DISTRIBUTED LEARNING
|2019

USING BRIGHTSPACE TOOLS
Content

cna

Adding Content

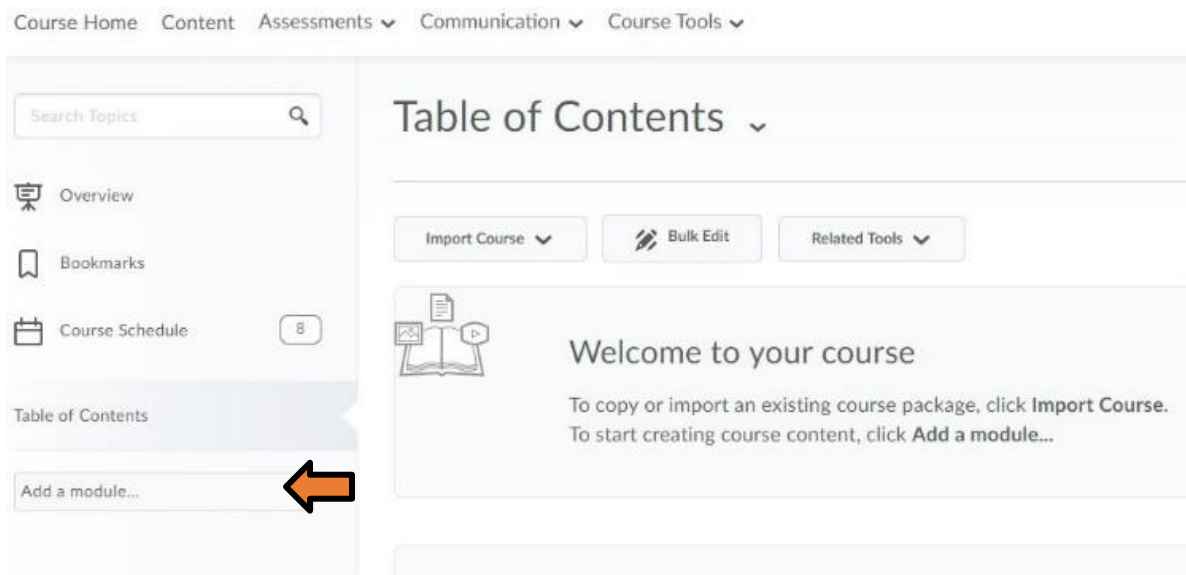## CREATING MODULES

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.

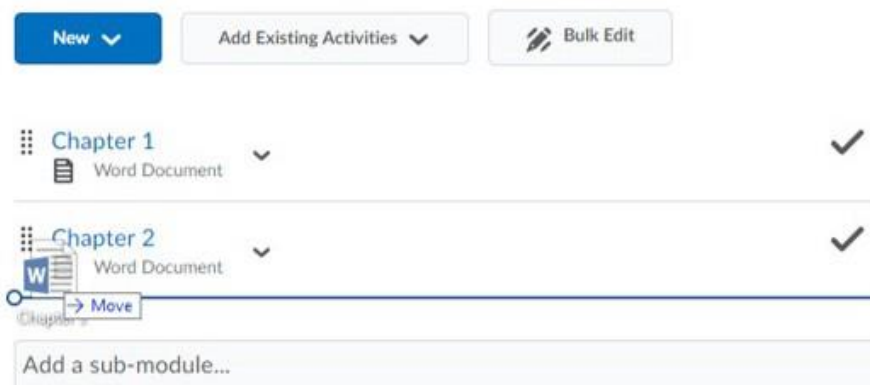- When a module contains no topics, an upload target displays. When a file is dragged over an upload target, the area appears blue to indicate that it can be dropped there.
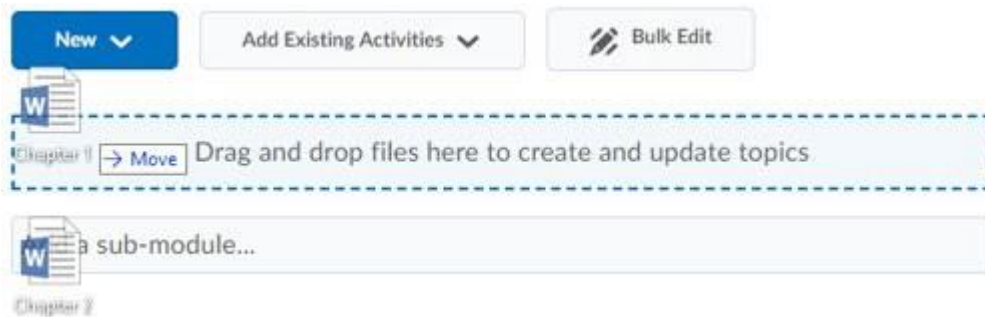

