D2L Brightspace – Daylight Experience
The Content Tool
**University Information Technology Services**  
**D2L Brightspace® – Daylight Experience: The Content Tool**

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Introduction

D2L Brightspace® – Daylight Experience is an excellent tool for instructors. This document has been developed to introduce you to the Content tool.

Use the Content tool to post and organize course content so that information about course expectations, course syllabus, lecture notes, and important dates are clearly displayed to students.

Course materials you post in Content can include documents, images, media files, URL links, and existing course activities. You can add release conditions, grade items, and learning objectives to topics to ensure users navigate through course materials, while fulfilling specific course requirements and learning expectations.

Objectives

The following learning objectives are covered in this document:

- Understanding and navigating the layout of the Content tool
- Building the course content in the Content tool
- Managing modules and topics using the Content tool
- Using dates as release conditions
- Setting Completion Tracking
The Content Tool

The Content tool allows you to post and organize relevant learning materials for the course in a way that information about course expectations, course syllabus, lecture notes, and important dates are displayed clearly for course participants. Materials you can post in Content include documents, images, media files, web links, and activities (e.g.: discussions, quizzes, and assignment folders).

1. To access the Content tool from inside your course, click Content on the Navbar.

Note: First time users will receive a welcome message. The landing page includes a message about importing course material and adding content.

Overview of the Content Tool

The Content tool features an Overview, Bookmarks, Course Schedule, and a Table of Contents. The following sections will explain each one of these Content features:
Overview

The **Overview** can be used for providing an introduction/orientation to the course to students. When students access the Content tool for the first time, they will see the **Overview** screen. To build an overview, type the content and/or attach a file.

To type the content:

1. Click **Overview** in the left sidebar (See Figure 4).
2. Click **Add a welcome message, overview, or description...** (See Figure 4).
3. A text editor will appear. Type your text in the editor.
4. Click **Update** when done.

To load a file from your computer:

1. Click **Overview** in the left sidebar (See Figure 5).
2. Click **Add Attachment** (See Figure 5).
3. The drag & drop field will appear. Select a file for upload from your computer and drag it **inside the dotted line** to upload (See Figure 5).
4. The file will begin uploading into D2L Brightspace and display when finished.

**Note:** The use of Overview is optional. If left blank, the Overview will not be visible to students.
Bookmarks
The Bookmarks page displays all the Content topics you bookmarked. To add a bookmark, click the Add Bookmark icon while viewing a Content topic.

![Add Bookmark icon]

Figure 6 - Add Bookmark icon

Course Schedule
The Course Schedule page lists course materials and activities’ start dates, due dates, and end dates for the next seven days. If you set availability dates or a due date for a course item, it appears on this page.

1. To view all past, current, and future course events, click Course Schedule near the top of the page. To view Upcoming Events again, click Upcoming.

![Upcoming and Full Schedule]

Figure 7 - View Selection

Table of Contents
The Table of Contents allows you to view and manage all modules and topics. Click Table of Contents to add and modify your course materials.

![Table of Contents]

Figure 8 - Table of Contents
Building the Course Content

The following explains how to create modules, upload files, add web links, and link tool activities to the Table of Contents:

Creating a Module

Creating a module is the first step in creating course content. A module will organize any content you upload (like a folder) and must be created before you can successfully add topics. Modules can also be created within other modules (sub-modules).

To create a module:

1. Click Table of Contents in the left sidebar. The Table of Contents screen appears (See Figure 9).
2. Click the Add a module field under Table of Contents in the center of the screen
3. Type a title for the module (e.g.: Getting Started), and then press the Enter key on the keyboard to confirm (See Figure 9).

4. The module is created. You are now ready to add topics to the module.
Upload a File Topic

The following will show how to upload a file in D2L:

1. Click the **Upload/Create** button within the module (See Figure 11).
2. Select **Upload Files** from the drop-down menu (See Figure 11).

![Figure 11 - Upload Files](image)

**Note:** The use of the **Video or Audio** option is strongly discouraged. Instead, it is strongly recommended that when uploading video or audio, faculty use mediastage.kennesaw.edu and import their video from there. Refer to the Mediaspace Guide for Faculty and Staff found at uits.kennesaw.edu/cdoc for more information.

3. The **Add a File** window appears. Click **My Computer**.

![Figure 12 - Add a File](image)

4. Click **Upload**.

![Figure 13 - Upload File](image)

5. Navigate to the **file** on your computer that you wish to upload.
6. The file is prepared for upload. Click **Add** to complete the upload.

![Add a File](image)

**Figure 14 - Add button**

7. The uploaded file appears in the module.

![Uploaded Syllabus Topic](image)

**Figure 15 - Uploaded Syllabus Topic**

**Note:** You can also upload by dragging-and-dropping the file from your computer (i.e. from the Desktop) over the dotted box that says *Drag and drop files here to create and update topics* within a module.

