

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

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- Week One - Introduction 4
- Week Two - Objectives 4
- 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]**.

Table of Contents ▾

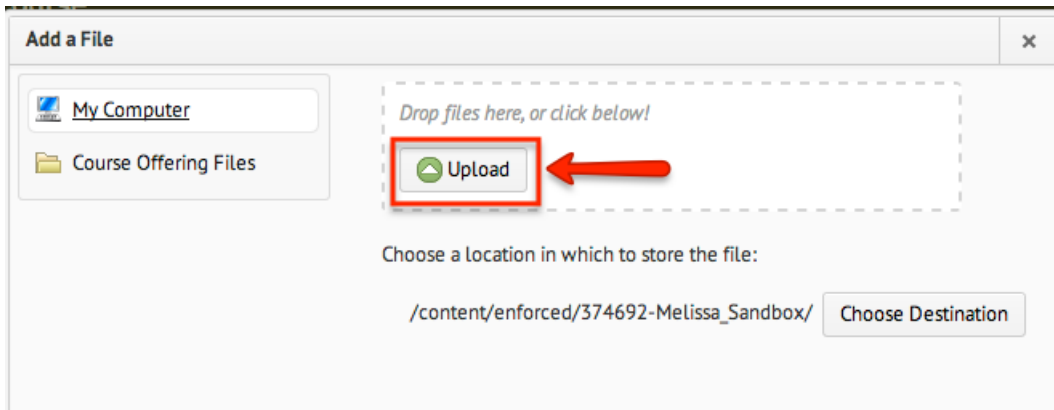
Import/Export Bulk Edit Related Tools ▾

Week One - Introduction

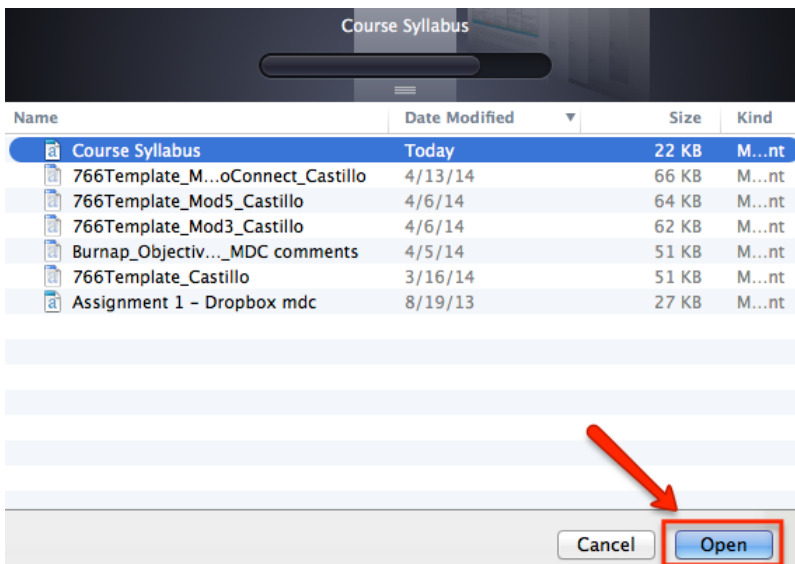
New ▾ Add Existing Activities ▾

- 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]**.

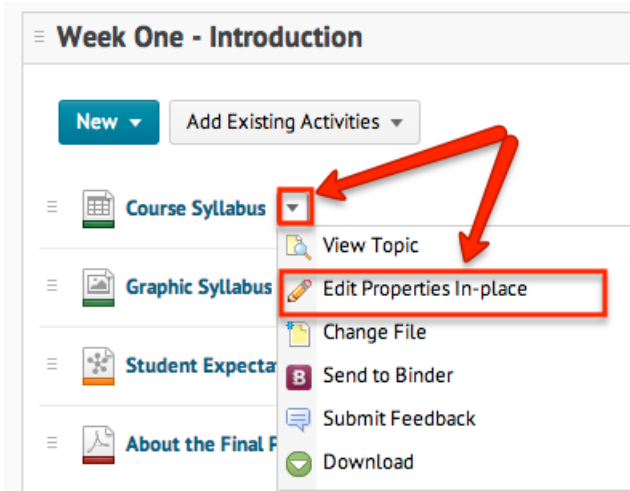


4. Click **[Add]**.

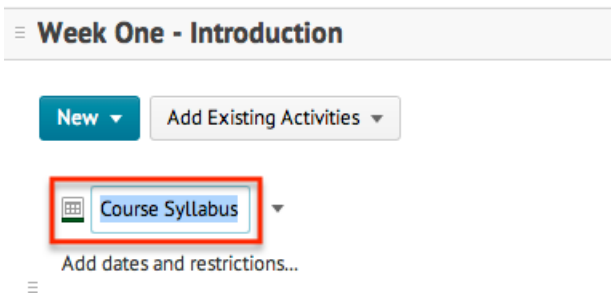
5. Your file will appear with the file name as the Topic title.



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