- When a module contains topics, files can still be dragged into it. A horizontal line will indicate where the file will be dropped, permitting the creation of new topics "between" pre-existing ones.

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.
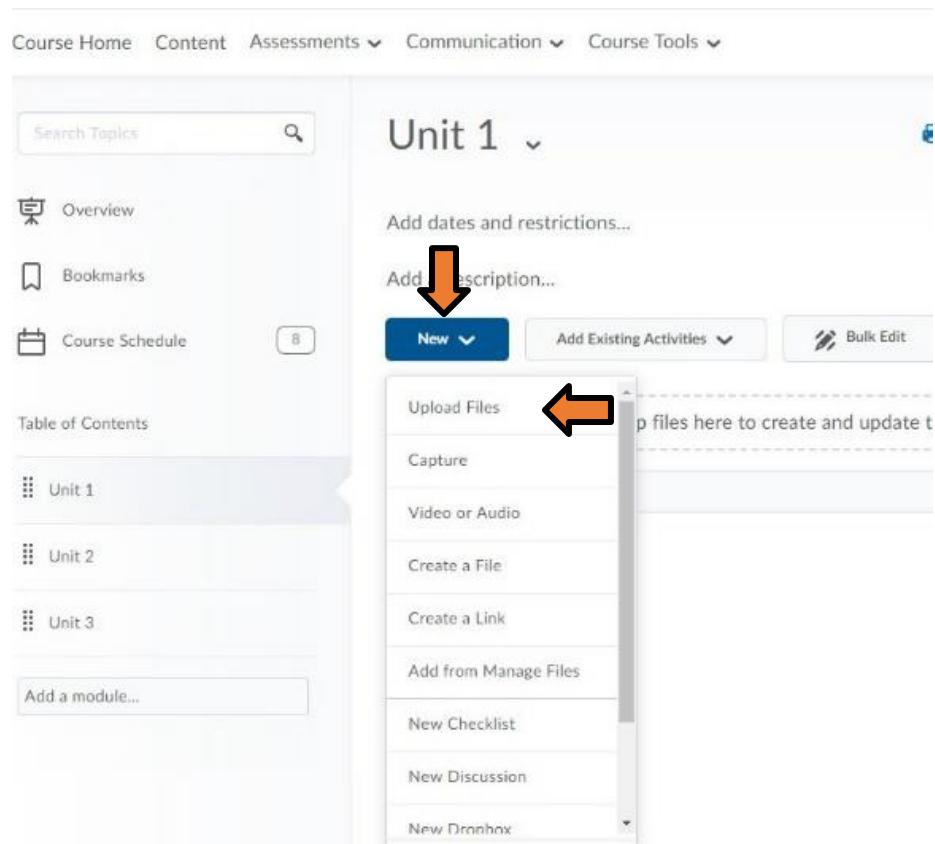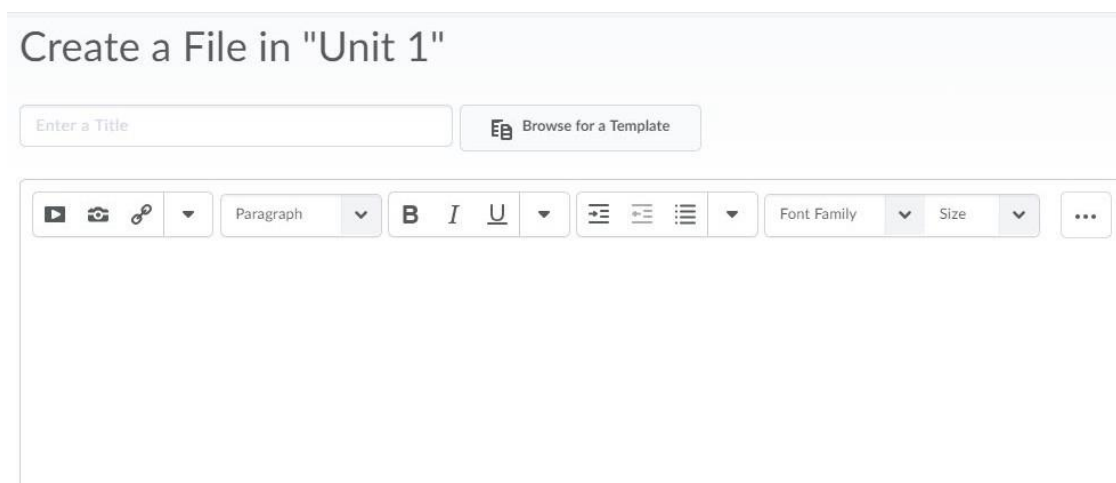
HTML Content

