



Saving Topic Files to Manage Files – 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 in saving a file into the Manage Files area when you upload it from your computer into the Content area (note that if you have set a Default Path for your Module, you do not need to do this unless you wish to save your file into a different Manage Files folder – see the tutorial *Setting a Default Path for a Module* for further information).

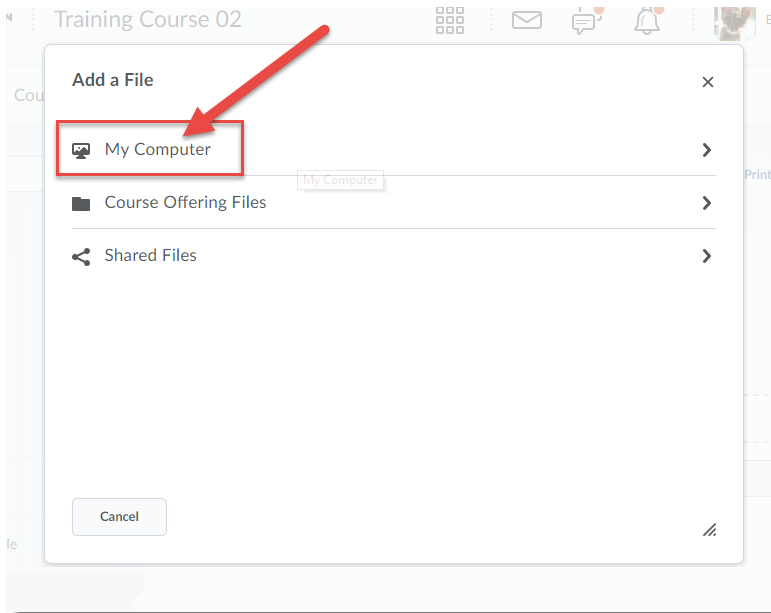
Steps

1. Go to the Content tool in your course.
2. Open the module you want to add a topic to. Click the **New** button and select **Upload Files**.

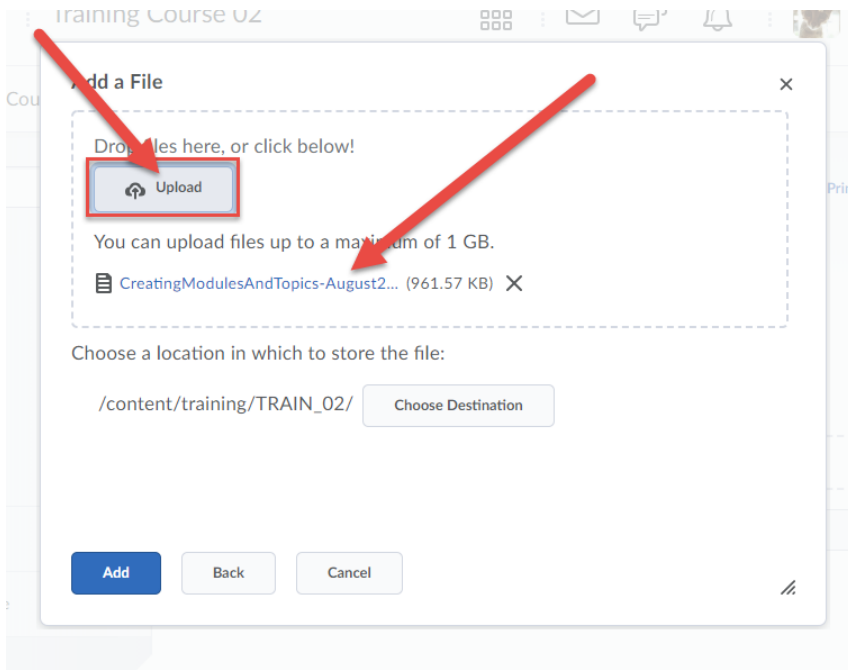
The screenshot shows the D2L interface for a course titled "Training Course 02". The user is logged in as "Emily Schudel". The interface displays the "Module 1" page. A red arrow points to the "New" button, which has a dropdown menu open. The "Upload Files" option is highlighted in the dropdown menu. Other options in the dropdown include "Video or Audio", "Create a File", "Create a Link", "Add from Manage Files", "New Checklist", "New Discussion", "New Dropbox", "New Quiz", and "New Survey".



