



The Topic Action Menu (in Content) – D2L Tutorial

This tutorial is 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 discuss the various functions available in the individual Topic's "action menu" (the drop-down menu that appears when you click the down arrow next to the Topic title).

Preamble

1. Go to the **Content** tool in your course.
2. Open a Module, then click the down arrow next to a Topic title. The choices you have are **View Topic**, **Edit Properties In-place**, **Hide from Users**, **Change File**, **Submit Feedback**, **Download**, **Move Up/Down**, **Move To**, and **Delete Topic**. We will look at each function in turn.

The screenshot shows the D2L Content tool interface. The top navigation bar includes "Training Course 03", "Course Home", "My Tools", "Edit Course", "Accessibility Report", "Collaborate", and "More". The main content area is titled "Sample Module" and contains a list of topics. A red box highlights the action menu for the topic "Getting Started With D2L" (PDF document). The menu items are: View Topic, Edit Properties In-place, Hide from Users, Change File, Submit Feedback, Download, Move Down, Move To, and Delete Topic. A red arrow points to the down arrow icon next to the topic title.

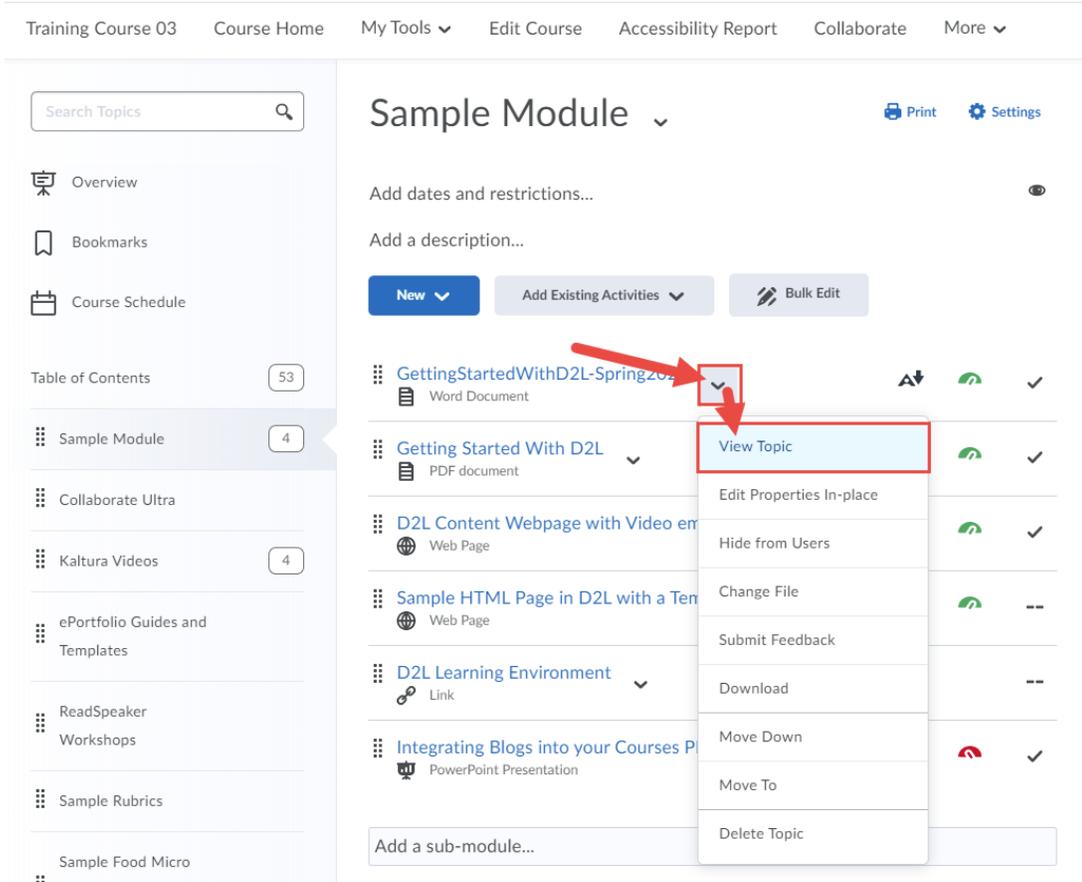
Topic Title	File Type	View Topic	Edit Properties In-place	Hide from Users	Change File	Submit Feedback	Download	Move Down	Move To	Delete Topic
Getting Started With D2L-Spring 2020	Word Document	✓	✓	✓	✓	✓	✓	✓	✓	✓
Getting Started With D2L	PDF document	✓	✓	✓	✓	✓	✓	✓	✓	✓
D2L Content Webpage with Video embedded	Web Page	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sample HTML Page in D2L with a Template	Web Page	✓	✓	✓	✓	✓	✓	✓	✓	✓
D2L Learning Environment	Link	✓	✓	✓	✓	✓	✓	✓	✓	✓
Integrating Blogs into your Courses	PowerPoint Presentation	✓	✓	✓	✓	✓	✓	✓	✓	✓



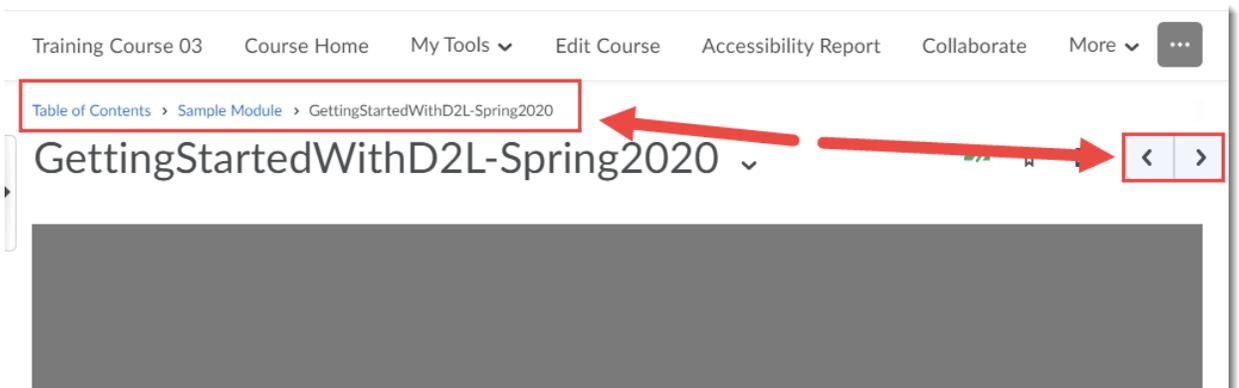
View Topic

View Topic opens the topic in the main viewing area of Content (you can also click the title of the Topic to open it).

1. From the Topic action menu, select **View Topic**.



2. You can use the breadcrumbs to return to the Module, or click the arrows to move forward or backward through the Module's Topics.

