D2L Brightspace

The Content Tool
# Table of Contents

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Introduction

D2L Brightspace® 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 display to students clearly.

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.
- 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 dropbox folders).

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

To access the Content tool: From inside your course, click **Content** on the Navigation bar (or Navbar).

![Figure 1 - Course Navbar](image)

Overview of the Content Tool

The Content tool features a **Course Overview**, **Bookmarks**, **Upcoming Events**, and a **Table of Contents**. The following explains each one of these Content features.

Course Overview

The Course 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 **Course Overview** screen.

To build a course overview, you can type the content and/or attach a file.

**To type the content:**

1. Click **Overview** in the left sidebar.
2. Click Add a description.
3. Type your text in the editor.
4. Click Update when done.

**To load a file from your computer:**

1. Click the down-arrow to the right of **Overview** at the top of the page.
2. Click Add an attachment.
3. Click Browse or use the drag and drop function to attach the file.
4. Click Add when done.

**Note:** The use of Course Overview is optional. If left blank, the Course 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.

![Figure 2 - Add Bookmark icon](image)
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.

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.

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.

Building the Course Content
The following explains how to create modules, upload files, add web links, and link tool activities to the Table of Content.

Module
Creating a module is the first step in creating course content. A module must be created before you can successfully add topics. Modules can also be created within other modules.

To create a module:
1. Click Table of Contents in the left sidebar. The Table of Contents screen appears.

![Figure 4 - Table of Contents](image)

2. Click Add a module, either under Table of Contents in the left sidebar or in the center of the screen.
3. Type a title for the module (e.g.: Getting Started), and then press the Enter key to confirm.
4. The module is created. You are now ready to add topics to the module.

![Getting Started Module](image1)

**Uploaded File Topic**

There are two ways to upload a file, such as the syllabus, from a computer or flash drive to a topic in D2L Brightspace. You can either browse for the file or you can use the drag and drop functionality. The following explains both.

**To browse for the file:**

1. Click the **New** button within the module.

![New Topic](image2)

2. Select **Upload Files** from the drop-down menu.

![Upload Files](image3)

**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 mediaspace.kennesaw.edu and import their video from there. Refer to the *Mediaspace Guide for Faculty and Staff* found at [uits.kennesaw.edu/cdoc](uits.kennesaw.edu/cdoc) for more information.
3. The Add a File window appears. Click **Upload**.

![Figure 8 - Add a File](image1)

4. Navigate to the file, select it, and then click the **Open** button.
5. Once the upload is complete, click the **Add** button on the Add a File window.

![Figure 9 - Add button](image2)

6. The uploaded file appears in the module.

![Figure 10 - Uploaded Syllabus Topic](image3)

**To drag and drop the file:**

**Note:** Internet Explorer 8 and 9 do not support dragging and dropping files from your desktop into D2L Brightspace.

**Option 1:**
1. Enter the module.
2. Click the **New** button.
3. Select **Upload Files** from the drop-down menu.
4. The **Add a File** pop-up screen appears, with an area or dropping files.

   ![Add a File](image)

   **Figure 11 - Getting Started Module with Drag and Drop Files Area**

5. Outside of D2L Brightspace, locate the file to be uploaded.
6. Select the file by pressing the mouse button.
7. Hold the mouse button down and drag the file over to the drag and drop files area in D2L Brightspace.

   ![Dragging and Dropping a File](image)

   **Figure 12 - Dragging and Dropping a File**

8. Once the file is hovering over the drag and drop files area, the dotted line around the area turns green. The color green indicates that you can release the mouse button to drop the file.

9. After releasing the mouse button, the file appears in the module.

   ![Dropped Syllabus Topic](image)

   **Figure 13 - Dropped Syllabus Topic**

**Option 2:**
1. Enter the module.
2. Outside of D2L Brightspace, navigate to the file that you would like to add to the module.
3. Select the **file** by pressing the left mouse button.
4. Hold the mouse button down and drag the file over to the drag and drop files area in D2L Brightspace.