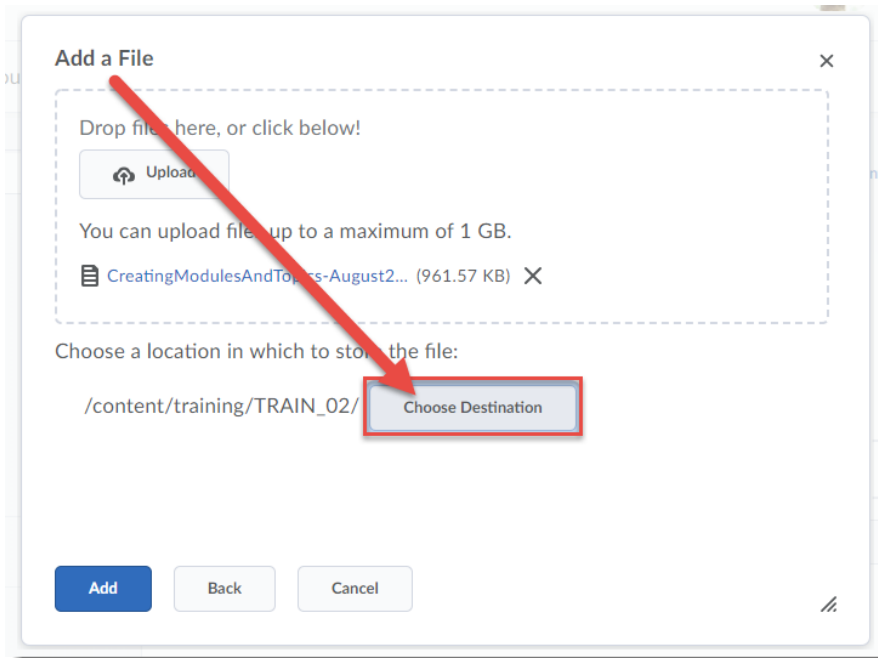
3. In the Add a File box that opens, click **My Computer**.



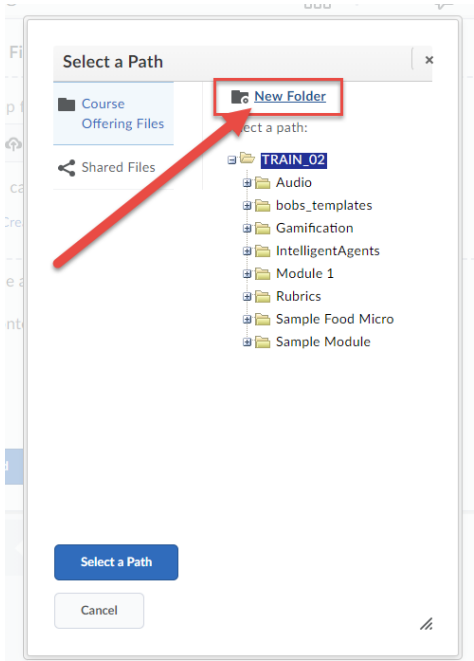
4. Click the **Upload** button and find the file on your computer that you want to add to your module. Once you have selected and opened your file, the filename will appear under the Upload button.



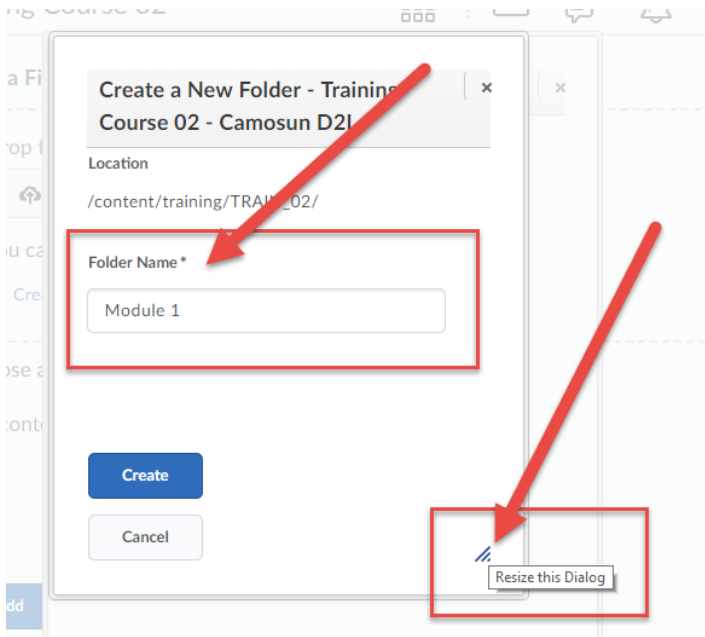
5. Click the **Choose Destination** button to save your file to the appropriate folder in **Manage Files**.