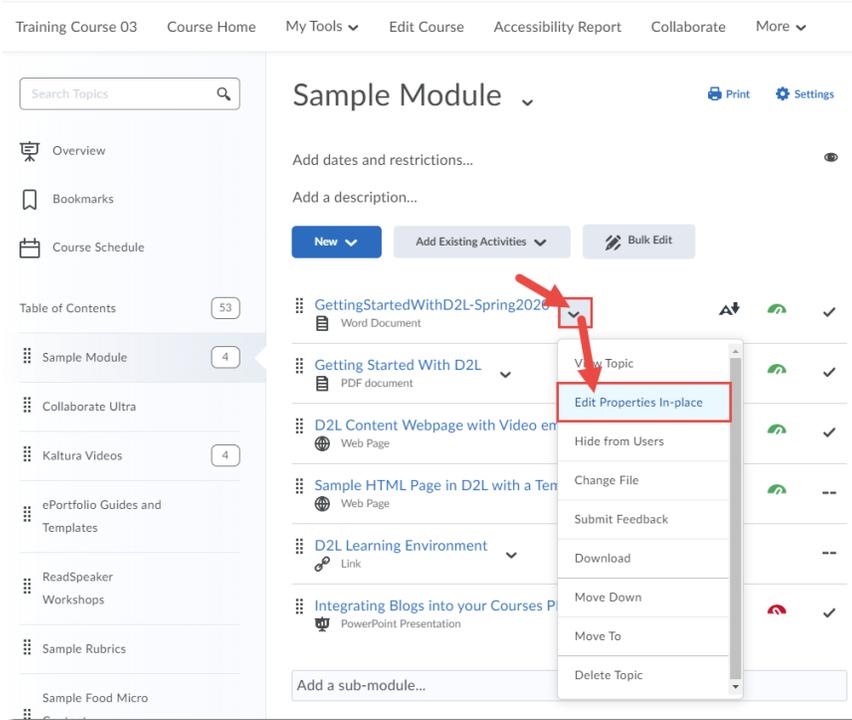


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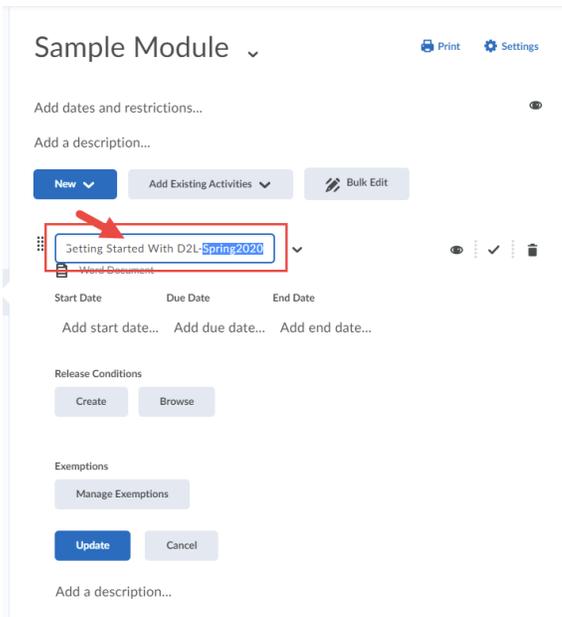
Edit Properties In-place

Edit Properties In-place allows you to edit several Topic settings at once.