![Getting Started](image)

**Figure 16 - Upload via Drag and Drop**
Deleting Files
The following explains how to delete a file in D2L Brightspace:

1. Navigate to the **module** that contains the file you wish to delete.
2. Click the **drop-down arrow** next to the file you wish to delete (See Figure 17).
3. To delete the selected file, click **Delete Topic** (See Figure 17).

![Figure 17 - Delete Topic](image)

4. The **Delete Topic confirmation** window will open. Select an **option** (See Figure 18).
5. Click **Delete** (See Figure 18).

![Figure 18 - Delete Topic Confirmation](image)

6. The file will be removed from your course.
Replace Existing Files

The following explains how to replace an existing file in D2L Brightspace:

1. Navigate to the **module** that contains the file you wish to delete.
2. Click the **drop-down arrow** next to the file you wish to delete (See Figure 19).
3. To update the existing file, click **Change File** (See Figure 19).

4. The **Topic Page** will open. Drag the **file** to replace the existing file from your computer into the **drag & drop file area**.

5. Click **Update**.

6. The new file will replace the existing file in your course.
Web Link
To create a topic based on a web address or URL:

1. Click the **Upload/Create** button within the module (See Figure 22).
2. Select **Create a Link** from the drop-down menu (See Figure 22).

3. The **New Link** window appears.
4. Enter a **title** in the **Title** field (See Figure 23).
5. Enter the **web site address** in the **URL** field (See Figure 23).

**Note:** If typing in a URL, you must add http:// or https:// for the link to work.
6. Select **Open as External Resource** (See Figure 23).
7. Click **Create** (See Figure 23).
8. The new topic will open. Use the breadcrumb trail at the top of the page to navigate back to the Table of Contents or to the module itself.

![Breadcrumb Trail on Web Page Preview](image)

Figure 24 - Breadcrumb Trail on Web Page Preview

9. The web link appears in the module.

![Web Link Topic](image)

Figure 25 - Web Link Topic

**Activity Tool**

Discussions, assignment folders, and quizzes can be built directly from Content. By doing so, you will automatically link them to a module. To add an activity tool to a module:

1. Click **Existing Activities** within the module.

![Existing Activities](image)

Figure 26 - Existing Activities

2. Select the activity tool from the drop-down menu. In our example, we are selecting **Discussions**.

![Activity Tool Selection](image)

Figure 27 - Activity Tool Selection
3. The Add Activity window appears. Click **Manage Discussions (Opens in a new Tab)**.

![Add Activity Window](image)

**Figure 28 - Insert Quicklink**

4. The Discussions tool opens in a new tab or window. Click **New** on the top of the page.

![Discussions List](image)

**Figure 29 - New**

5. Click **New topic** from the drop-down menu.

![New Forum](image)

**Figure 30 - New Forum**
6. The *New Topic Details* window will open. In the *Forum* drop-down, select the *Forum* that you wish to house your topic (See Figure 31).
   a. You can also create a *New Forum* if you do not have one ready (See Figure 31).
7. Enter a *Title* for your topic in the *Title* field (See Figure 31).
8. Enter a *description* of your topic in the *Description* field (See Figure 31).
9. Select your *topic options* from the *Options* section (See Figure 31).

![Figure 31 - Edit Topic Details](image)

10. Click *Save and Close*.

![Figure 32 - Save and Close](image)

11. The *Discussion Topic* appears on the *Discussions List* page. Navigate back to the *Table of Contents*.
12. The *Table of Contents* page appears. Click *Existing Activities* again (See Figure 33).
13. Select *Discussions* from the drop-down menu (See Figure 33).
14. The *Insert Quicklink* window appears. Select the **discussion forum** that contains the new topic.

![Figure 34 - Insert Quicklink - Forum](image)

15. Select the **discussion topic** that was just created.

![Figure 35 - Insert Quicklink - Topic](image)

16. The *Discussion Topic* appears in the module.

![Figure 36 - Tool Activity Link in Module](image)

Please discuss the supplemental reading for this week.
Importing Video into D2L

It is strongly recommended that when uploading video or audio, faculty use mediaspace.kennesaw.edu and import their video from there. Refer to the Mediaspace Guide for Faculty and Staff found at uits.kennesaw.edu/cdoc for more information.

Managing the Course Content

The following explains how to edit, delete, and reorder modules and topics, how to set date restrictions, and how to set up Completion Tracking:

Editing Modules

1. Navigate to the module you wish to edit using the sidebar under Table of Contents.

   ![Figure 37 - Selected Module](image)

2. The module will open. To rename the module, click the module title at the top of the page, and type the new name.

   ![Figure 38 - Editing Module Title](image)

3. To modify the module status from Published to Draft, click the drop-down arrow next to Published (See Figure 39).
4. Select Draft (See Figure 39).
5. To apply date restrictions to the module, click Add dates and restrictions (See Figure 39).
6. Additional fields will appear. Set one or more of the following date restrictions: **Due Date**, **Start Date**, and **End Date** (See Figure 40).