![Image: Dragging and Dropping a File into the Module]

Figure 14 - Dragging and Dropping a File into the Module

5. Once the file is hovering over the drag and drop files area, the dotted line around the area turns green. The color green indicates that you can release the mouse button to drop the file.
6. After releasing the mouse button, the file appears in the module.

**To update or delete uploaded files:**
1. Select **Table of Contents** in the left sidebar.
2. Click the **Related Tools** button at the top of the page.
3. Select **Manage Files** from the drop-down menu.

![Image: Manage Files]

Figure 15 - Manage Files

4. The **Manage Files** page appears. You can take action on any uploaded file by clicking the down-arrow to the right of it. The down-arrow appears when hovering over the file.

![Image: Down-Arrow]

Figure 16 - Down-Arrow
Web Link

To create a topic based on a web address or URL:
1. Click the New button within the module.
2. Select Create a Link from the drop-down menu.

3. The New Link window appears.
   - Enter a title in the Title field.
   - Enter the web site address in the URL field (Note: If typing in a URL, you must add http:// for the link to work).
   - Select Open as External Resource.

4. Click Create.
5. The web page loads. 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 19 - Breadcrumb Trail on Web Page Preview

6. The web link appears in the module.

![Web Link Topic](image)

Figure 20 - Web Link Topic

**Displaying Non-Secure Content in D2L Brightspace**

When a secure site (https) includes content from a non-secured source (http), your web browser may display a security warning or block the non-secure content. For instance, a video embedded in D2L Brightspace may be blocked. Follow the steps below to display the content in each of the following browser: *Mozilla Firefox, Google Chrome, Internet Explorer 10, 11, and Microsoft Edge*.

**Mozilla Firefox**

In Firefox, the following lock icon may appear in the web address bar, to the left of the URL.

![Firefox: Click lock](image)

Figure 21 - Firefox: Click lock
To display the web content in Firefox:

1. Click the lock icon.
2. Click the arrow next to Firefox has blocked parts of this page that are not secure.
3. Click Disable protection for now.

![Firefox: Disable Protection](image)

**Google Chrome**

In Chrome, the following shield icon may appear in the web address bar, to the far right of the URL.

![Chrome: Click Shield Icon](image)

To display the web content in Chrome:

1. Click the shield icon.
2. Click the Load unsafe script link in the drop-down that appears.

![Chrome: Click Load Unsafe Script](image)

**Internet Explorer**

In Internet Explorer 10, & 11, a security warning may appear at the bottom of the browser window. Click the Show all content button.

![IE 10 & 11: Show all content](image)

**Internet Edge**

In Internet Edge, a similar security warning may appear at the bottom of the browser window. Click the Show all content button.

![Internet Edge: Show all content](image)
Notifications
Instructors can notify students of changed content when they update or change an HTML file from Content.

To notify students of changed content:

1. Click on the **drop-down arrow** next to the HTML File that you need to update and click **Edit HTML**.

![Figure 27 - HTML File](image)

2. Make changes to the file.
3. Scroll to the bottom of the page, click the **checkbox** next to “Notify students that the content has changed”.
4. Enter a custom message to include with the notification.
5. Click the **checkbox** next to “Reset completion tracking” to reset completion tracking for students who have already completed the activity.

![Figure 28 - Content Notification Options](image)

6. Click the **Update** button to apply the changes.

Activity Tool
Discussions, dropbox 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 **Add Existing Activities** within the module.

![Figure 29 - Add Existing Activities](image)
2. Select the activity tool from the drop-down menu. In our example, we are selecting **Discussions**.

![Activity Tool Selection](image)

**Figure 30 - Activity Tool Selection**

3. The *Add Activity* window appears. Click **Manage Discussions (Opens in a new Tab)**.

![Insert Quicklink](image)

**Figure 31 - Insert Quicklink**

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

![New](image)

**Figure 32 - New**

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

![New Forum](image)

**Figure 33 - New Forum**
6. The New Forum page appears. Enter a title for the forum in the Title field.
7. Click Save and Add Topic.
8. The New Topic screen appears. Enter a title for the topic in the Title field.
9. Give instructions for the topic in the Description field.