Make editing of course content files easier by creating HTML files. From the **New** menu, click **Create a File** to create a new content page.
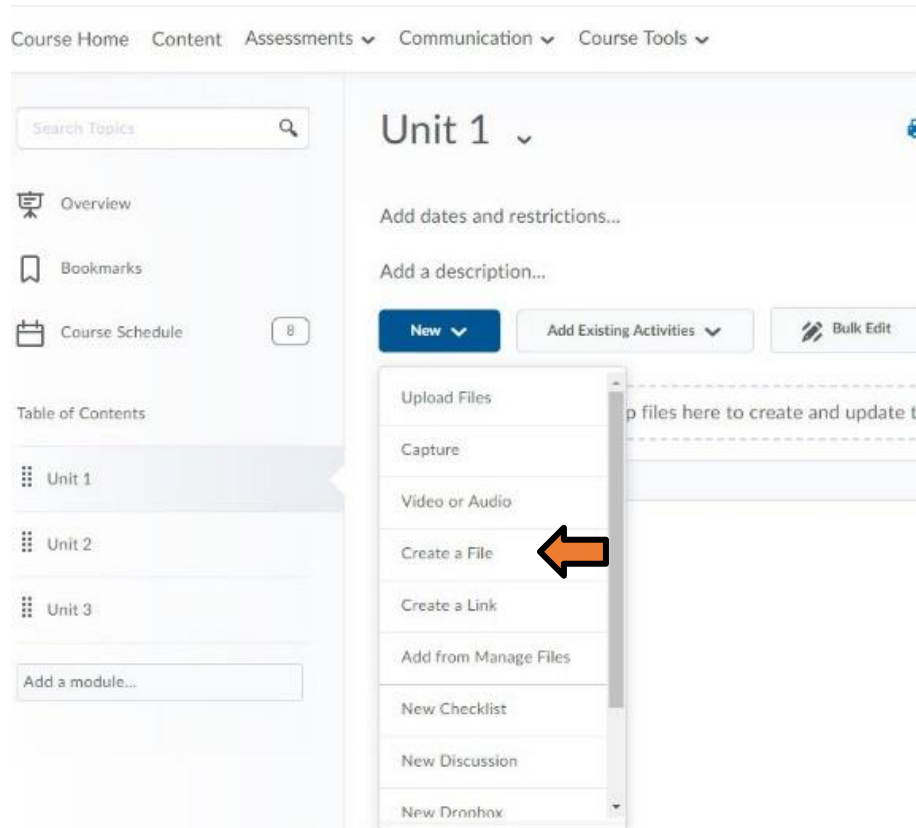
Enter a Title and enter the page content using the editor box. Click **Save** when done.

