

Uploading a File in the Desire2Learn Content Area

Login to D2L and open one of your courses. Click the **Content** button in the course toolbar to access the Content area.



Locate the **Table of Contents** on the left side of the Content area and select the Module to which you want to upload.

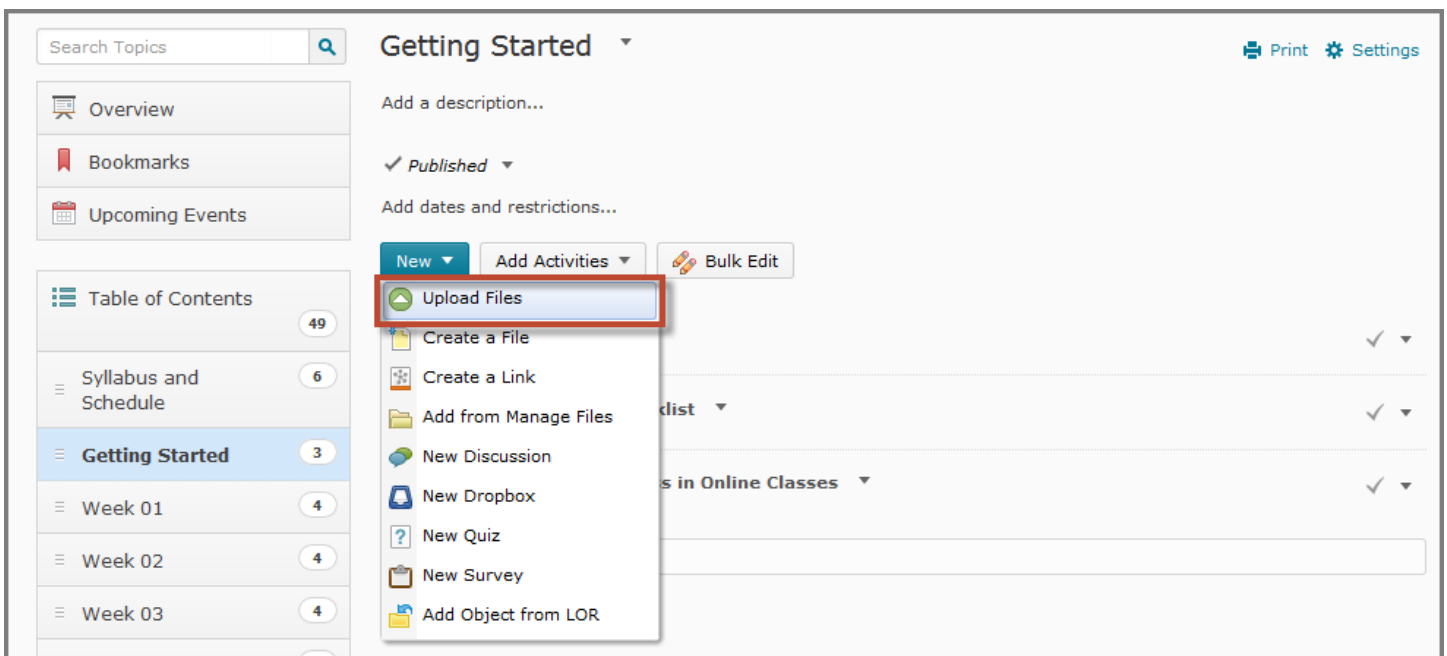
Items can be added to a Module by using either the **New** button or by using the **Drag and Drop** feature to drag the file from your computer desktop or a file folder right into D2L.

NOTE: *Drag and drop from the desktop is not currently available with Internet Explorer. This feature does work in Google Chrome and in Mozilla Firefox. Both web browsers are free downloads and supported by Desire2Learn.*

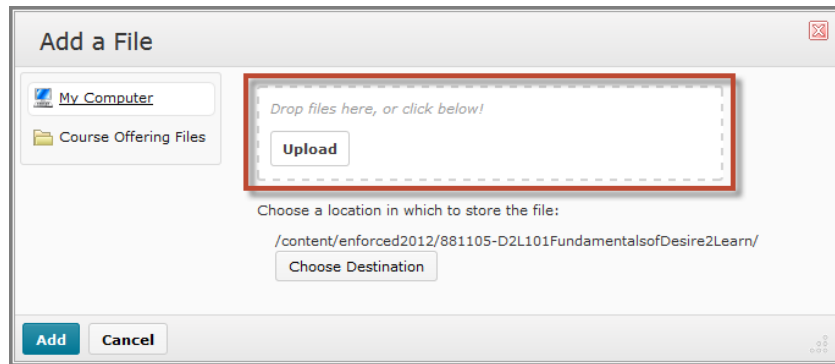
The Drag and Drop option is typically the quickest and easiest method for uploading a file but both methods are covered below.