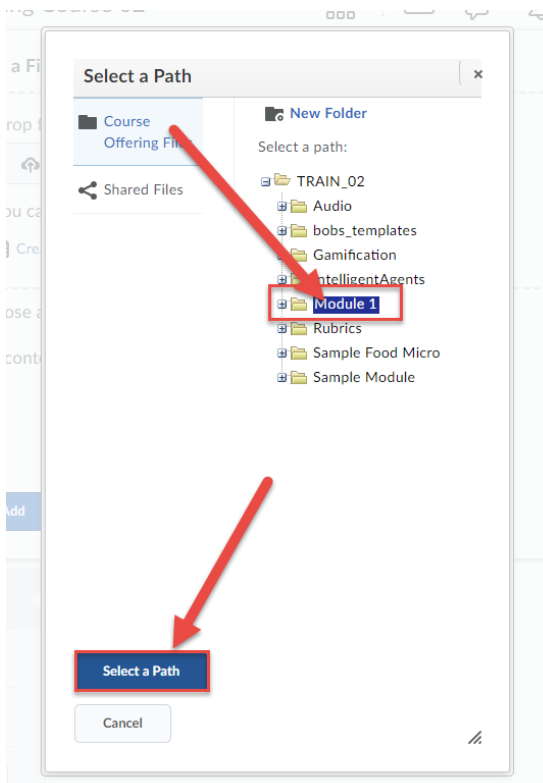
6. In the **Select a Path** pop-up box, either click on the title of the folder you want to save your file to, or click **New Folder** to create a new folder for the file.



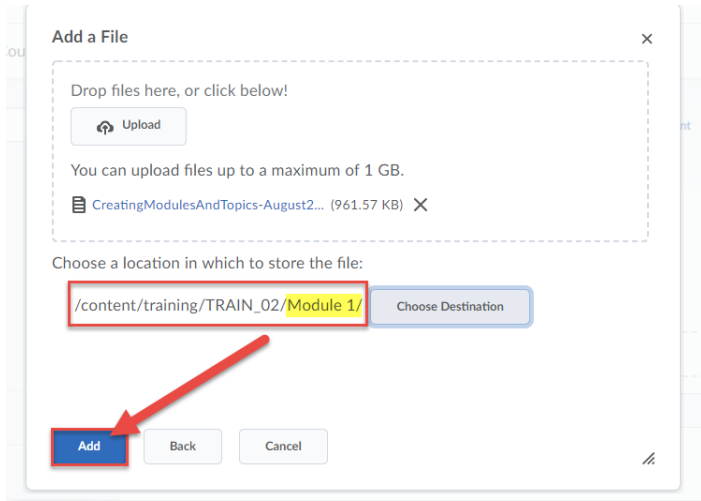
7. If you are creating a new folder, in the **Create a New Folder** box, give your folder a name, and click **Create**. Note that you may have to expand the **Create a New Folder** box to see the Folder Name (hold down your mouse button on the three lines in the bottom, right corner and pull it out).



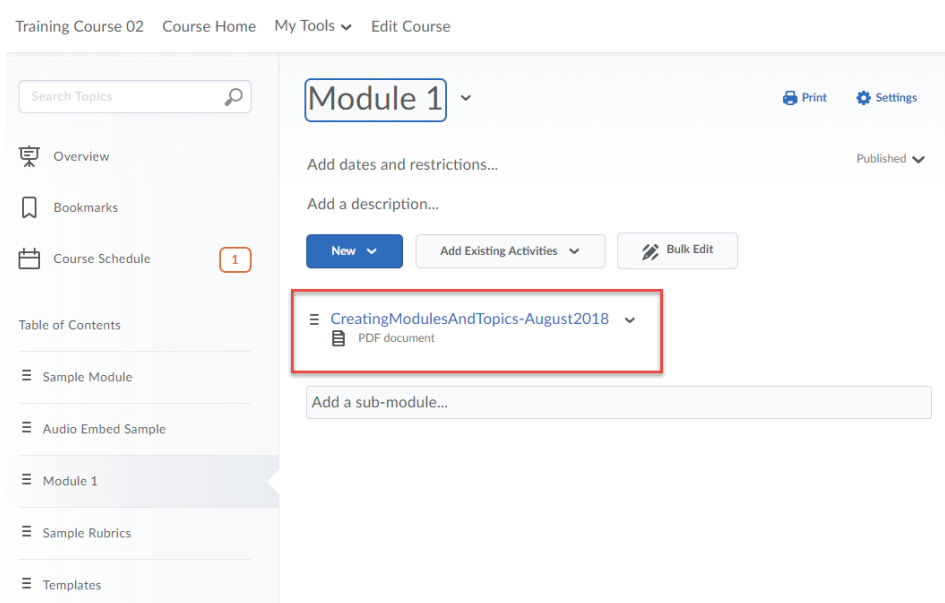
8. Once you have selected your folder name, click **Select a Path**.



9. You will now see your folder name appear in the path next to the **Choose Destination** button. Click the **Add** button to add your file link to your module.



10. Your Topic file will now appear in your Module, and has been filed away in Manage Files so you can easily find it later.



Things to Remember

If you forget to use the **Choose Destination** option when uploading a file to content, you can later move the file in Manage Files to its appropriate folder.

Note that you can also set an entire Module so that any file you upload to that Module will be saved in the same Manage Files folder (so you don't have to click Choose Destination every time you upload a file). See the tutorial *Setting a Default Path (to Manage Files) for a Module* for step-by-step instructions.



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