



## Replacing or Re-linking Topic Documents – 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 replace a document in Content with a new or updated version, as well as what to do if a link to a Topic file breaks.

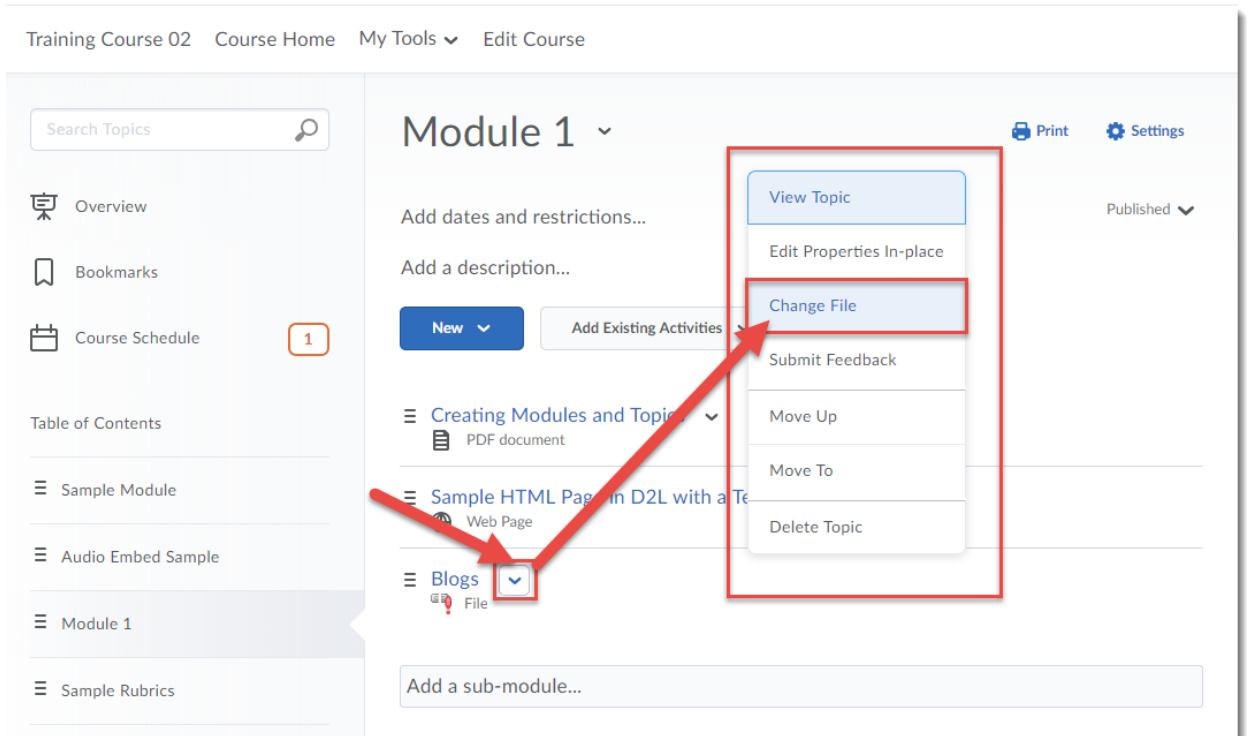
### Steps

1. First, go to the **Content** tool in your course site.
2. Go to the Module containing the Topic you want to replace or re-link. You can tell if a Topic link is broken because you will see a broken link icon and an exclamation point next to it (see below).

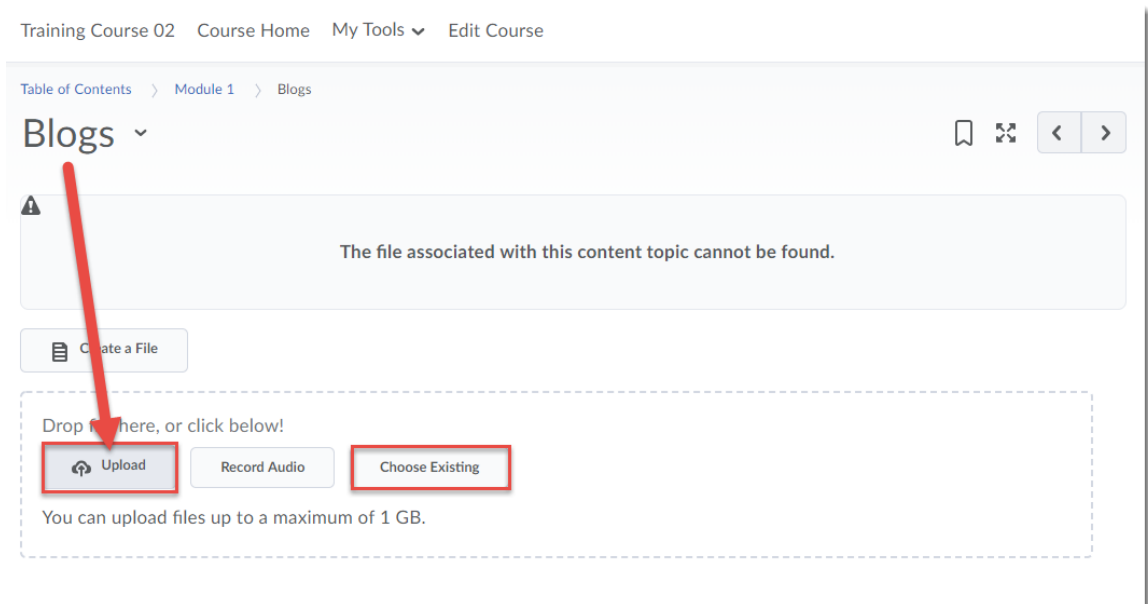
The screenshot shows the D2L course interface for 'Training Course 02'. The left sidebar contains navigation options: Overview, Bookmarks, Course Schedule (with a red '1' badge), Table of Contents, Sample Module, Audio Embed Sample, Module 1 (highlighted), and Sample Rubrics. The main content area is titled 'Module 1' and includes options for 'Add date and restrictions...', 'Add a description...', 'New', 'Add Existing Activities', and 'Bulk Edit'. Below these are three topics: 'Creating Modules and Topics' (PDF document), 'Sample HTML Page in D2L with a Template' (Web Page), and 'Blogs' (File). The 'Blogs' topic is highlighted with a red box, and a red arrow points to a broken link icon (a red exclamation point) next to it. The bottom of the main area has an 'Add a sub-module...' input field.



3. Click on the down arrow next to the title of the Topic you want to replace/re-link, and select **Change File**.



4. Click **Upload** to upload the replacement file from your computer, or click **Choose Existing** to find the replacement file in your Manage Files area. For this scenario, we will click **Upload**.



5. Find the file on your computer, select it and open it. Then click **Update**. Your new file will now appear, replacing the old one.

Training Course 02 Course Home My Tools ▾ Edit Course

Table of Contents > Module 1 > Blogs

## Blogs ▾

The file associated with this content topic cannot be found.

Create a File

You can upload files up to a maximum of 1 GB.

Blogs-Spring2017.pptx (491.71 KB) X

/content/training/TRAIN\_02/ Change Path

Notify students that the content has changed

Update

## Things to Remember

After replacing or re-linking your Topic file, you may also want to change the title of the Topic as the old title will still be there. See the tutorial *Renaming Modules and Topics* for step-by-step instructions.



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