7. Click **Update** when finished (See Figure 40).

![Figure 40 - Date Restrictions](image)

**Deleting Modules**

The following will explain how to delete a module. Deleting a module will also delete **ALL** Content topics within that module. This action **CANNOT** be undone.

1. Navigate to the **module** you wish to edit using the sidebar under **Table of Contents**.
2. Click the **drop-down arrow** to the right of the module title (See Figure 41).
3. Select **Delete Module** from the drop-down menu (See Figure 41).

![Figure 41 - Delete Module](image)

4. You will be asked to choose if you wish to permanently delete all associated files (See Figure 42).
5. Click **Delete** to delete the module (See Figure 42).

![Figure 42 - Delete Module Confirmation](image)
To Delete All Modules:
1. Click **Table of Contents** in the left sidebar.
2. Click the **Drop-Down Arrow** next to the **Table of Contents** title (See Figure 43).
3. Select **Delete All Modules** from the drop-down menu (See Figure 43).

![Figure 43 - Delete All Modules](image)

4. You will be asked to choose if you wish to permanently delete all associated files (See Figure 44).
5. Click **Delete** to delete all modules (See Figure 44).

![Figure 44 - Delete All Modules Confirmation](image)
Moving Modules

There are two ways to move a module. You can either use the drag-and-drop functionality, or you can use the contextual menu.

Moving with Drag and Drop

1. Under Table of Contents in the left sidebar, click and hold the three bars to the left of the module you wish to move (See Figure 45).
2. Drag the module to its new location. Its placement will be indicated by a line (See Figure 45).

![Figure 45 - Drag and Drop Modules](image)

Note: When dragging over another module, the latter turns into a different color. Releasing the module over the highlighted module will place the module inside the other module.

Moving within the Contextual Menu

1. Navigate to the module you wish to edit using the sidebar under Table of Contents.
2. Click the drop-down arrow to the right of the module title (See Figure 46).
3. The contextual menu appears. Select Move Down (or Move Up) to change the location of the module (See Figure 46).

![Figure 46 - Contextual Menu](image)

Note: Use the Move To option to place the module inside another module.
Managing Topics

To Edit a Topic:

1. Click the drop-down arrow to the right of the topic title (See Figure 47).
2. Select Edit Properties In-place from the drop-down menu (See Figure 47).

![Figure 47 - Edit Properties]

3. To rename the topic, click the title of the topic, and then type the new name.

![Figure 48 - Edit Topic Title]

4. To modify the topic status from Published to Draft, click the drop-down arrow next to Published (See Figure 49).
5. Select Draft (See Figure 49).
6. To set start, due, and end dates for the topic, click Add dates and restrictions to access the settings (See Figure 49).

![Figure 49 - Modify Status]
To Delete a Topic:

1. Click the drop-down arrow to the right of the topic title (See Figure 50).
2. Click **Delete Topic** (See Figure 50).

![Figure 50 - Delete Topic]

3. You will be asked to choose if you wish to permanently delete all associated files (See Figure 51).

4. Click **Delete** to delete all modules (See Figure 51).

![Figure 51 - Delete Topic Confirmation]
Completion Tracking

Completion Tracking allows you to set the method of completion for an activity and provides progress indicators for students as they complete course activities. The options for Completion Tracking are:

- **Automatic Completion**: A Content topic is marked as completed once the participant has clicked on it.
- **Manual Completion**: The participant chooses when to mark the content topic as completed.
- **No Completion Tracking**: Completion tracking is turned off.

**Note**: Completion Tracking is for the benefit of the course participants only. There is no way for you to see what students are doing with completion tracking, or if they are using it at all. Completion Tracking has no impact on Content use statistics or conditional release requirements of viewing a Content topic.

**To Set Completion Tracking for a Content Topic:**

1. Click the drop-down arrow to the right of the topic title (See Figure 52).
2. Select **Edit Properties In-place** from the drop-down menu (See Figure 52).

![Figure 52 - Edit Properties](image)

3. Click the drop-down arrow under Add a description (See Figure 53).
4. Select the desired option for Completion Tracking from the drop-down menu (See Figure 53).

![Figure 53 - Completion Tracking Drop-Down Menu](image)
To Set the Default Completion Tracking for all Content Topics:

1. Click the drop-down arrow next to the Table of Contents page title (See Figure 54).
2. Select Set All Completion from the drop-down menu (See Figure 54).

3. The Set All Completion Methods window appears. Select the desired method (See Figure 55).
4. Click Update (See Figure 55).

5. The Completion Method selected is applied to all Content topics. In our example, the completion method is set to Automatic. A number appears next to the Table of Contents and the modules headings in the left sidebar to indicate how many topics need to be completed.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu