DISTRIBUTED LEARNING

USING BRIGHTSPACE TOOLS
Adding Course Content

cna

Adding Content

Creating Modules
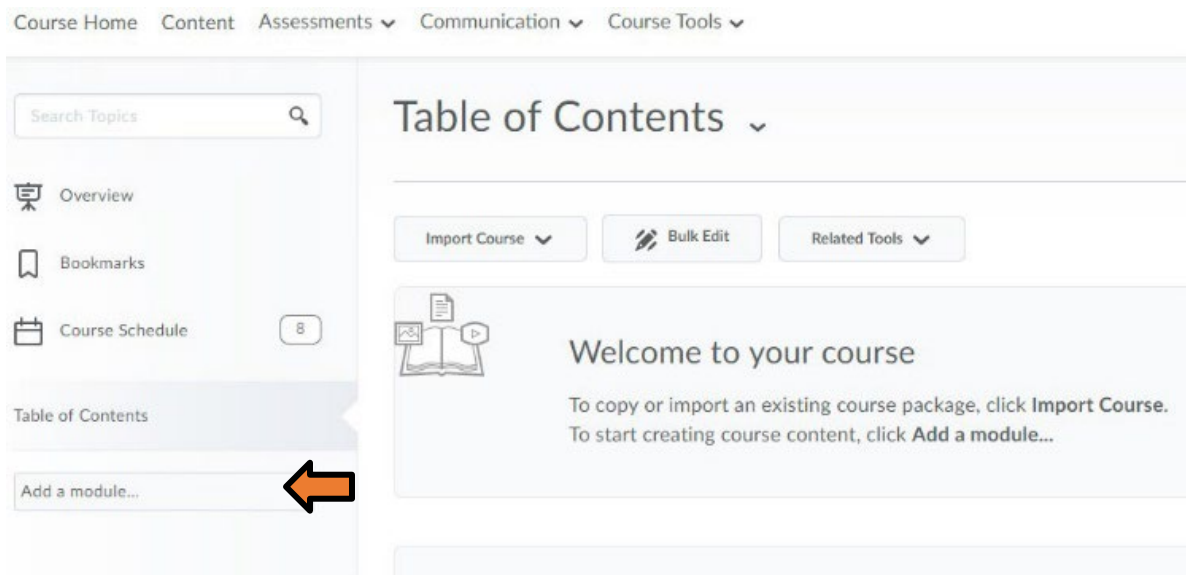
On the D2L navbar, click **Content**.

The first step to adding content to your D2L course is to create a module. You can create as many modules as you'd like to organize your content.

Create a new module by entering its title in the **Add a Module** box under the Table of Contents and hitting enter.
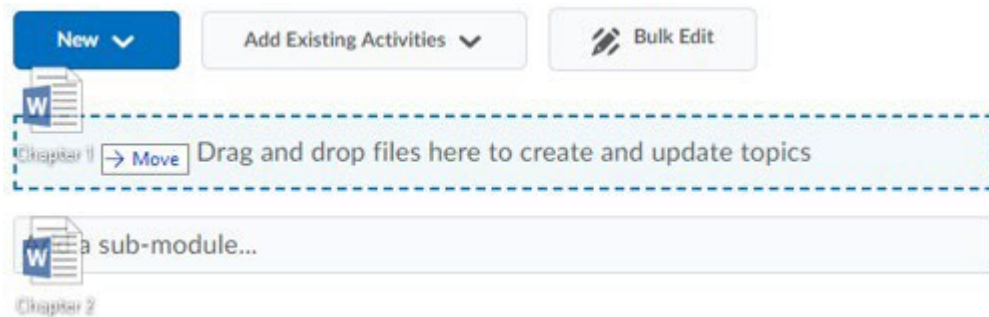
Adding Content to Modules

Once you've created a module, you're ready to add content to it.

Word, Powerpoint, and PDF The easiest way to add these files to a module is to drag and drop.

- When a module contains no topics, an upload target displays. When a file is dragged over an upload target, the area appears blue to indicate that it can be dropped there.


