

# Upload files to D2L Content area

The D2L **Content** tool uses an outline format which consists of non-clickable headings (called **Modules**) and clickable links to files (called **Topics**). Course content is created by first adding at least one Module, and then by adding a Topic link in one of the ways described below.

**Note:** In addition to linking to a file, topic link may take the student to one of the following (please see additional tutorials on these procedures):

- another area in your D2L course site (e.g., Quizzes, Discussions, Dropbox) (<http://uwmltc.org/?p=8877>)
- an Internet resource/URL (<http://uwmltc.org/?p=9216>)

## Create a Module

**Option #1** – If you have already created the Module in which you would like to place your file, click **[Table of Contents]** and select the Module title from the list of Modules.

**Option #2** – If you need to create a new Module in which you will place your file, click **[Add a module...]**. Provide a title for the Module.

Overview	
Bookmarks	
Upcoming Events	
<b>Table of Contents</b>	<b>20</b>
Week One - Introduction	4
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Week Three - Assessment	12
Add a module...	

1. Under the module in which you will place your file, click the **[New]** button and select **[Upload Files]**.

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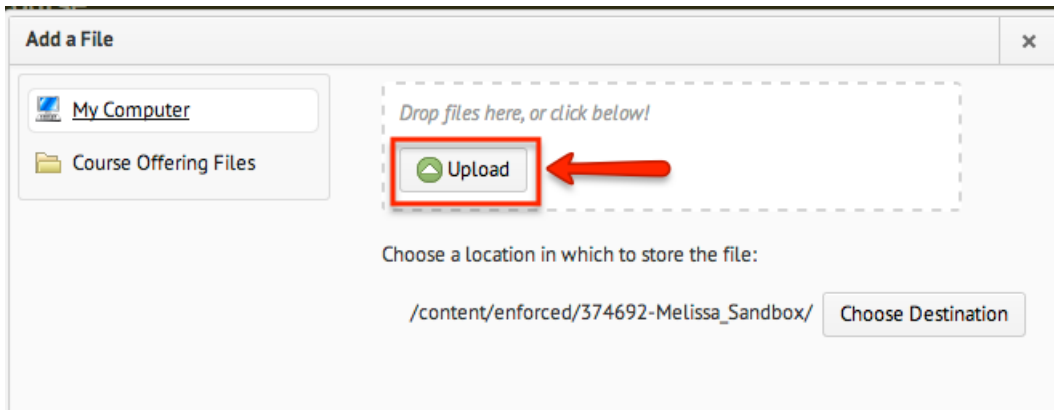
Import/Export Bulk Edit Related Tools ▾

Week One - Introduction

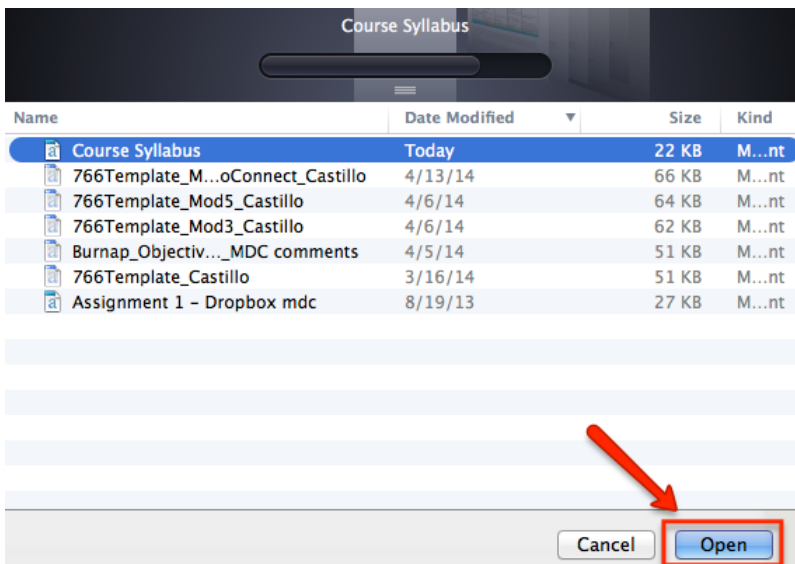
New ▾ Add Existing Activities ▾

- Upload Files
- Create a File
- Create a Link
- Add from Manage Files
- New Checklist
- New Discussion
- New Dropbox
- New Quiz

2. To browse for a file located on your computer, click the **[Upload]** button.



3. Browse to the location on your computer where you have saved your file and select the file. Click **[Open]**.

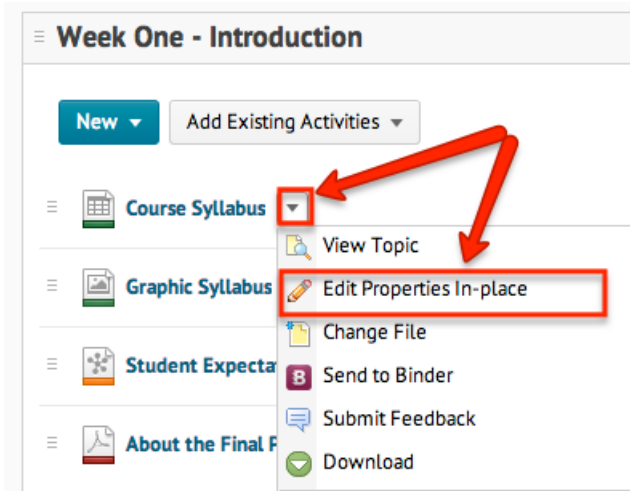


4. Click **[Add]**.

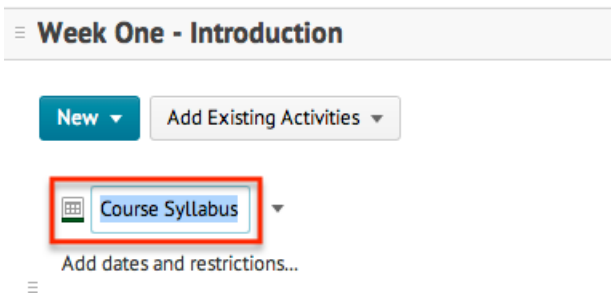
5. Your file will appear with the file name as the Topic title.



6. To change the name of the Topic, click the inverted black triangle and select **[Edit Properties In-place]**.



7. Click into the gray title box.



8. Enter the new title and click outside the box to confirm your edit.

**D2L 10.3 – April 2014**