Adding a File to a Module with the New Button

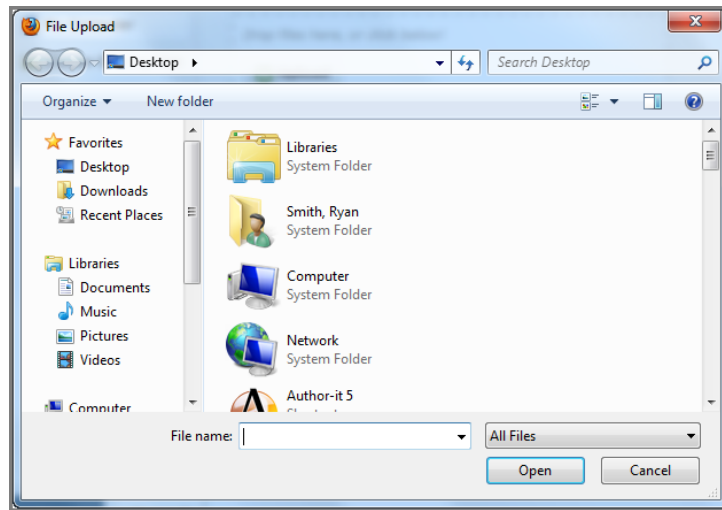
Click the **New** button to access a drop-down menu with options of different types of Topics that can be added to the Module. Select **Upload Files**.



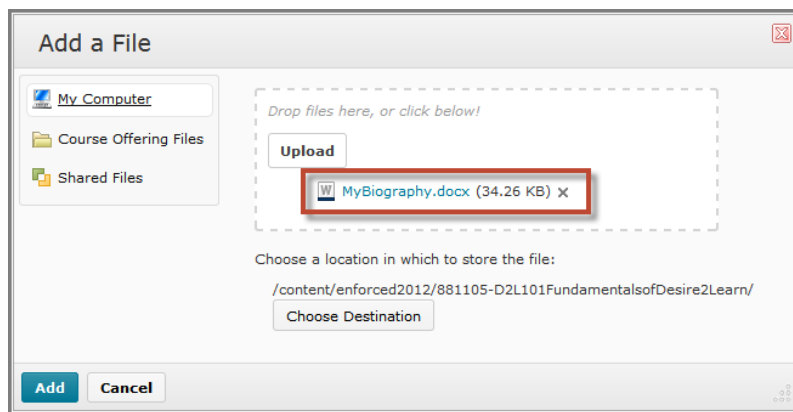
The **Add a File** window will appear with options on how you would like to upload your file. You can choose to upload from your computer or the Course Offering Files, which you can only use if you have already added the file using the Manage Files area of your course. Click **Upload** or Drag and Drop the files here if you are using Firefox or Chrome.



When you click **Upload**, a small pop-up window will open that allows you to **Browse** your computer for the file you wish to add. When you locate your file, select it and click **Open**.



Once you have added a file, you will now see it appear in the **Add a File** window. Larger files may require a moment to load.