- When a module contains topics, files can still be dragged into it. A horizontal line will indicate where the file will be dropped, permitting the creation of new topics "between" pre-existing ones.
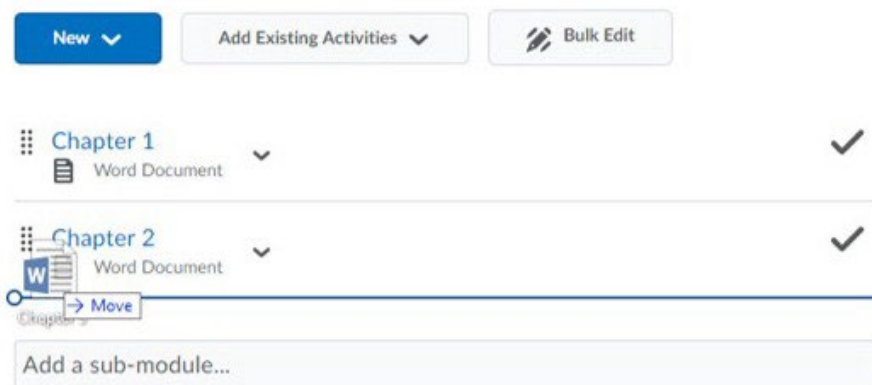
Alternatively, files can be added to a module using the **New** menu.

1. Click on the module from the Table of Contents panel where you want to add a file.

2. Select the **Upload Files** option from the **New** menu and select a document from your computer.
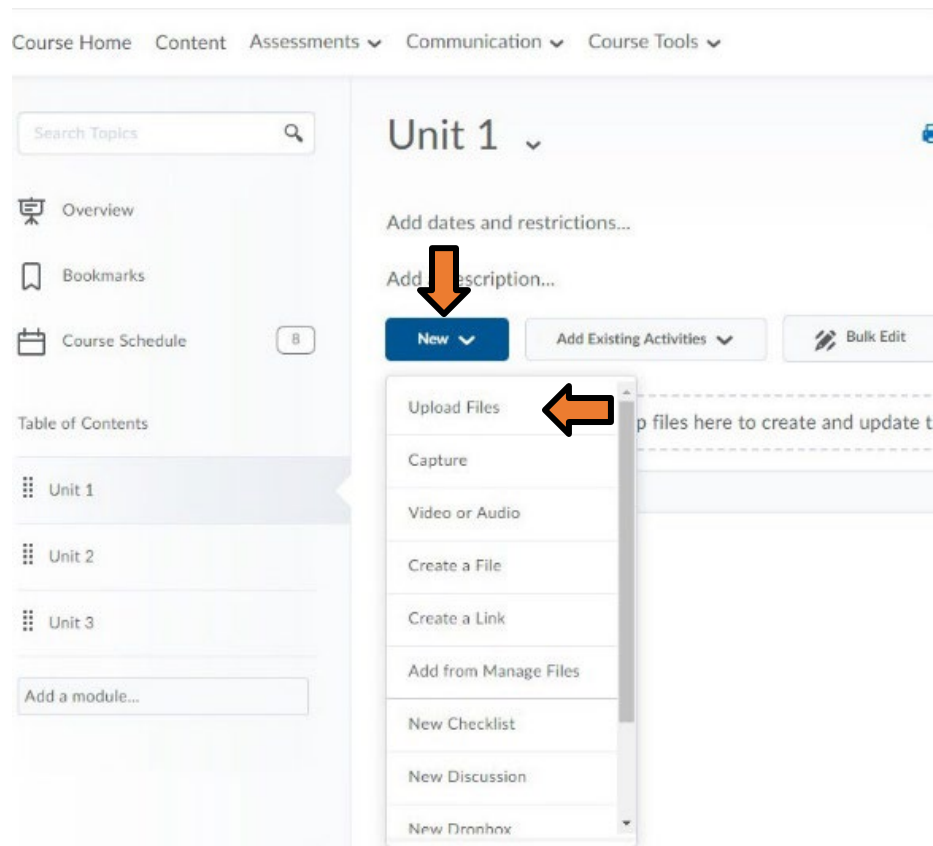
HTML CONTENT TEMPLATES

Make editing of course content files easier by creating HTML files. First download the Brightspace Course Set-up Kit for Remote Instruction. Then Import the zip folder into the course shell:

Click on the dial next to your name in at the top of your course page, then click **Import/Export/Copy Components.**
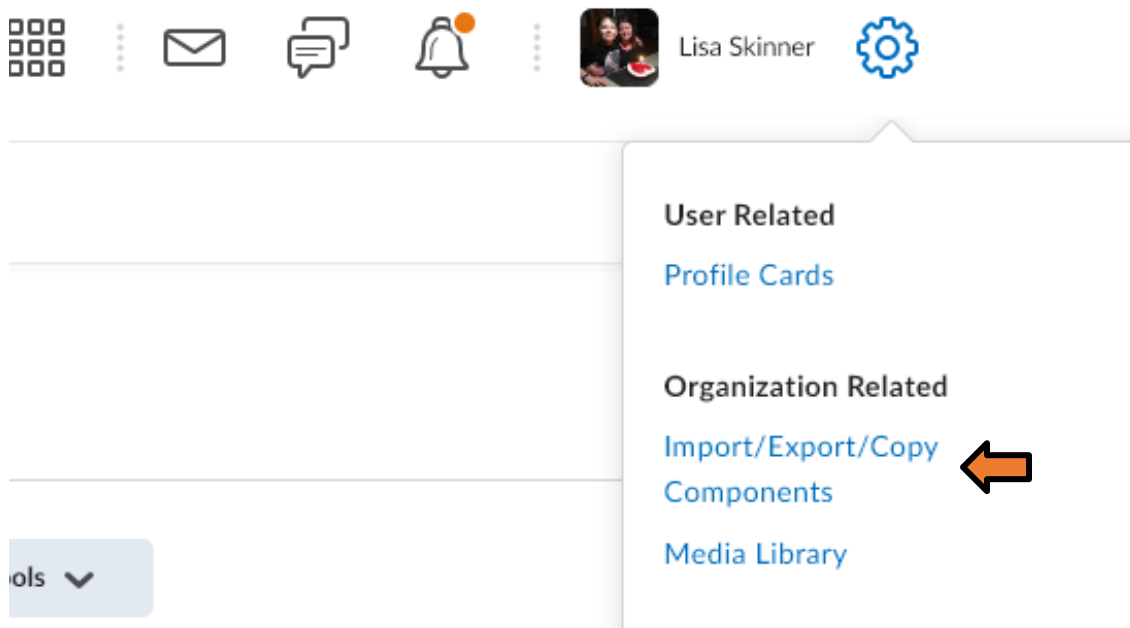
Click Import Components and click start.

◉ Import Components

View Import History

Start

Click **Upload** and then search for the file to be uploaded.

Import Course Package

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

⬆ Upload

You can upload files up to a maximum of 2 GB.

What is a course package? ›
What is supported? ›
Can I import only parts of my course? ›

Import All Components   Advanced Options...   Cancel

Once selected, click **Import All Components.**   Once imported, click Content to see the files in the Table of Contents. These files contain any templates that can be used in a Brightspace course shell.

Import Course Package

Select File

You are about to import a course from a file.

You can upload files up to a maximum of 2 GB.

Course_Setup_Kit (1).zip (837.27 KB)   ✕

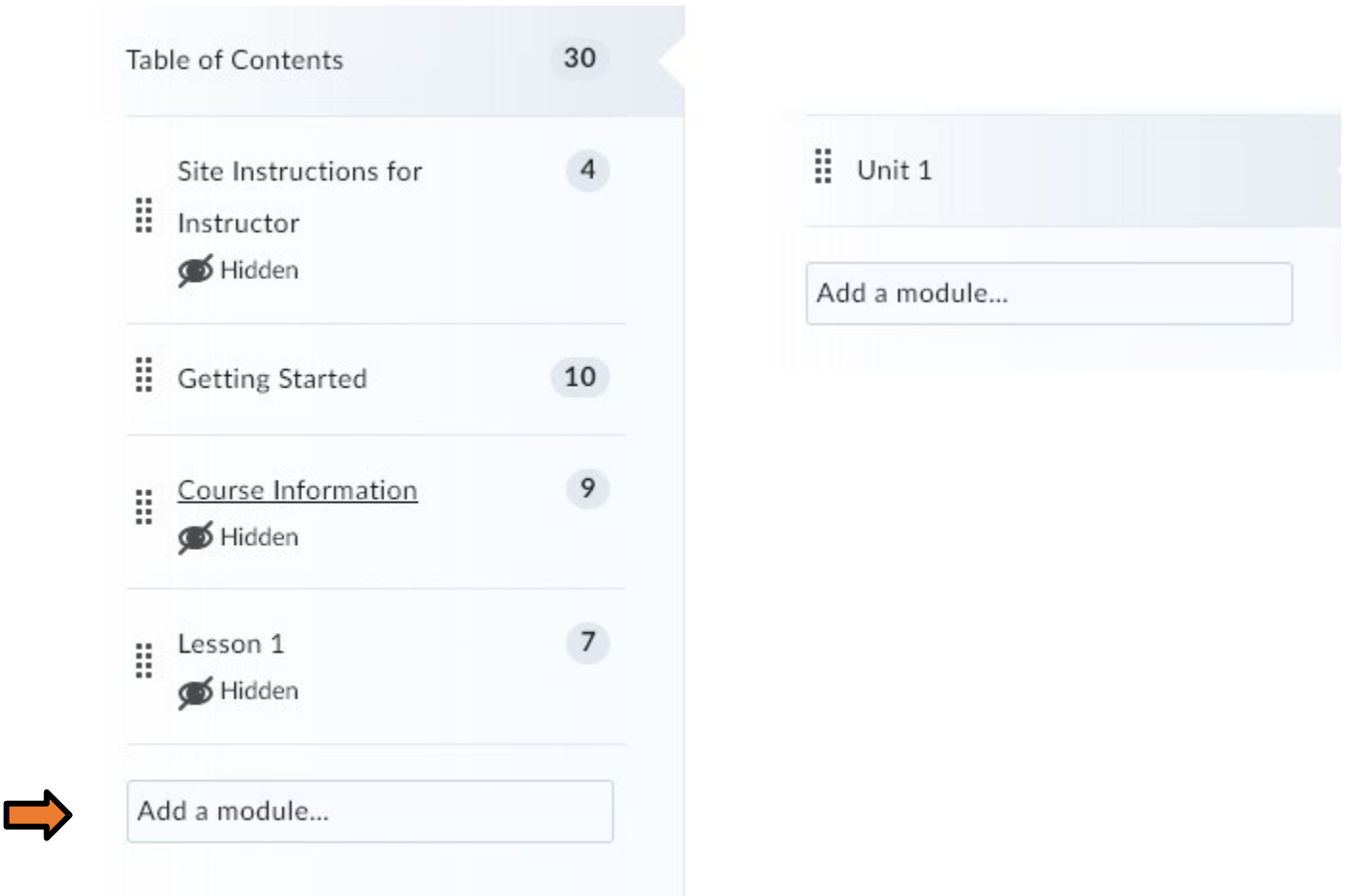What is a course package?   >
What is supported?   >
Can I import only parts of my course?   >