![Figure 34 - Edit Topic Details](image)

10. Optionally, select up to three options for the topic. The third option is new to D2L Brightspace. It forces students to create a new post before they can gain access to the posts from other students.

![Figure 35 - Discussion Topic Options](image)

11. Click Save and Close.
12. The Discussion Topic appears on the Discussions List page. Close the tab or window.
13. The Table of Contents page appears. Click Add Existing Activities again.
14. Select Discussions from the drop-down menu.
15. The *Insert Quicklink* window appears. Select the discussion forum that contains the new topic.

![Figure 36 - Insert Quicklink - Forum](image)

16. Select the discussion topic that was just created.

![Figure 37 - Insert Quicklink - Topic](image)

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

![Figure 38 - Tool Activity Link in Module](image)

**Note:** When a *Dropbox folder* is linked to a Module. The topic defaults to *Draft* status. To **publish the Dropbox topic**: Locate the Dropbox topic, click the *Draft* down-arrow, and select *Published*.

![Figure 39 - Draft Status](image)
Compressed Video Files
The following instructions explain how to upload and open a compressed (or “Zipped”) video file in D2L Brightspace. Instructions explaining how to create a topic for the video are also included.

Note: Uploading Video or Audio to D2L BrightSpace is strongly discouraged. Instead, 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.

To upload the File:
The following instructions explain how to upload a compressed video file from your computer to D2L Brightspace.

1. Enter your course and go to the Content tool.
2. Click Table of Contents in the left sidebar.
3. Click the Related Tools button at the top of the page.
4. Select Manage Files from the drop-down menu.

5. The Manage Files page appears. Click Upload or use the drag and drop function to upload the video file. Refer to step 3 on page 8 for instructions.

6. Once the video file appears in the Upload window, click Save.
7. The compressed video file will appear in the *Manage Files* area.

![Figure 42 - Compressed Video File in Manage Files](image)

**To unzip the File:**
1. The following instructions explain how to unzip a compressed video file in D2L Brightspace.
2. Place your cursor over the filename, but do not click on the file. Instead, click the drop-down arrow which appears to the right of the filename.

![Figure 43 - Drop-Down Arrow](image)

3. Select **Unzip** from the drop-down menu.

![Figure 44 - Unzip](image)

4. The uncompressed video file appears in *Manage Files*.
   **Note:** that the file is now positioned alphabetically.

**To create a Topic:**
The following explains how to create a content topic for the video in D2L Brightspace.

1. Place your cursor over the filename, but do not click on the file. Instead, click the drop-down arrow which appears to the right of the filename.
2. Select **Add Content Topic** from the drop-down menu.

![Figure 45 - Add Content Topic](image)

3. The **Add Multiple Topics** page appears. Under **Properties**, choose an existing module for the topic from the **Parent Module** drop-down list or click **add module** to create a new one.

![Figure 46 – Add Multiple Topics - Properties](image)

4. Under **Course Files**, edit the **Topic Title** for the topic.

![Figure 47 - Add Multiple Topics - Course Files](image)
5. Click the **Add** button.
6. The *Manage Files* page appears. You may delete the compressed file that you uploaded by selecting the checkbox to the left of the filename, and then clicking the *Trashcan icon* on the toolbar (be sure not to delete the video file that was added).
7. Click the **Content** tab near the top of the page to go to the *Content* tool.

![Figure 48 - Content Tab](image)
To test the posted Video:

1. In the Content tool, locate and click the video topic link that you just created to test the video.

![Figure 49 - Video Topic Link](image)

2. The video appears on the screen.
   **Note:** M4v files do not play in D2L Brightspace.

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.

