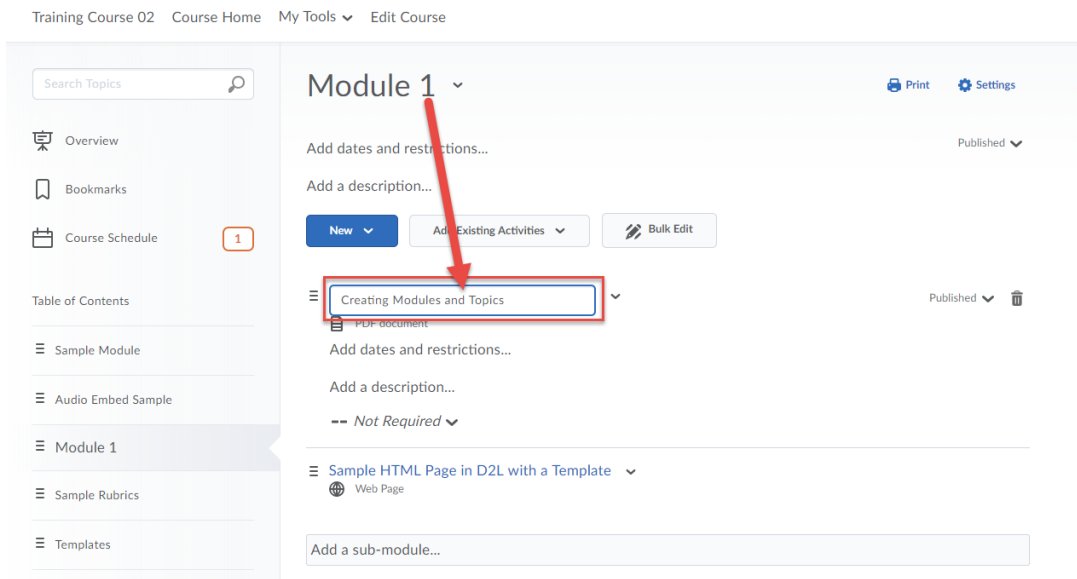


2. Click on the Topic's title.



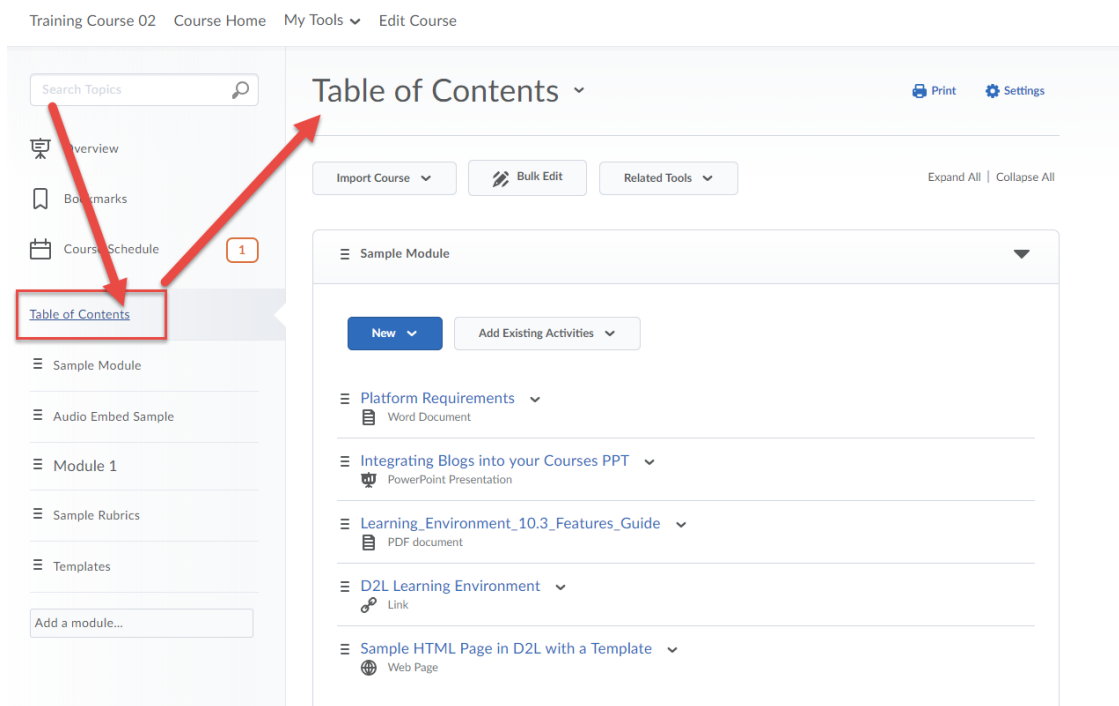
This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounsproject.com/).

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



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.



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/).