Import All Components   Advanced Options...   Cancel

If not completed already, create modules in the Table of Contents that are required for the course. Type in the Module name in the Add a Module box and click enter. Then click on Table of Contents

The next step is to create copies of some templates in your new Module. Once in Table of Contents, click on Related Tools and click Manage Files.
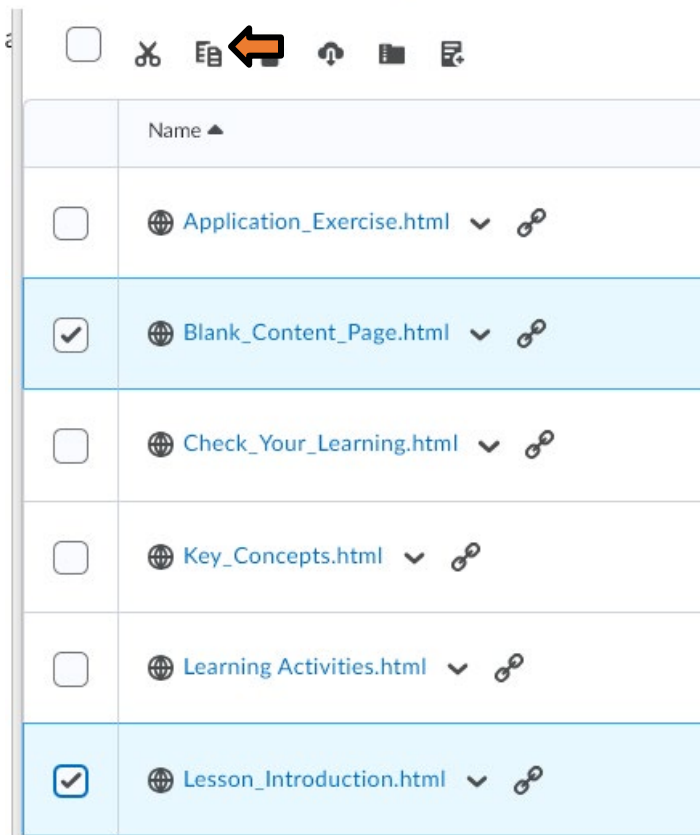
Table of Contents ⌄