Once the page is created, you can go back and make changes any time within Brightspace. In the module, click the dropdown arrow next to the page title and click **Edit HTML**. This will open the page in edit mode to make any changes.
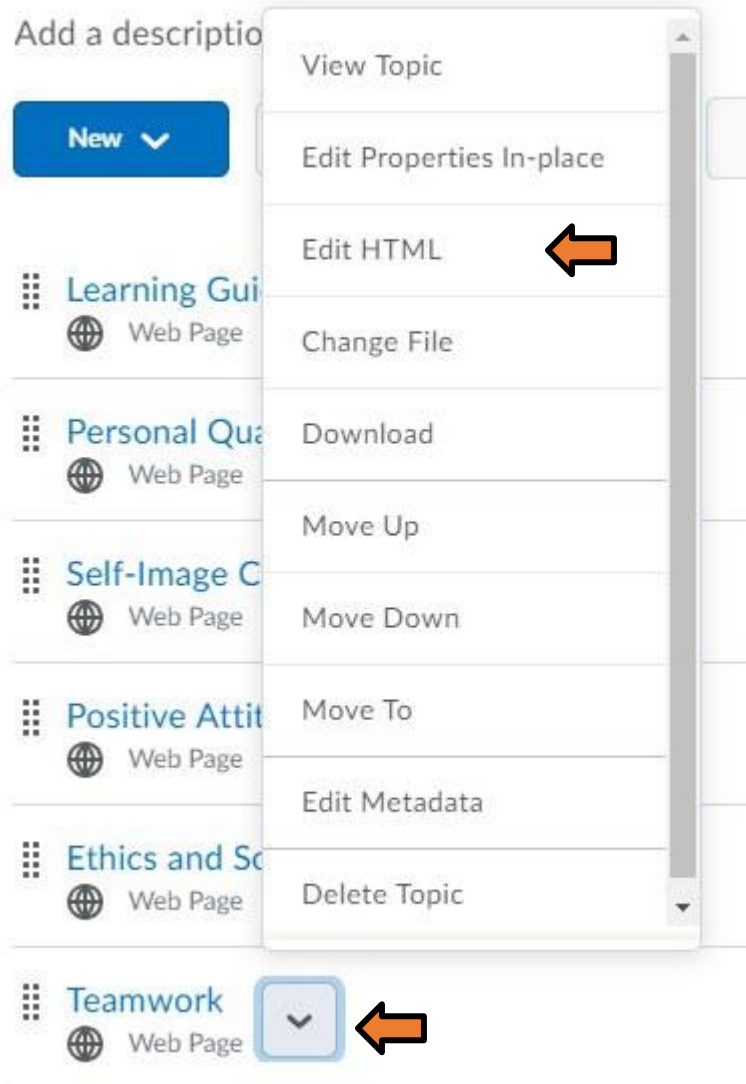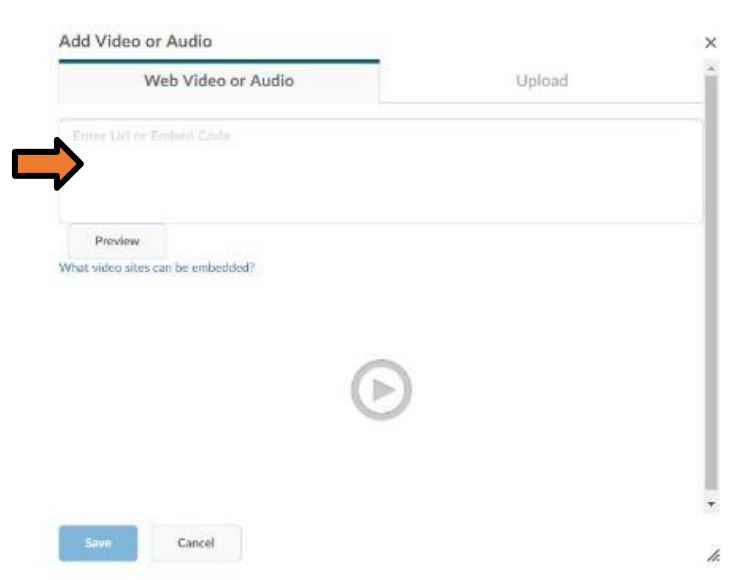
There are also other types of content that can be added, such as Video and Audio, Links, and activities such as discussions, dropbox folders etc. that are found elsewhere in the course.