1. From the Topic's action menu, select **Edit Properties In-Place**.

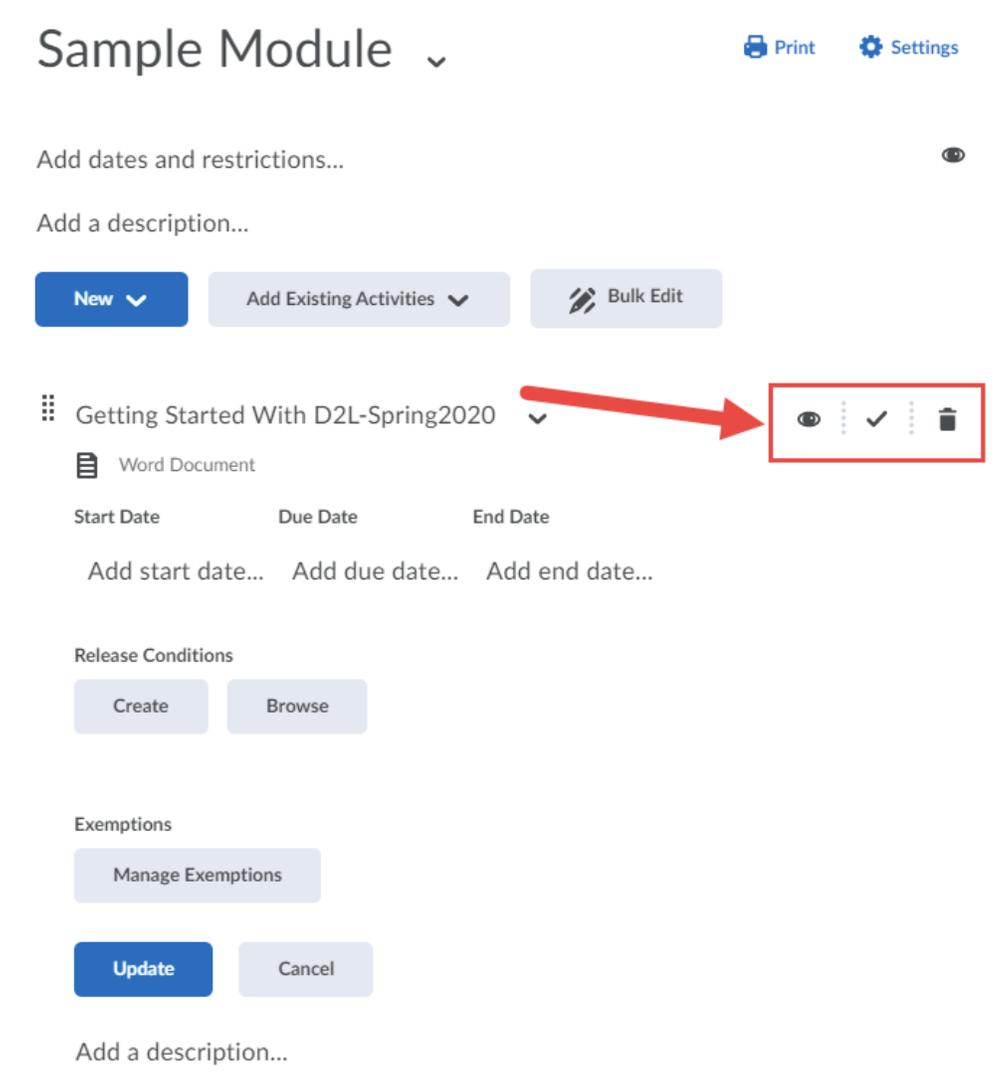


2. From here, you can change the title by clicking on it and typing over it and hitting the **Enter** key.



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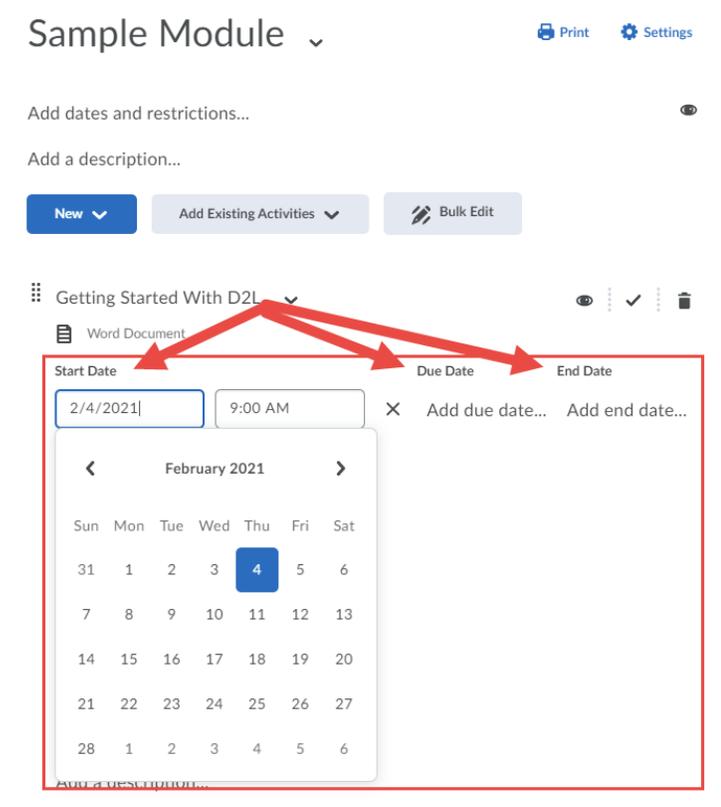
3. **Hide** the Topic (clicking on the eye icon), **Delete** the Topic (clicking on the trashcan), or change the **Completion Tracking** for the Topic (using the checkmark icon). The three kinds of completion tracking in Content are: **Required: Automatic** (Topics are automatically marked as “complete” as students open them), **Required: Manual** (students have to check off Topics as complete themselves), and **Not Required** (no tracking at all). Note that Completion Tracking is a bit deceptive as all a student needs to do is open a Topic for it to be marked as “complete”



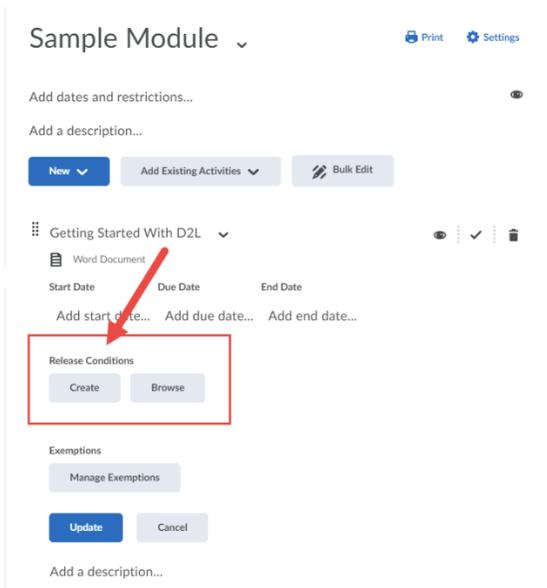
The screenshot shows the 'Sample Module' interface. At the top, there are 'Print' and 'Settings' buttons. Below the title, there are fields for 'Add dates and restrictions...' and 'Add a description...'. A row of buttons includes 'New', 'Add Existing Activities', and 'Bulk Edit'. The main content area lists a topic: 'Getting Started With D2L-Spring2020'. A red arrow points from the text 'Getting Started With D2L-Spring2020' to a red-bordered box containing three icons: an eye (hide), a checkmark (completion tracking), and a trashcan (delete). Below the topic name is a 'Word Document' icon and a dropdown arrow. Further down, there are fields for 'Start Date', 'Due Date', and 'End Date', each with an 'Add...' button. Below that are 'Release Conditions' buttons for 'Create' and 'Browse', and 'Exemptions' buttons for 'Manage Exemptions', 'Update', and 'Cancel'. At the bottom, there is another 'Add a description...' field.



4. Click **Add dates and restrictions to Add start date..., Add due date..., or Add end date...** Each will open a calendar and time box for you to select dates and times.



Create or attach existing **Release Conditions** (see the tutorials *Conditional Release – Setting up Release Conditions* and *What Release Conditions Are Available in D2L* under **Course Admin** for more information on **Release Conditions**)



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Manage Exemptions. Click **Manage Exemptions**.

Sample Module Print Settings

Add dates and restrictions... 👁

Add a description...

New Add Existing Activities Bulk Edit

Getting Started With D2L 👁 ✓ ⋮ 🗑

Word Document

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

Create Browse

Exemptions

Manage Exemptions

Update Cancel

Add a description...

Select the student(s) you want to be exempted from completing/reading the Topic, and click **Exempt**.

Exempt from GettingStartedWithD2L-Spring2020 ×

Exempt Unexempt Search For... 🔍

Exemptions: 1

<input type="checkbox"/>	Display Name	Org. Defined Id	Exempt Status
<input checked="" type="checkbox"/>	Student, Training01	training.student01	Exempt
<input type="checkbox"/>	Student, Training02	training.student02	
<input type="checkbox"/>	Student, Training03	training.student03	
<input type="checkbox"/>	Student, Training04	training_four	

Exempt Unexempt

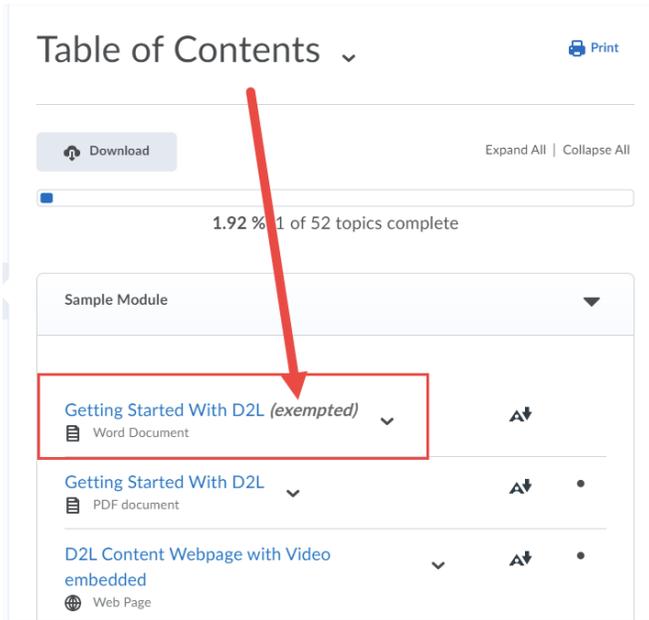


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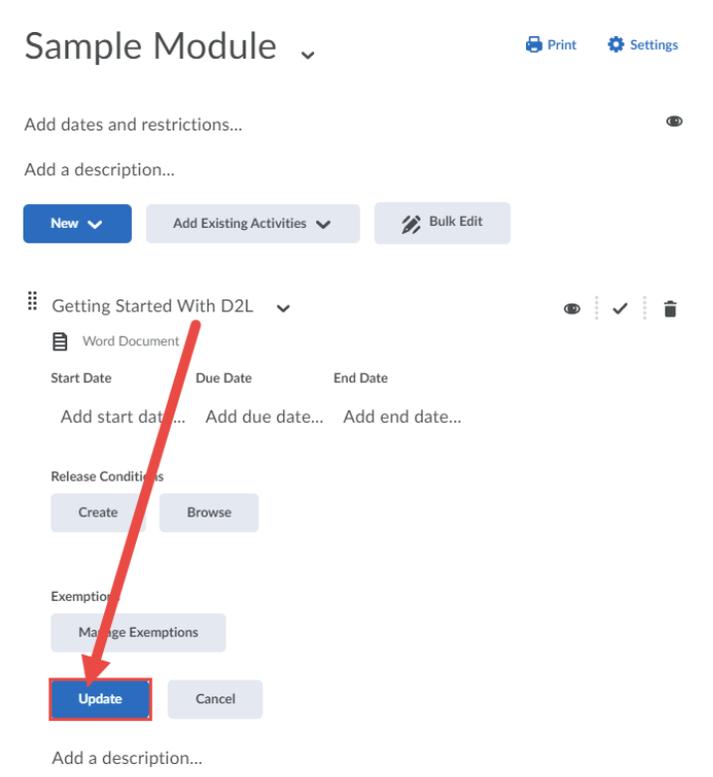