Import Course ⌄	✏ Bulk Edit	Related Tools ⌄

Manage Files

View Reports

⬅

⠿ Site Instructions for Instructor
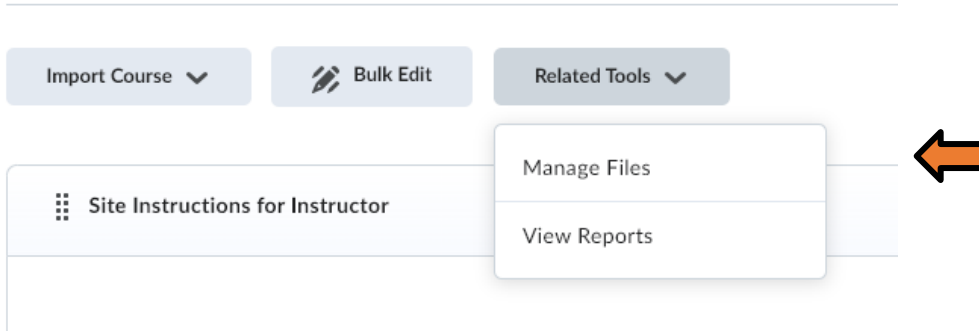
Click on Lesson_01   ☐   📁 Lesson_01 ⌄
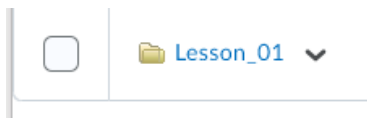
Select the pages you want to copy into the new Unit. The click the Copy Button.

☐   ✂ 📋 ⬅ ⬆ 📁 📥

	Name ▲
☐	🌐 Application_Exercise.html ⌄ 🔗
☑	🌐 Blank_Content_Page.html ⌄ 🔗
☐	🌐 Check_Your_Learning.html ⌄ 🔗
☐	🌐 Key_Concepts.html ⌄ 🔗
☐	🌐 Learning Activities.html ⌄ 🔗
☑	🌐 Lesson_Introduction.html ⌄ 🔗

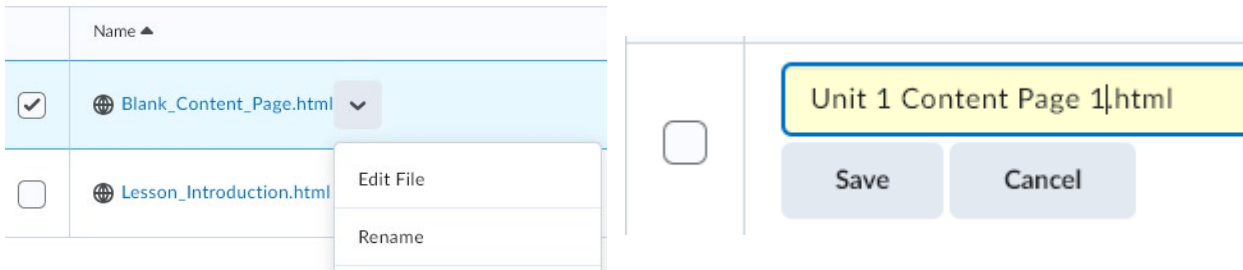Click the main folder in the Manage Files Area and then click to create a New Folder.

Name the new Folder and Click Save.

Open the Folder and click the Paste Button.

The copied files will be pasted in the new Unit folder.

Rename the files appropriately and click Save.

	Name ▲				
☑	🌐 Blank_Content_Page.html ⌄				Unit 1 Content Page 1.html
☐	🌐 Lesson_Introduction.html	Edit File		☐	Save Cancel
		Rename			

The next step is to add the pages to the Content under the Table of Contents.
Select the pages that must be added and click the Add Content Topics button.

	Name ▲
☑	🌐 Unit 1 Content Page 1.html ⌄
☑	🌐 Unit 1 Content Page 2.html ⌄
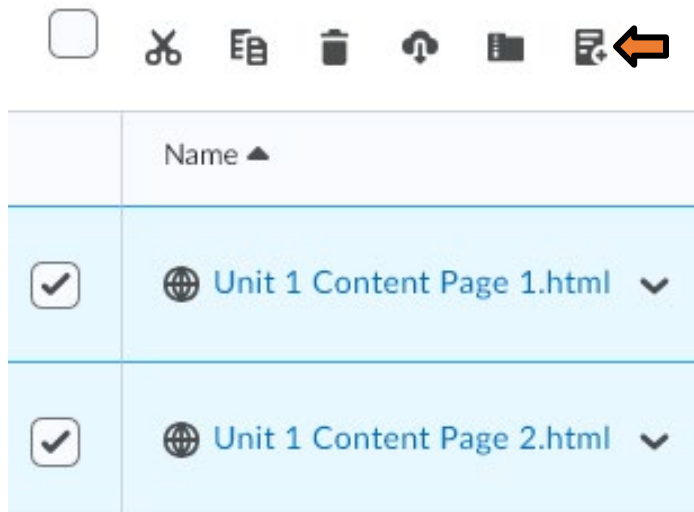
For this example, the new unit was created at the beginning of these instruction. *However, if it wasn't, click add module to create a new one*.

Choose the module and if necessary, give it a new Topic Title.

Add Multiple Topics

Properties

Parent Module *

--Choose a Module-- ▾   [add module] ⬅

Course Files

	File	Topic Title*
☑	📁 Instructor_Training_and_Practice_Area	
☑	📁 Practice_Course_Screen_Shots	
☑	📁 Unit 1	
☑	🌐 Unit 1 Content Page 1.html	Blank Content Page
☑	🌐 Unit 1 Content Page 2.html	Module Introduction

This will then add the new content page to Unit 1 in the Table of Contents.

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents | 32

Site Instructions for Instructor | 4
Hidden

Getting Started | 10

Course Information | 9
Hidden

Lesson 1 | 7
Hidden

Unit 1 | 2

Unit 1

Add dates and restrictions...

Add a description...

New ⌄ | Add Existing Activities ⌄ | Bulk Edit

Content Page 1 ⌄
Web Page

Content Page 2 ⌄
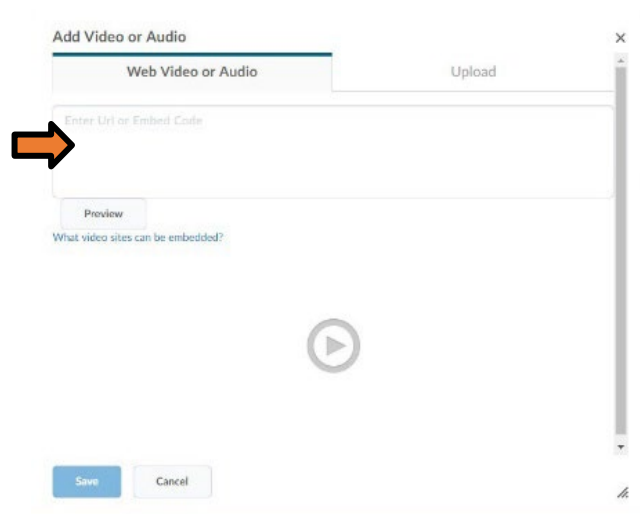Web Page

Add a sub-module...

There are also other types of content that can be added, such as Video and Audio, Links, and activities such as discussions, dropbox folders etc. that are found elsewhere in the course.