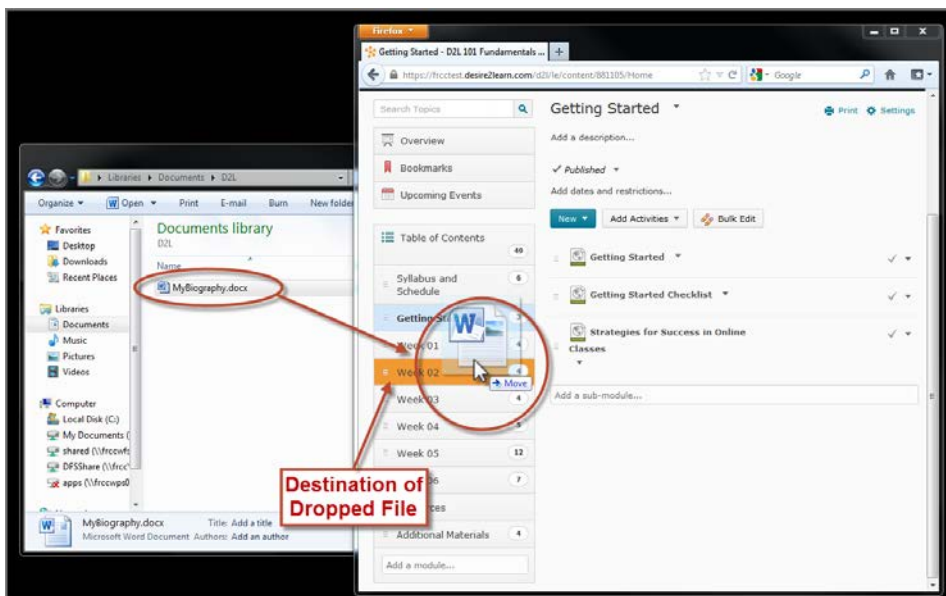
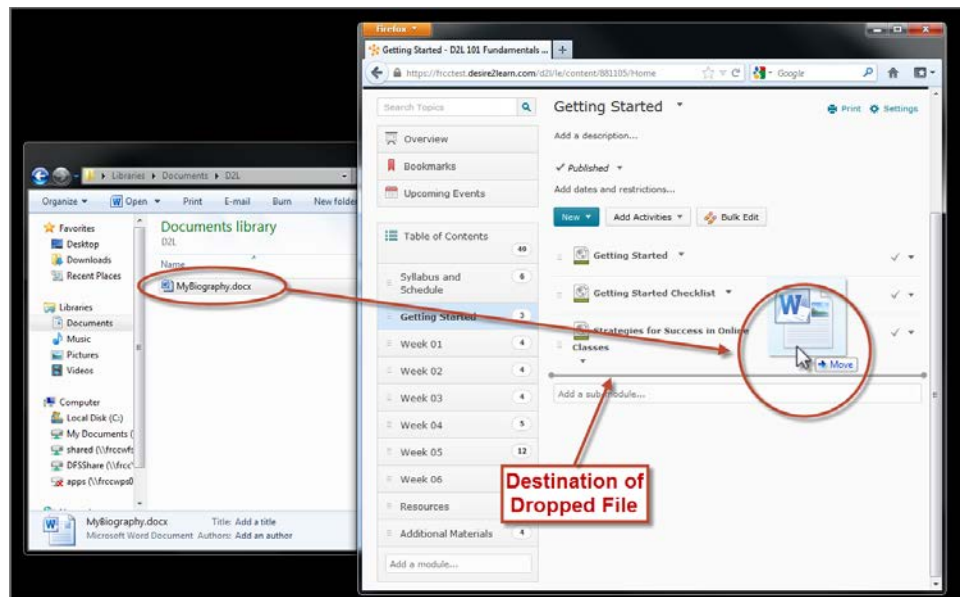
Upload more files or press **Add** when finished.

Adding a File to a Module Using Drag and Drop

Drag a file from your desktop or a file folder on your computer into Modules in your Table of Contents list or directly to a Module that you are currently viewing. If a file with the same name already exists, a message will display allowing you to choose whether or not to overwrite the existing file. You may set this to happen automatically by adjusting this option in **Settings**.

NOTE: *Drag and drop from the desktop is not currently available with Internet Explorer.* This feature does work in Google Chrome and in Mozilla Firefox. Both web browsers are free to download and are supported by Desire2Learn.

When dragging a file into an open Module, a **gray line** will designate the area where the uploaded file will appear.



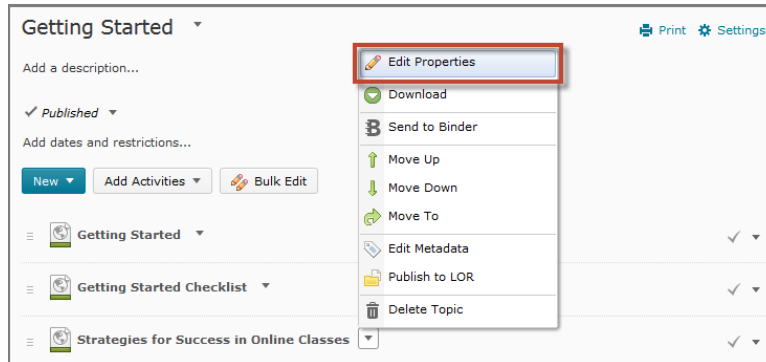
When dragging a file into a Module in the Table of Contents, the Module that the file will be added to will be **highlighted in orange**.