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Here is what the student will see when they are exempted from a Topic:

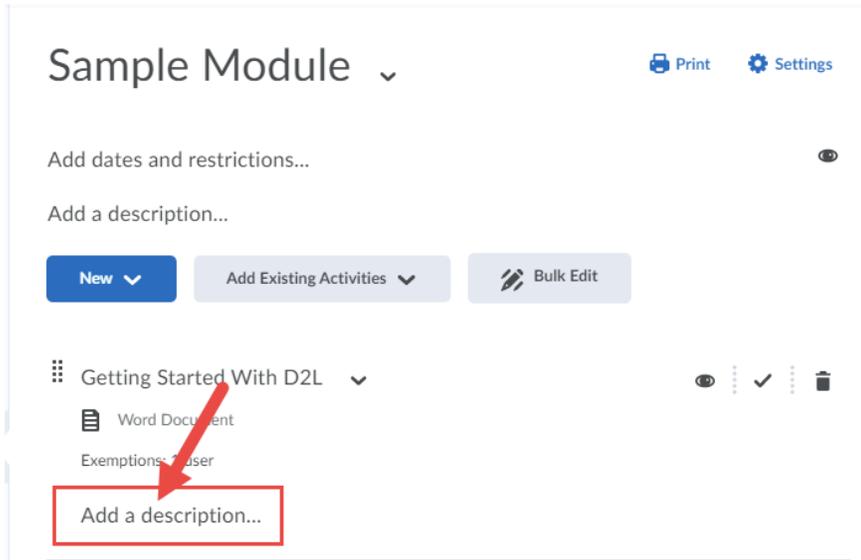


Don't forget to click **Update** when you have finished adding dates and restrictions!

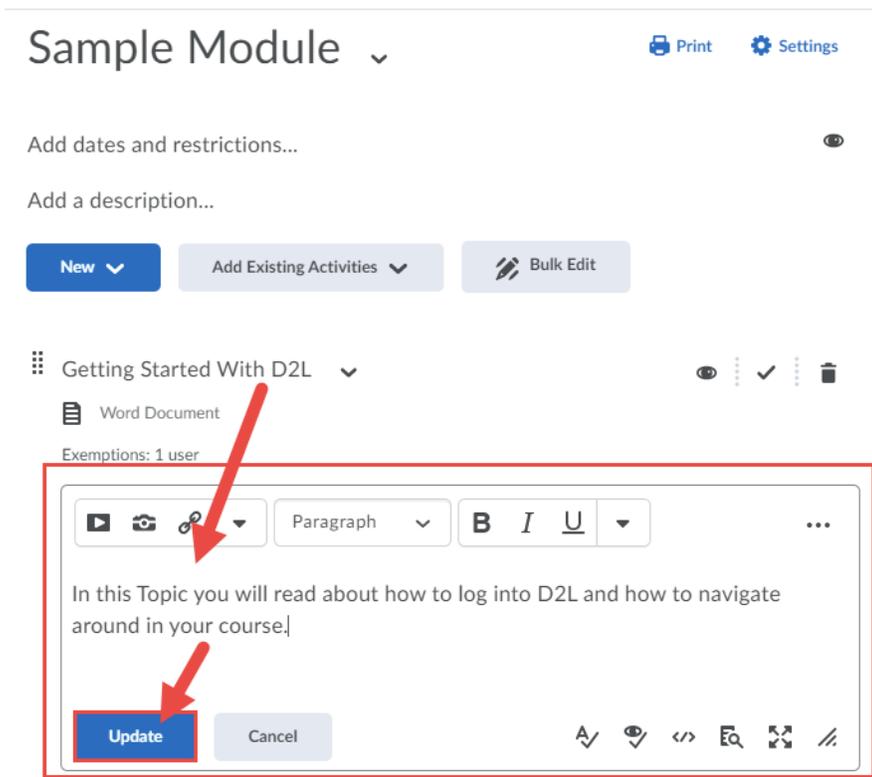


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5. And finally, click **Add description** to add a description (using the HTML editor) for your Topic. This description will appear under the Topic title in the Module listing in Content.



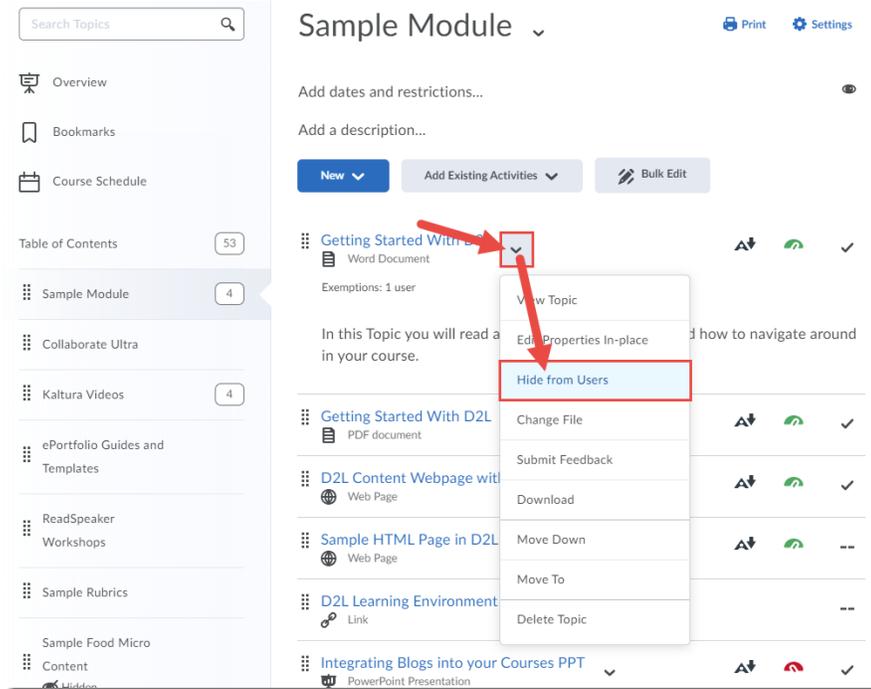
Add your description (you can also embed video, images, or links to activities in D2L or external websites), and click **Update**.