Video and Audio

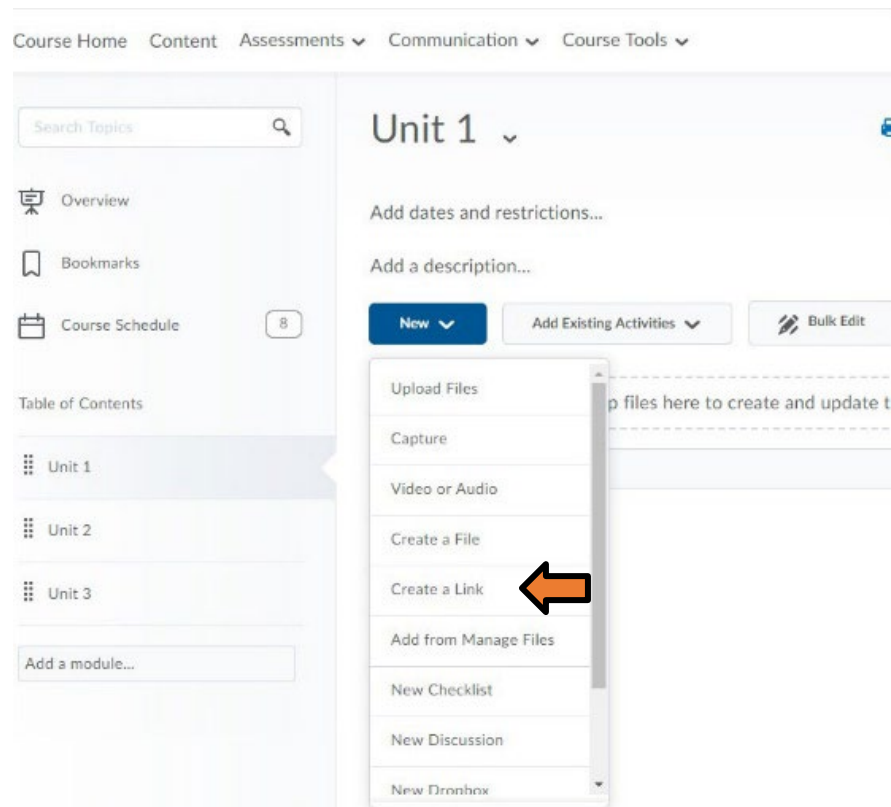To add a video to a module, click on **Video or Audio** from the **New** menu.
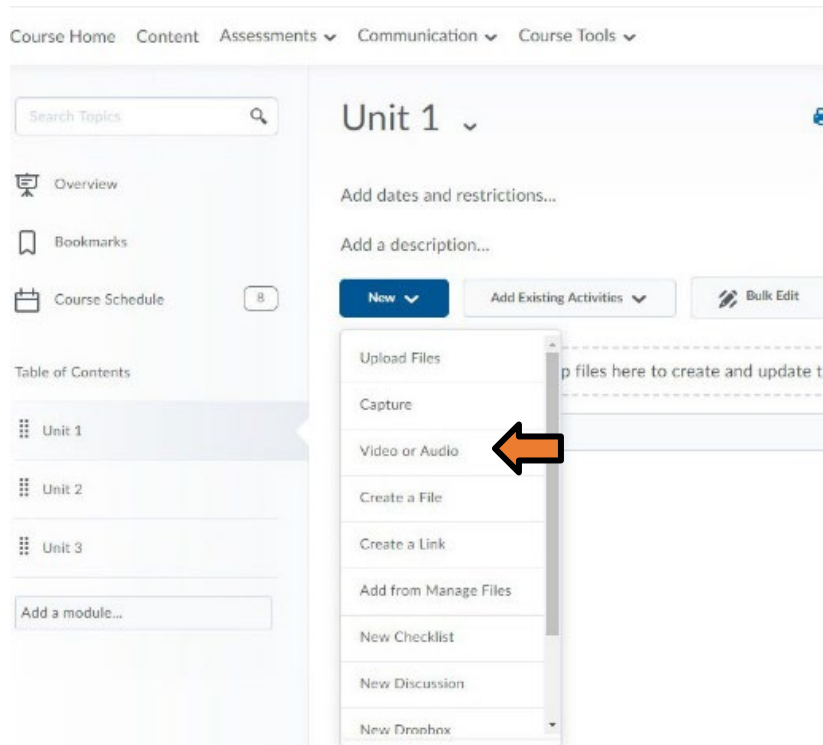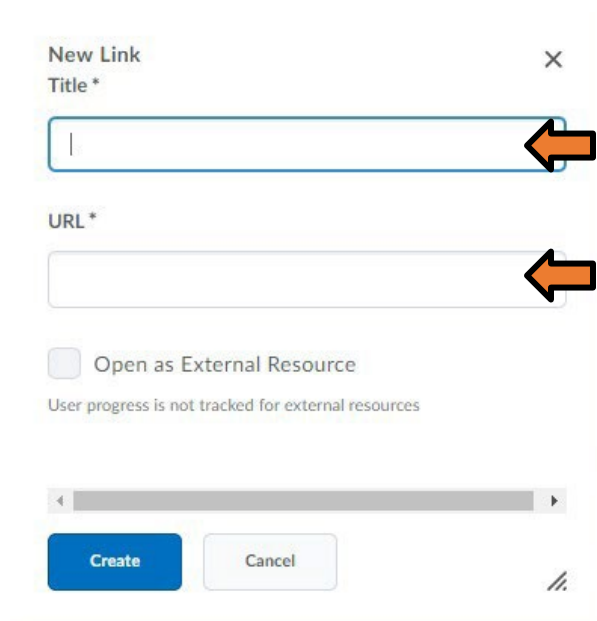

Add the URL of the video in the text box.

Web Links

To add a website link to the content, click **Create a Link** from the **New** menu.


Add the title and URL of the site.