Video and Audio

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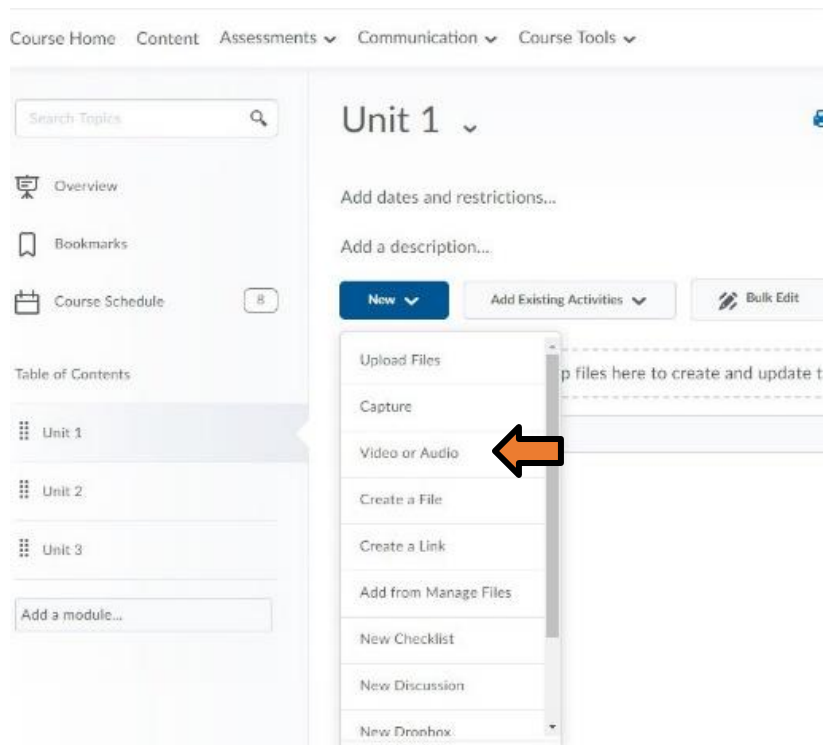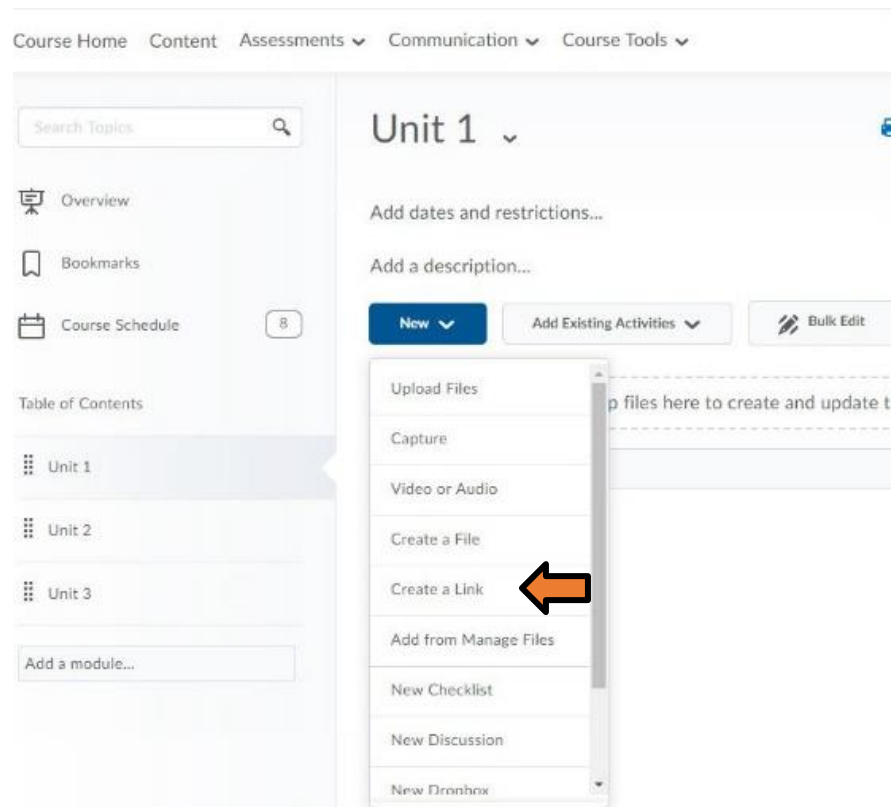

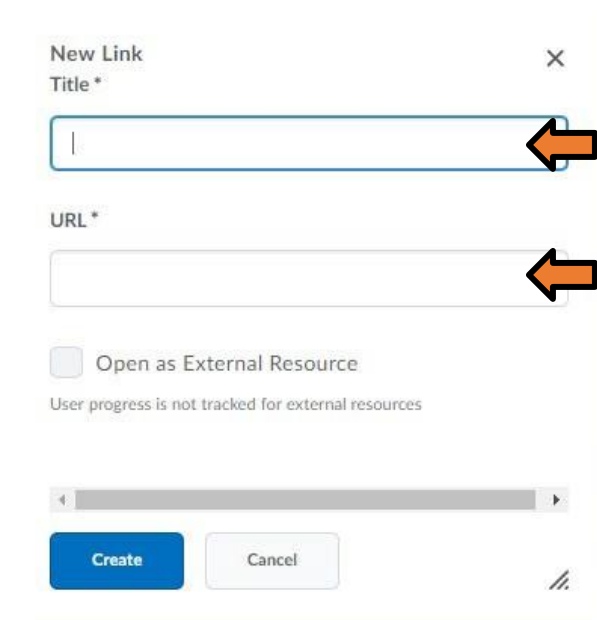Add the URL of the video in the text box.