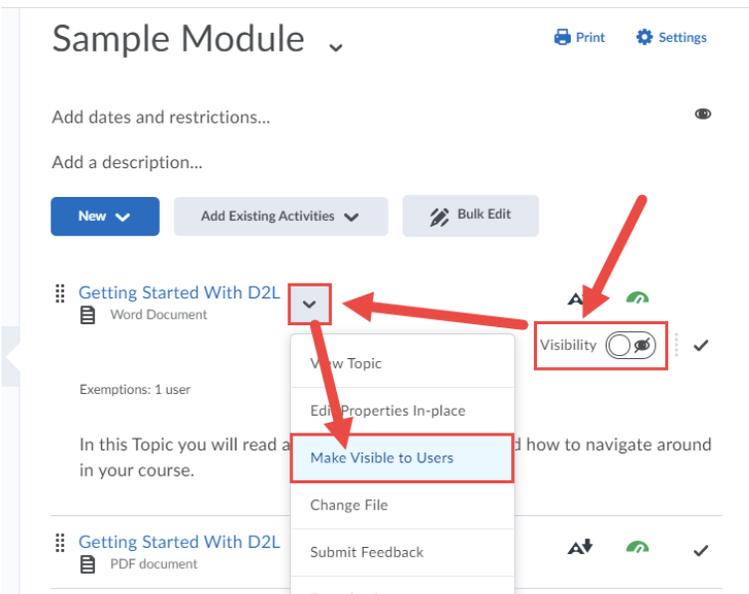
Make Visible to Users/Hide from Users

Two sides of a coin, these functions allow you to hide and unhide Topics from students. To **Make Visible** or **Hide** individual Topics:

1. From the Topic action menu, select **Hide from Users**.



2. The Topic now has a closed eye icon next to its title. You can make it visible by selecting **Make Visible to Users**.

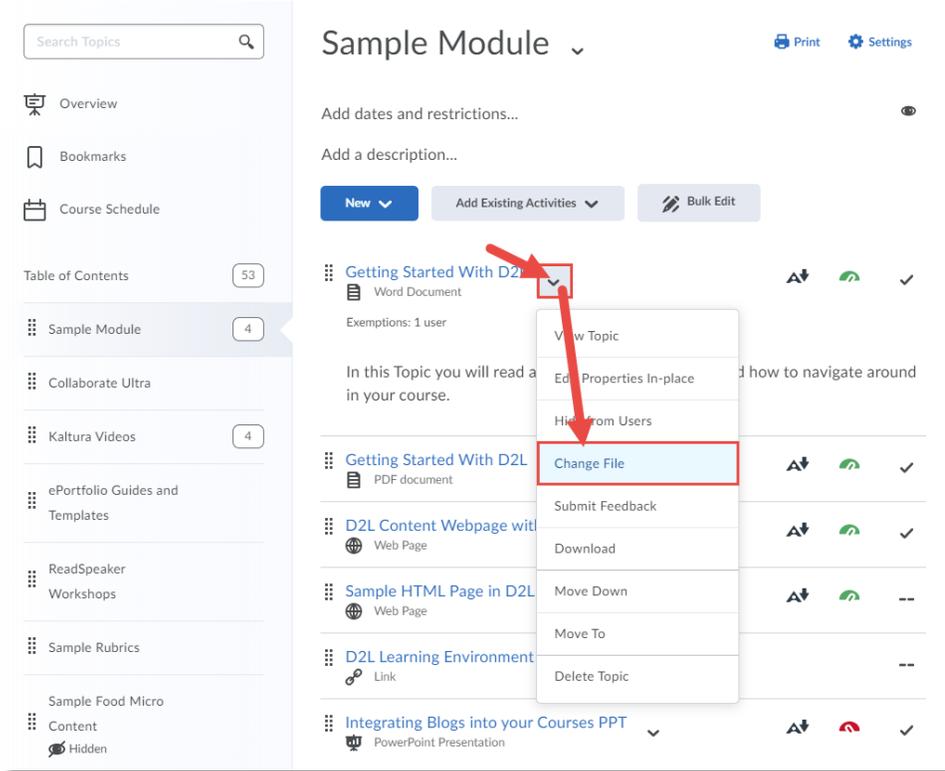


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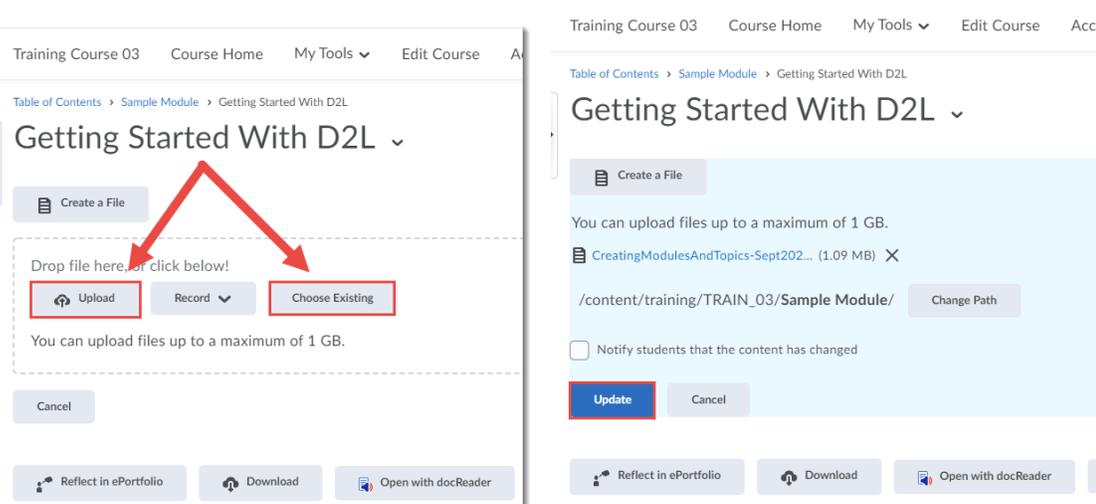
Change File

Change File allows you to replace the existing Topic file with another one by uploading it from your device, or adding it from Manage Files (if you have already uploaded it there).

1. From the Topic action menu, select **Change File**.



2. **Upload** the new file from your device, or use **Choose Existing** to find a file already in Manage Files, then click **Update**.