Embed Course Activities

To add course activities such as discussions or dropbox folders to a module, click on the **Add Existing Activities** menu and select the activity you wish to add. For example, here's how to add a discussion topic to the Content area:
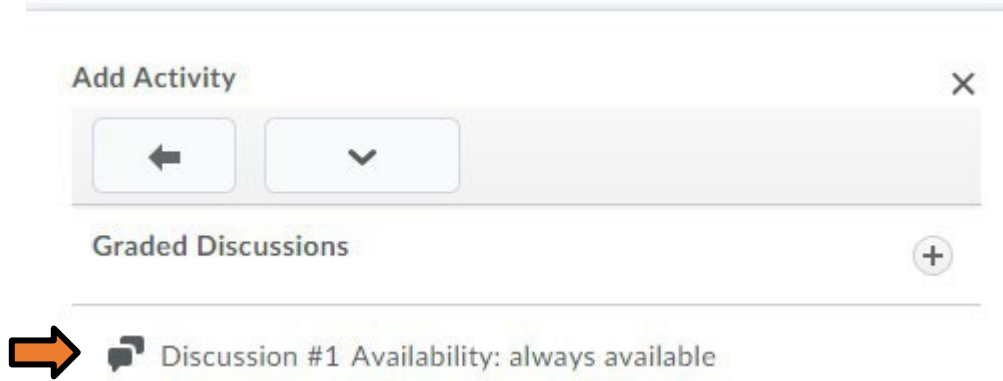
1. From the **Add Existing Activities** menu, select **Discussions**.
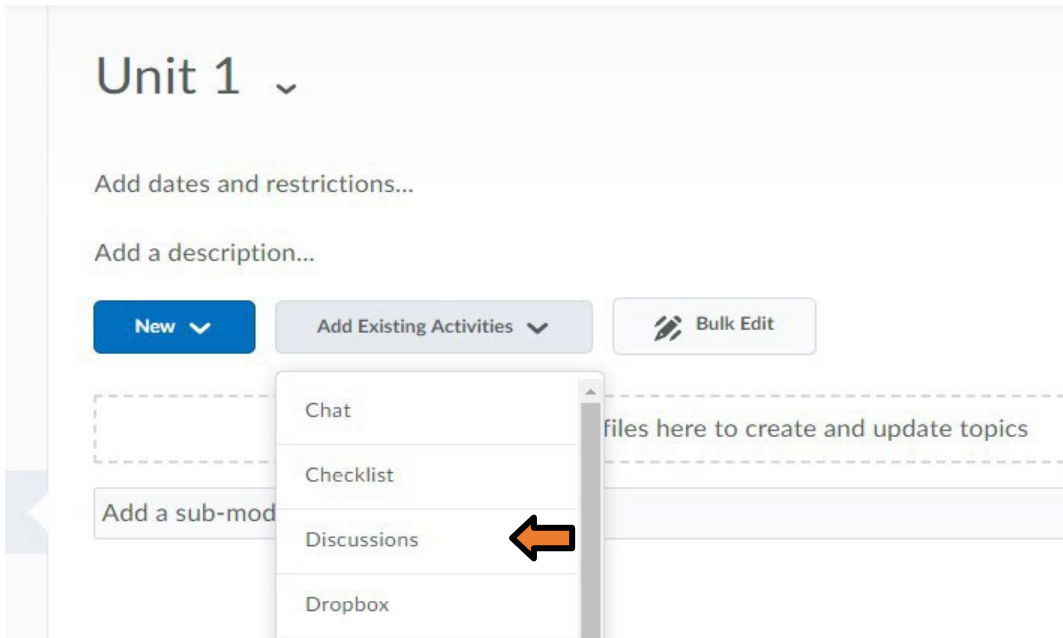
2. Select the appropriate forum.
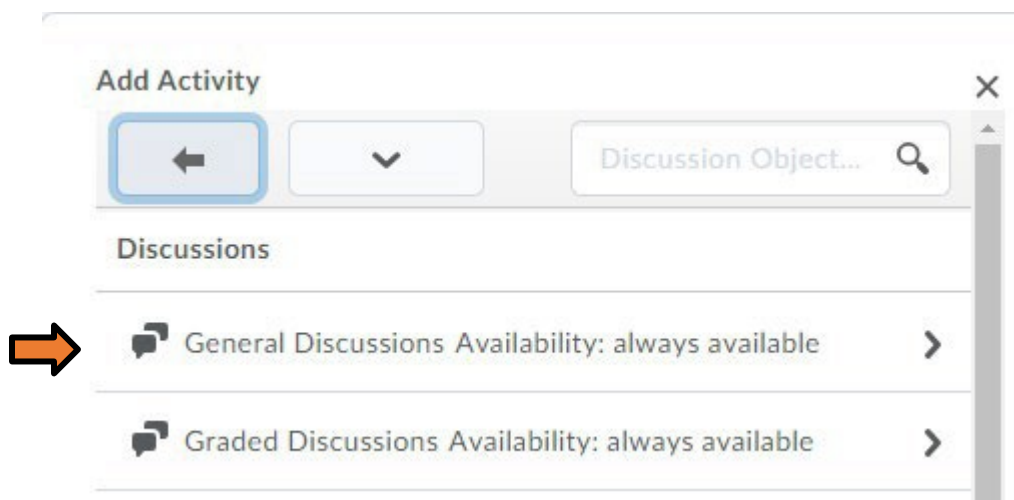
3. Choose the topic you wish to add.

The discussion will then be added to the module for easier learner access.