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:
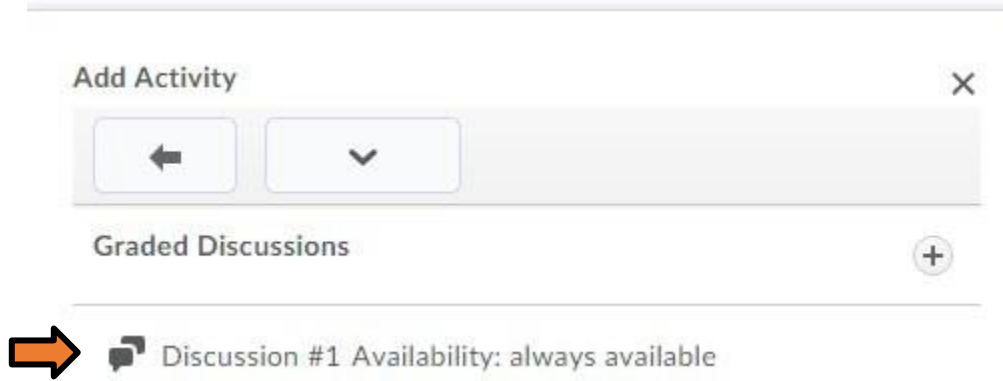
1. From the **Add Existing Activities** menu, select **Discussions**.
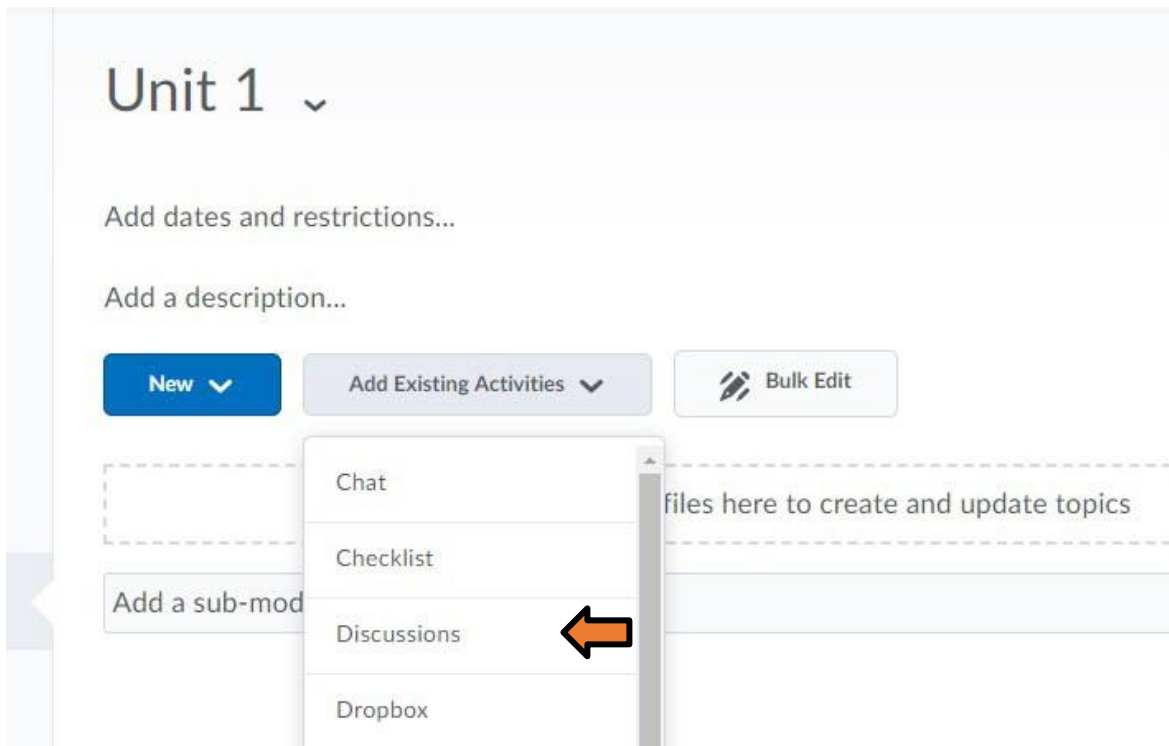
2. Select the appropriate forum.
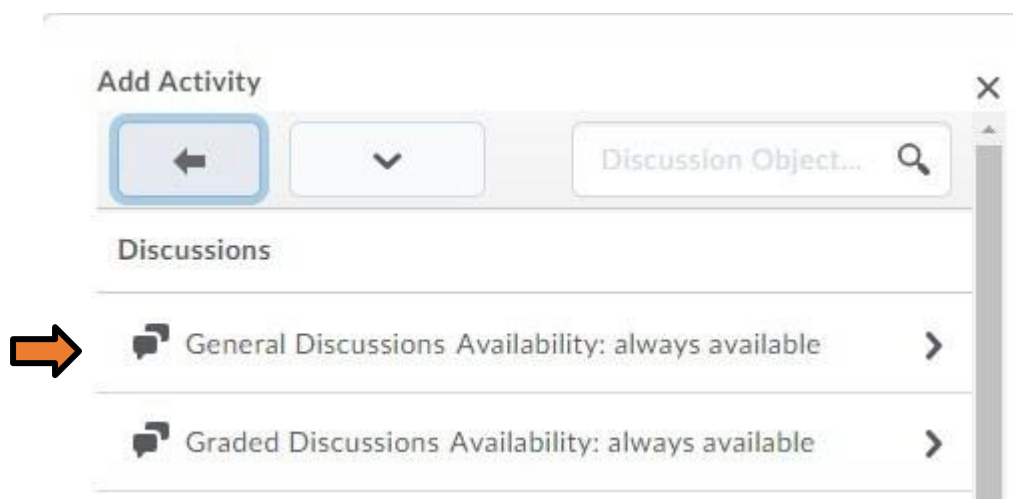
3. Choose the topic you wish to add.

Add Activity ✕

Graded Discussions ⊕

➡ 💬 Discussion #1 Availability: always available

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