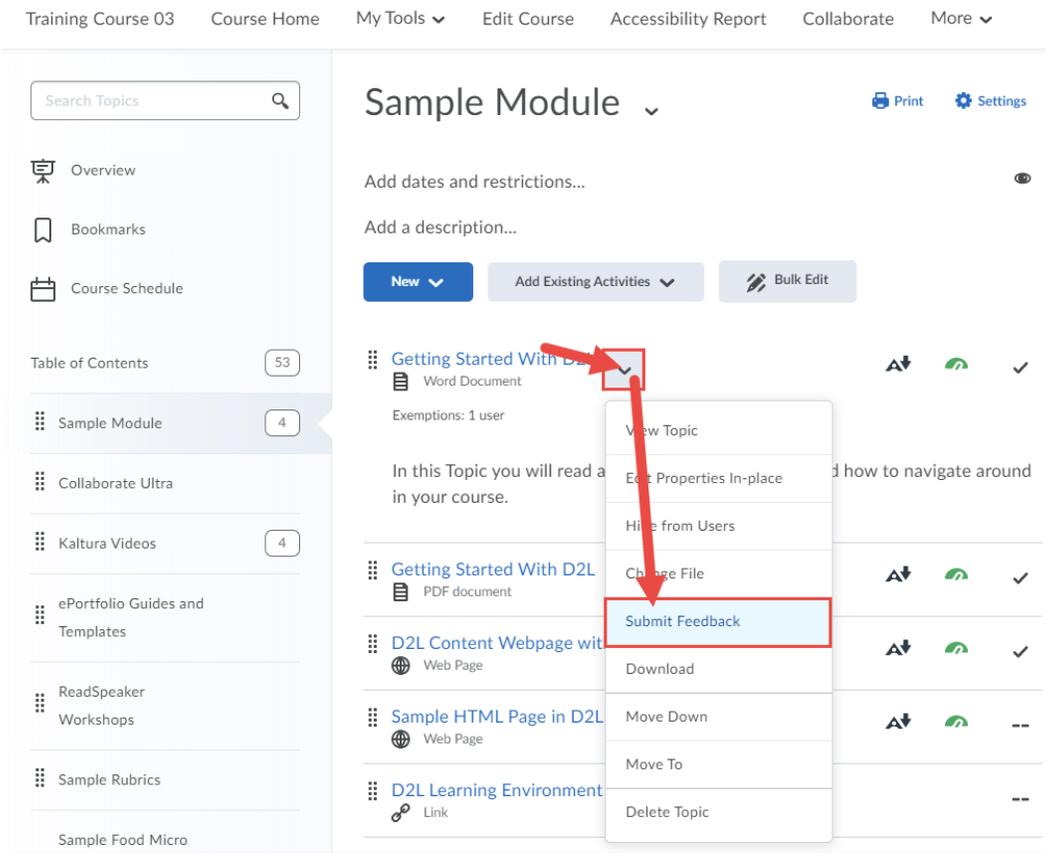


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Submit Feedback

More for students, or if developing a course site with multiple instructors, the **Submit Feedback** function allows someone to add comments to a Topic.

1. From the Topic action menu, select **Submit Feedback**.



The screenshot displays a D2L course interface for 'Training Course 03'. The main content area is titled 'Sample Module' and contains a list of topics. The first topic, 'Getting Started With D2L', is highlighted. A red arrow points to the action menu icon (three vertical bars) next to this topic. A dropdown menu is open, showing various actions: 'View Topic', 'Edit Properties In-place', 'Hide from Users', 'Change File', 'Submit Feedback', 'Download', 'Move Down', 'Move To', and 'Delete Topic'. The 'Submit Feedback' option is highlighted with a red box. The left sidebar shows a 'Table of Contents' with 'Sample Module' selected. The top navigation bar includes 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', 'Collaborate', and 'More'.



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2. In the **Submit Feedback** pop-up box, add your **Comments** and click **Submit**. Feedback comments are anonymous by default, but you can uncheck the *Make this rating and any comments anonymous* box to allow your name to be seen.

Submit Feedback

Rating
★ ★ ★ ★ ★

Comments
Comments about this content...!

Anonymous
 Make this rating and any comments anonymous.

Submit Cancel

3. To view Feedback for a Topic, go back to the main **Table of Contents** area by clicking Table of Contents in the left navigation area.

Training Course 03 Course Home My Tools Edit Course Accessibility Report Collaborate More

Search Topics

Table of Contents

Overview
Bookmarks
Course Schedule

Table of Contents 53

Sample Module 4

Collaborate Ultra

Kaltura Videos 4

ePortfolio Guides and Templates

Table of Contents

Print Settings

Import Course Bulk Edit Related Tools Expand All Collapse All

Sample Module

New Add Existing Activities

Getting Started With D2L Word Document ✓
Exemptions: 1 user

Getting Started With D2L PDF document ✓



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4. Click **Related Tools** and select **View Reports**.

The screenshot shows the 'Table of Contents' interface. At the top, there are 'Print' and 'Settings' icons. Below the title, there are buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'. The 'Related Tools' dropdown menu is open, showing 'Manage Files' and 'View Reports'. A red arrow points from the 'Related Tools' button to the 'View Reports' option. Below the dropdown, there are buttons for 'New' and 'Add Existing Activities'. The main content area shows a 'Sample Module' and a 'Getting Started With D2L' section with a 'Word Document' icon and 'Exemptions: 1 user'.

5. Click **Feedback**.

The screenshot shows the 'Reports' interface. At the top, there is a breadcrumb 'Content > Reports'. Below the title, there are three main sections: 'Statistics', 'Feedback', and 'SCORM Reports'. The 'Feedback' section is highlighted with a red box and a red arrow. Below these sections are 'Export Statistics' and 'Reset Statistics' buttons. The main content area has two tabs: 'Content' and 'Users'. Under the 'Content' tab, there are three summary cards: 'Total Number of Users' (4), 'Users Who Have Visited Content' (0), and 'Average Time Spent on Content' (0:00:00). Below these cards are 'Expand All' and 'Collapse All' buttons. At the bottom, there is a table with two columns: 'Content' and 'Available To'.

Content	Available To
Module 1. Sample Module	4
Getting Started With D2L	4



- Click on the hyperlinked numbers in the **Ratings** column to read the Feedback.

The screenshot shows the 'Course Feedback' interface. At the top, there are tabs for 'Statistics', 'Feedback', and 'SCORM Reports'. Below the tabs are buttons for 'Export Feedback' and 'Reset Feedback'. There are also links for 'Expand All' and 'Collapse All'. The main content is a table with columns for 'Ratings' and 'Average'. The table lists 'Training Course 03' and 'Module 1. Sample Module'. Under 'Module 1. Sample Module', there are three items: 'Getting Started With D2L' (with a rating of 2 and 5 stars), 'Getting Started With D2L' (with a rating of - and 0 stars), and 'D2L Content Webpage with Video embedded' (with a rating of - and 0 stars). A red arrow points from the 'Feedback' tab to the rating '2' in the first 'Getting Started With D2L' row.

	Ratings	Average
Training Course 03	2	★★★★★
▼ Module 1. Sample Module	2	★★★★★
Getting Started With D2L	2	★★★★★
Getting Started With D2L	-	-
D2L Content Webpage with Video embedded	-	-

- Review the Feedback, then click **Go Back** to return to the main Course Feedback area.

The screenshot shows the 'Topic Feedback' interface. At the top left, there is a 'Go Back' button with a left-pointing arrow. Below it, the topic name 'Getting Started With D2L' is displayed, along with the average rating '★★★★★ (2 ratings)'. There is a search bar with the text 'Search For...' and a 'Show Search Options' link. Below the search bar are icons for email and trash. The main content is a table with columns for 'Last Name, First Name', 'Date', and 'Rating'. The table lists two anonymous users who provided feedback on Feb 4, 2021, with a rating of 5 stars. The first row has a comment 'Comments about this content...' and the second row has a comment 'Feedback from Student 1'. A red arrow points from the 'Go Back' button to the first row of the table. Another red arrow points from the 'Go Back' button to the 'Go Back' button itself.

Go Back

Topic Name
Getting Started With D2L

Average Rating
★★★★★
(2 ratings)

Search For... Show Search Options

<input type="checkbox"/>	Last Name, First Name	Date	Rating
<input type="checkbox"/>	Anonymous	Feb 4, 2021	★★★★★
	Comments about this content...		
<input type="checkbox"/>	Anonymous	Feb 4, 2021	★★★★★
	Feedback from Student 1		