2. Click **Bulk Edit**.

The screenshot shows the 'Table of Contents' page in a course management system. The left sidebar contains navigation links: Overview, Bookmarks, Course Schedule (with a red '1' badge), Table of Contents (selected), Sample Module, Audio Embed Sample, Module 1, Sample Rubrics, and Templates. The main content area is titled 'Table of Contents' and includes a search bar, 'Print' and 'Settings' icons, and buttons for 'Import Course', 'Bulk Edit' (highlighted with a red box and arrow), and 'Related Tools'. Below these are expand/collapse controls. The table lists several items: 'Sample Module', 'Platform Requirements' (Word Document), 'Integrating Blogs into your Courses PPT' (PowerPoint Presentation), 'Learning_Environment_10.3_Features_Guide' (PDF document), 'D2L Learning Environment' (Link), and 'Sample HTML Page in D2L with a Template' (Web Page). A 'Bulk Edit' button is also visible below the 'Import Course' button.

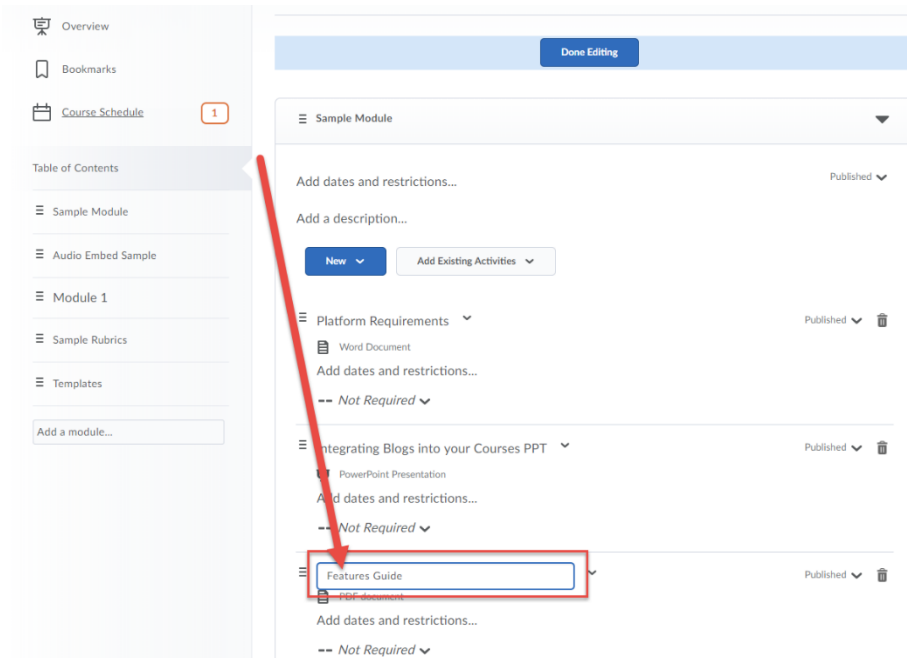
3. Click on the title of the Topic(s) (one at a time) you want to rename.

The screenshot shows the 'Table of Contents' page in edit mode. The left sidebar is the same as the previous screenshot. The main content area has a 'Done Editing' button at the top. The table lists the same items as before. The item 'Learning_Environment_10.3_Features_Guide' (PDF document) is highlighted with a red box and a red arrow pointing to it. The table also includes columns for 'Add dates and restrictions...', 'Add a description...', and 'Published' status. The 'Not Required' status is shown for several items.

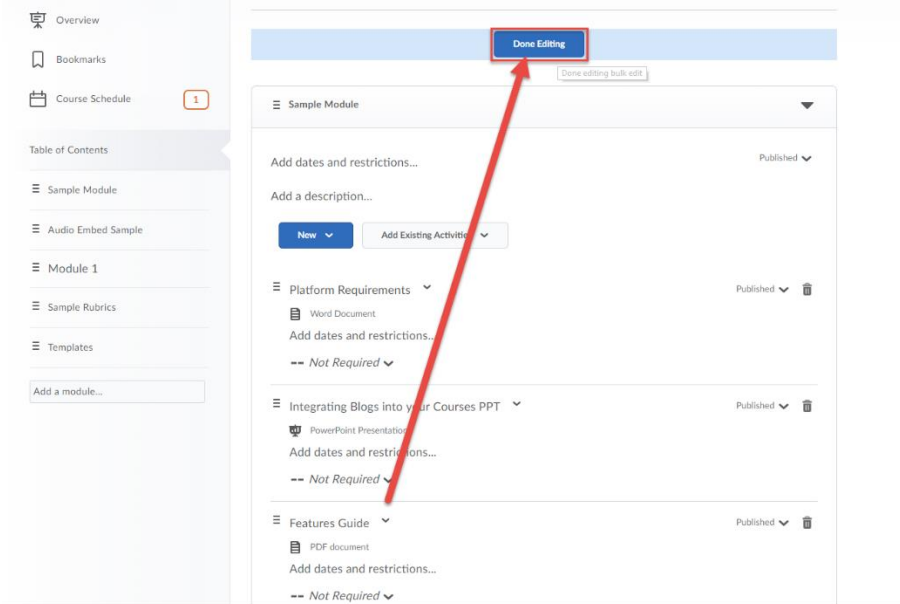


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).

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.**



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!



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/).