NOTE: If there is not a **highlighted module** or **gray line** showing where the file will go at the point when you release the item you are dragging, then it will not be added to the course. Instead, the browser will think you want to open the file. Be sure that you see an indicator when you release your file.

Editing Properties and Restrictions for an Uploaded File

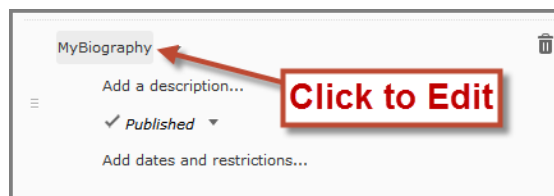
NOTE: More in-depth instructions on editing properties for Topics are covered in the Editing Topics tutorial.

Topics will automatically take on the same name as the File Name. To edit this and other settings with the newly added Topic, click the small arrow in front of the file name to access a drop-down menu. Choose **Edit Properties**.



When in Edit mode, you can use “inline” editing features. This means you can click in different areas of what you see and make changes right there.

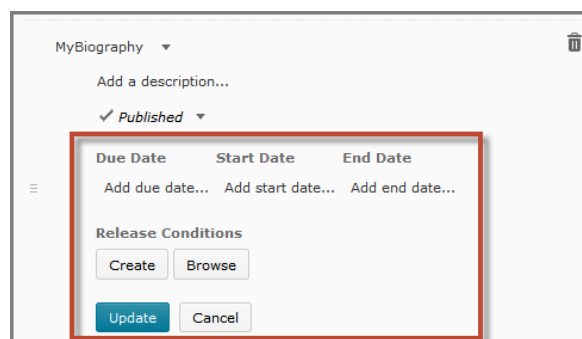
For example, click on the title of the document to change the **Topic Name**. When you click away from the title again, the new name will stay.



The same goes for adding a description. Click **Add a description...** to open a text editor where you can create a description of the Topic.

Change between **Published** or **Draft** mode when you are making edits so students do not see Topics before you are ready.

When you click on **Add restrictions...** it will open an area where you can set **Due Dates**, **Start Dates**, **End Dates**, and **Release Conditions** for the Topic. Press **Update** when you are done editing your Topic. See the tutorials on Managing Dates and Setting Release Conditions for more information.



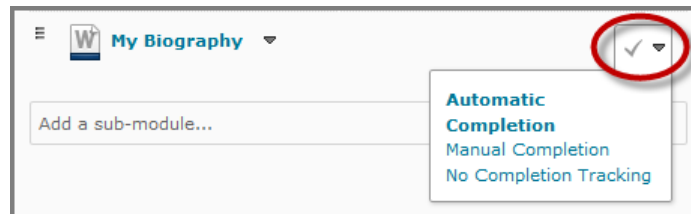
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For additional assistance, call our Instructional Design Centers:
Boulder County 303-678-3770 ▪ Larimer 970-204-8406 ▪ Westminster 303-404-5062

If you wish to delete the Topic, click on the **trash can icon**. This method of deleting the Topic will not delete the associated files or activities from the course; it will only remove the link from Content.



To change **Completion Tracking** for an individual topic, you must exit the Edit Properties. The fastest way to do this is to click on the Content tab in the Course Navigation Bar. This will reload the Content area but remembers which Module you were viewing.

Click the small arrow next to the check mark on the right side of your Topic to view or change **Completion Tracking** settings. See the tutorial on Completion Tracking for more information about these settings.



File Types that Are Compatible with the Content Viewer

Some files can be viewed in the D2L **Content Viewer**, which allows students to avoid having to download anything. When they open certain types of Topics that are in compatible format, it will open the document directly in D2L. This also means the students do not need to have any specific software to view these files.

The **Extension** is the very end of the file name. For example, a Word document could look like: "Filename.DOCX".

Extension	File Type
HTM, HTML, MHT, MHTML	Web Document
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text Document
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image
SWF, MPG, MPEG, RM, MP3, MP4*, M4V*, M4A*, AVI, WAV, RAM, ASF, MOV, RA	Media

NOTE: These files will work in the **Content Viewer**. It is possible to include other file types within the D2L Content Area but the student will need to download them to view them.

Updating Content Topics

If you upload a file that already exists in your course with the same name, using any of the two methods above, you will be given the option to overwrite the old file with the new one.