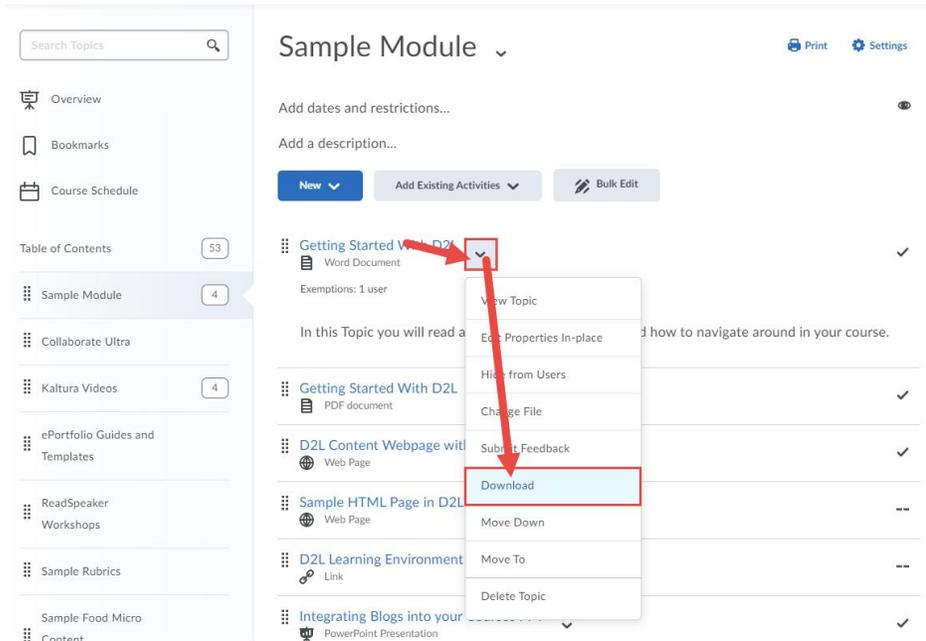
20 per page



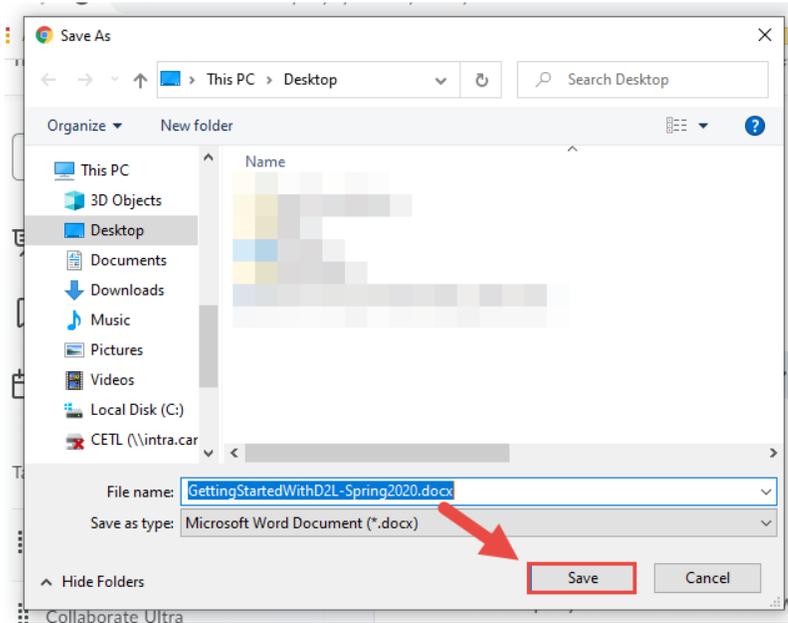
Download

Download allows you to download any PDF, PPT, WORD, EXCEL, HTML, etc. Topic files. It does NOT download any website links or links to other tools in D2L (for example, a Discussion or a Quiz). To **Download** a Topic file:

1. From the Topic action menu, select **Download**.



2. Save the file to your device.

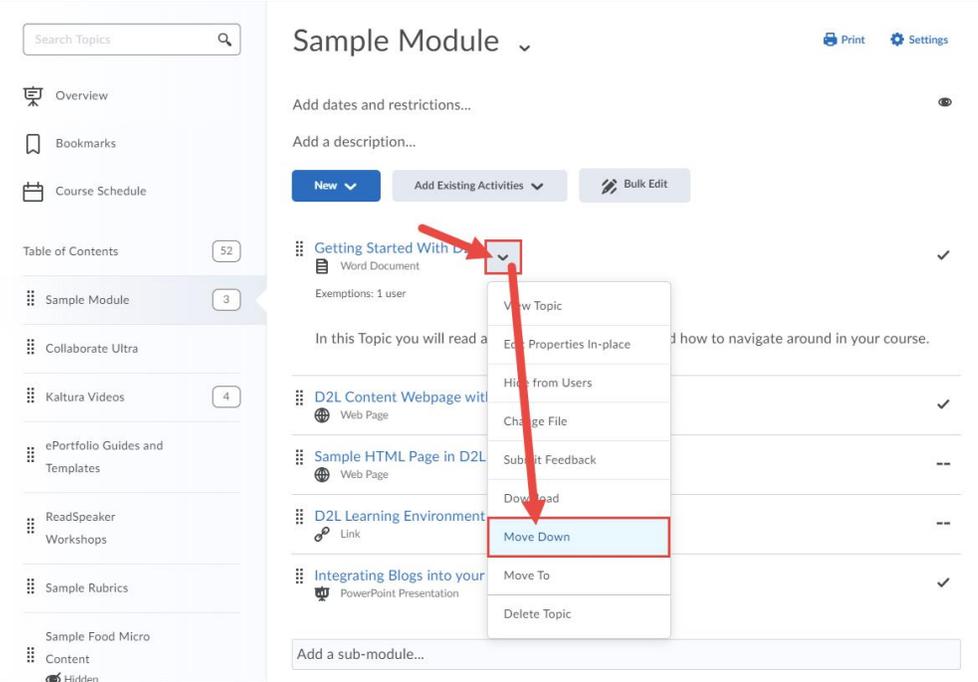


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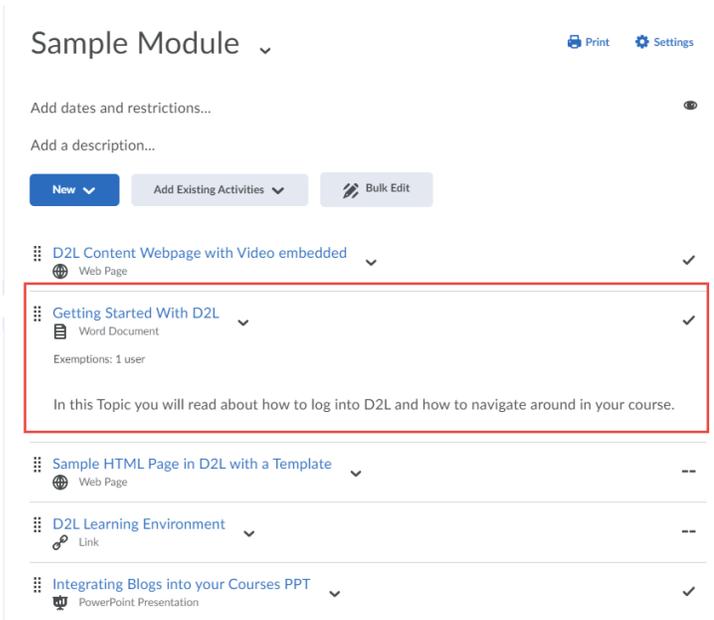
Move Up/Down

Move Up/Move Down allows you to move a Topic up or down in a Module (note that you can also use the drag and drop option). To do this:

1. From the Topic action menu, select **Move Up** or **Move Down**.



2. The Topic will be moved one Topic up or down in the Module area.

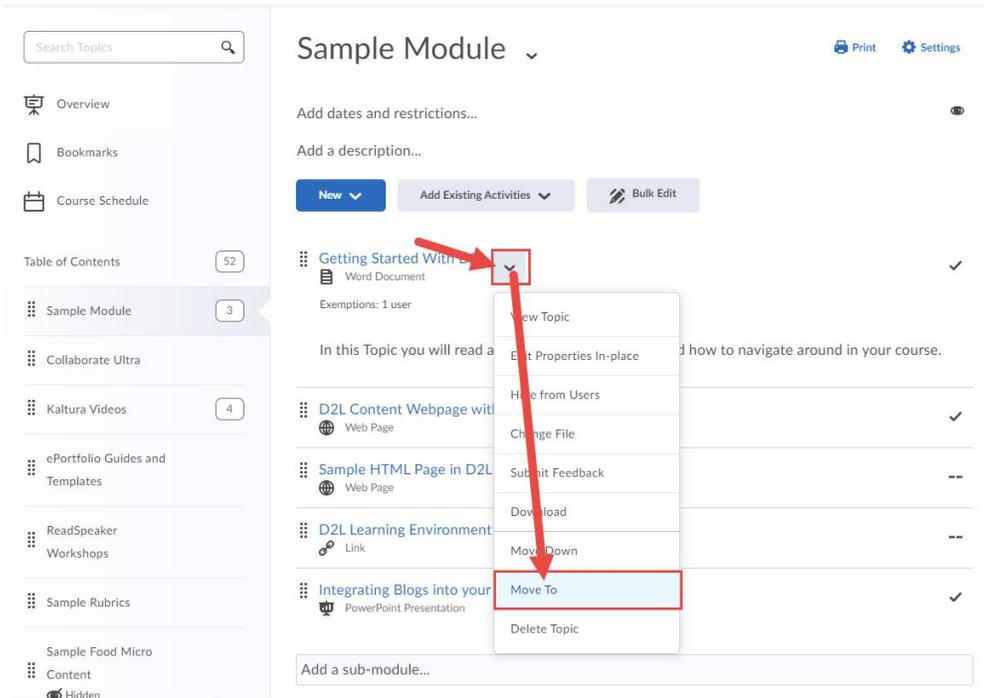


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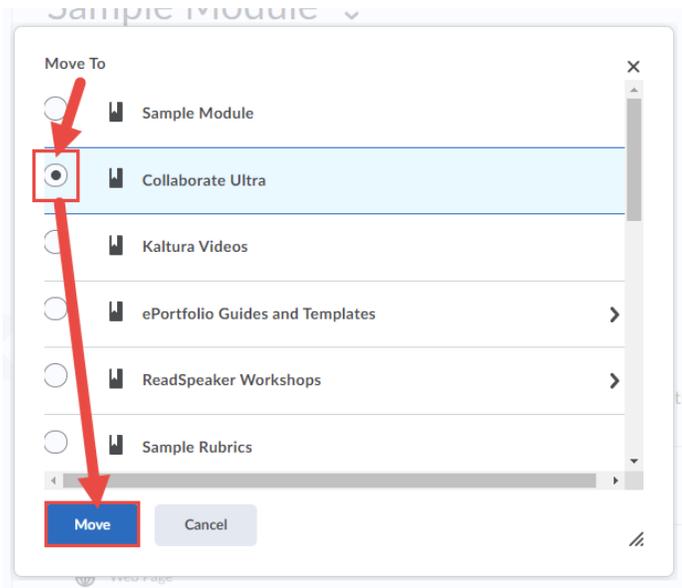
Move To

Move To allows you to move your Topic into another Module or sub-module. To do this:

1. From the Topic's action menu, select **Move To**.



2. In the **Move To** pop-up box, select the Module to which you wish to move the Topic (click the round radio button), then click **Move**.



3. The Topic will now appear in the Module you selected.

Collaborate Ultra Print Settings

Add dates and restrictions... 👤

Add a description

New Add Existing Activities Bulk Edit

- ☰ **Getting Started With D2L** ✓
 - 📄 Word Document
 - Exemptions: 1 user
 - In this Topic you will read about how to log into D2L and how to navigate around in your course.
- ☰ **Collaborate Ultra** --
 - 📎 External Learning Tool
- ☰ **Blackboard Collaborate Ultra Room** --
 - 🌐 Web Page

Add a sub-module...

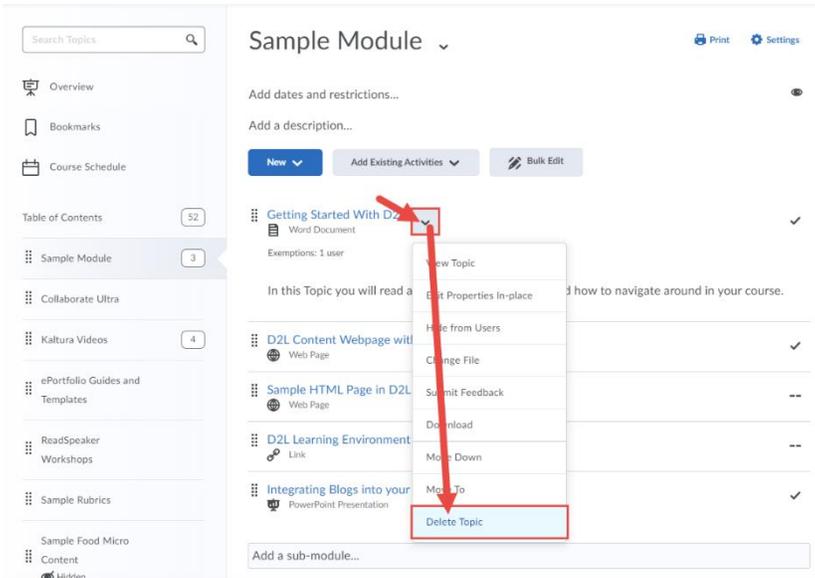


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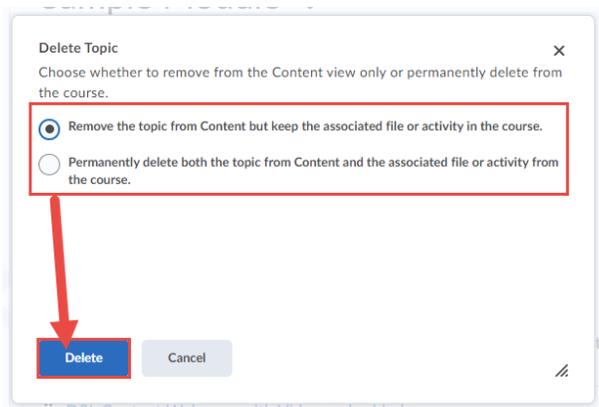
Delete Topic

Use **Delete Topic** to delete the Topic from Content. To do this:

1. From the Topic's action menu, select **Delete Topic**.



2. In the **Delete Topic** pop-up box, select the **first option** (*Remove the module and all nested modules and topics from Content but keep all associated files and activities in the course.*) if you wish to delete the Topic link from Content, but keep the Topic file or activity within your course (in Manage Files or tools like Quizzes and Assignments). Select the **second option** (*Permanently delete and remove all nested modules, topics, and all associated files and activities from the course.*) if you wish to delete the Topic link from Content AND the Topic file or activity in (meaning it will be deleted from Manage Files AND from tools like Quizzes and Assignments). **If you're not sure, select the FIRST option!** Then click **Delete**.



Things to Remember

Use **Bulk Edit** to make changes to multiple Topics at once (for example, Make Visible, Delete, etc.) See the tutorial *Bulk Edit in Content* for more information.



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