



Setting a Default Path for a Module – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Content and Manage Files tools 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 wish to set a Default Path to a specific Manage Files folder (meaning all the files you upload to that Module will be stored in that folder automatically) for a Module in the Content tool.

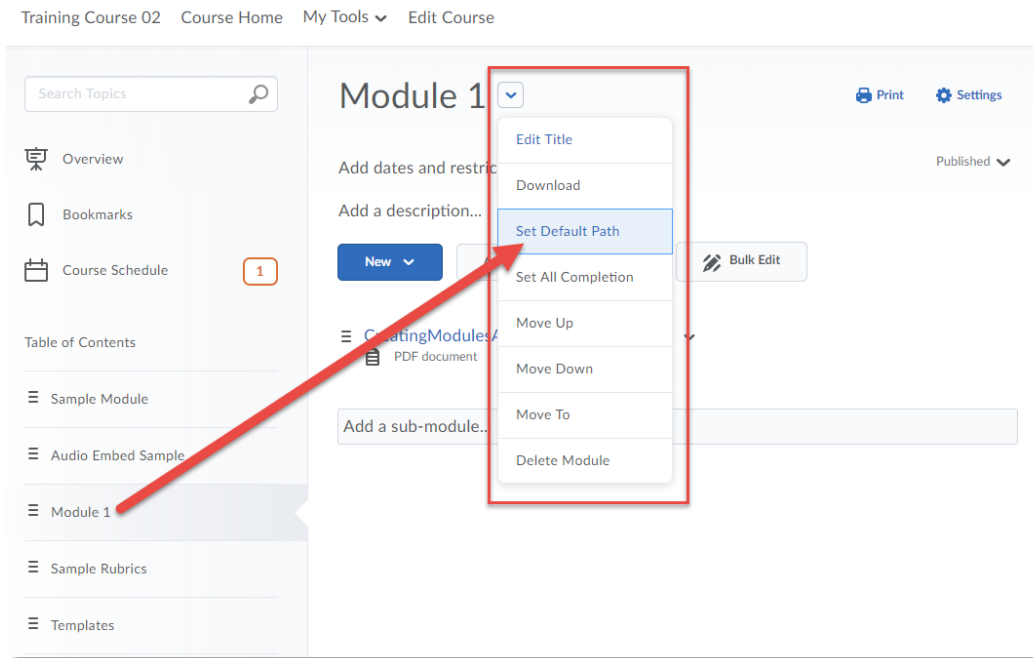
Steps

1. Go to the **Content** tool in your course.
2. In the **Table of Contents** box, click on the title of the Module you want to work with.

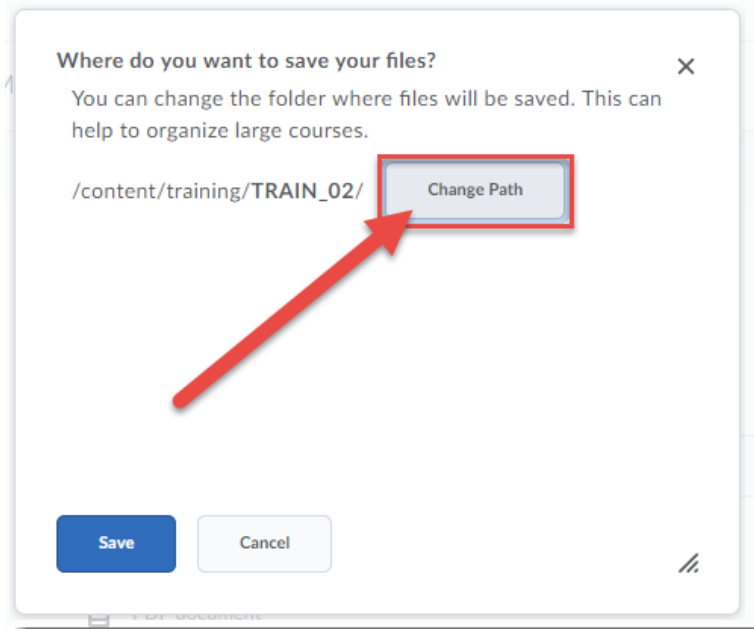
The screenshot shows the D2L course interface for 'Training Course 02'. The top navigation bar includes the CAMOSUN logo, course name, and user profile (Emily Schudel). The main content area is titled 'Module 1' and includes options for 'Print' and 'Settings'. The 'Table of Contents' sidebar on the left lists various course elements, with 'Module 1' highlighted in a red box. A red arrow points from this box to the 'Module 1' header in the main content area. The main content area also features a search bar, 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. Below these are a dropdown menu for 'CreatingModulesAndTopics-August2018' and a 'PDF document' icon, followed by an 'Add a sub-module...' input field.



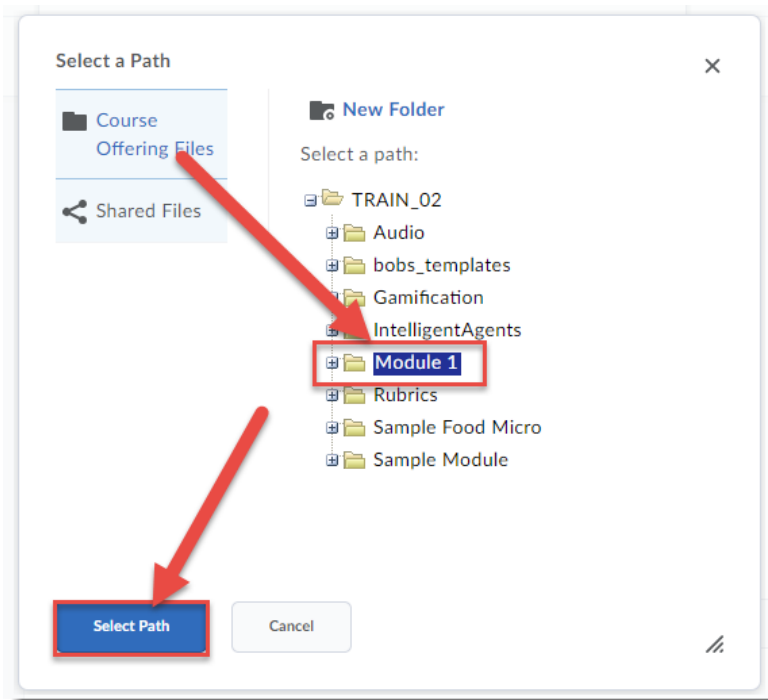
3. Click on the down arrow next to the title of the Module and select **Set Default Path**



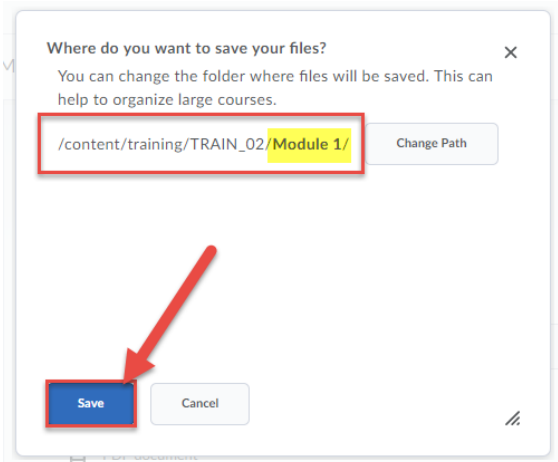
4. In the pop-up box, click **Change Path**. You will then see a list of the folders you have available in the Manage Files area.



5. Select the title of the folder you want to connect to your Module. If you don't see the folder you want, either use the + signs to open the folders to check for sub-folders, or click on **New Folder** at the tops to create a new folder. Once you have selected your folder name, click **Select a Path**.



6. You will now see the folder you selected at the end of the path name next to **Change Path**. Click **Save**. All files you upload to the Module will now be automatically saved in the folder you selected.



Things to Remember

Remember to set up your Default Paths at the same time as you create your Modules. This will save you from having to reorganize your files in Manage Files later, or from having to select a path for each individual file you upload into Content.



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