**Modules**

To edit a module:

1. Select the module under Table of Contents in the left sidebar.

![Figure 50 - Selected Module](image)
2. To rename the module, **click the module title** at the top of the page, and then type the new name.

![Getting Started](image1)

**Figure 51 - Editing Module Title**

3. To modify the module status from Published to Draft, click **Published**, and then select **Draft**.

![Getting Started](image2)

**Figure 52 - Modify Status**

4. To apply date restrictions to the module, click **Add dates and restrictions**, set one or more of the following date restrictions: **Due Date**, **Start Date**, and **End Date**, and then click **Update**.

![Getting Started](image3)

**Figure 53 - Date Restrictions**

**To delete a single module:**

*Note:* Deleting a module will also delete ALL Content topics within that module. This action CANNOT be undone.

1. Select the module under **Table of Contents** in the left sidebar.
2. The module page appears. Click the **down-arrow** that is to the right of the module title at the top of the page.

![Getting Started](image4)

**Figure 54 - Down-Arrow**
3. Select **Delete Module** from the drop-down menu.

![Figure 55 - Delete Module](image)

4. A confirmation window opens. Choose whether or not to permanently delete all associated files.
5. Click the **Delete** button.

**To delete all modules:**

6. Click **Table of Contents** in the left sidebar.
7. Click the **Down Arrow** next to the Table of Contents title at the top of the page.
8. Select **Delete All Modules** from the drop-down menu.

![Figure 56 - Delete All Modules](image)

9. A confirmation window opens. Choose whether or not to permanently delete all associated files and activities in the course.
10. Click **Delete**.

**To move a module:**

There are two ways to move a module. You can either use the contextual menu or you can use the drag and drop functionality. The following explains both.

**Note:** Internet Explorer 8 and 9 do not support dragging and dropping to move modules and topics.

**Moving with drag and drop:**

1. Select the module under Table of Contents in the left sidebar.
2. Hold your mouse cursor just to the left of the module name.
3. The mouse cursor turns into the four-arrow move symbol.
4. Click and drag the module to the desired location, and then release.

**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 with contextual menu:**

1. Select the module under *Table of Contents* in the left sidebar.
2. Click the down-arrow to the right of the module title on the main page.
3. The contextual menu appears. Select **Move Down** (or **Move Up**) to change the location of the module.

![Figure 57 - Contextual Menu](image)

4. The module has changed its position in the left sidebar under *Table of Contents*.

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

**Topics**

**To edit a topic:**

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

![Figure 58 - Edit Properties](image)

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

![Figure 59 - Edit Topic Title](image)
4. To modify the topic status from Published to Draft, click **Published**, and then select **Draft**.

![Modify Status](image)

5. To apply date restrictions to the topic, click **Add dates and restrictions**, set one or more of the following date restrictions: **Due Date**, **Start Date**, and **End Date**, and then click **Update**.

**To delete a topic:**

1. Click the **down-arrow** to the right of the topic title.
2. Select **Delete Topic** from the drop-down menu.
3. The topic is immediately deleted.

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**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 **down-arrow** under **Add a description** that is below the Content topic title.

![Drop-Down Arrow](image)

2. Select the desired option for **Completion Tracking** from the drop-down menu.

![Completion Tracking Drop-Down Menu](image)
To set the default Completion Tracking for all Content topics:

1. In the Table of Contents, click the **down-arrow** next to the Table of Contents page title.

   ![](image1.png)
   
   **Figure 63 - Down-Arrow**

2. Select **Set All Completion** from the drop-down menu.

   ![](image2.png)
   
   **Figure 64 - Set All Completion Methods**

3. The **Set All Completion** Methods window appears. Select the desired method, and then click **Update**.

   ![](image3.png)
   
   **Figure 65 - Completion Method Selection**

4. 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.

   ![](image4.png)
   
   **Figure 66 - Number of Topics to Complete**

**Additional Help**

For additional help or installation issues, 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/](http://uits.kennesaw.edu/)