


# Content: Beyond the Basics



Now that you know the basics of organizing course content and creating modules and topics, you are ready to learn advanced skills.

In this tutorial, you will:

- Use Manage Files to upload documents
  - Create Content Topics using  Course Files
- Move Topics to a different Module
- Set Availability Conditions for Modules and Topics
  - “Hidden” feature
  - Date and Time restrictions
- Complete simple release conditions
- Copy Content from another D2L shell

## Use Manage Files to upload documents

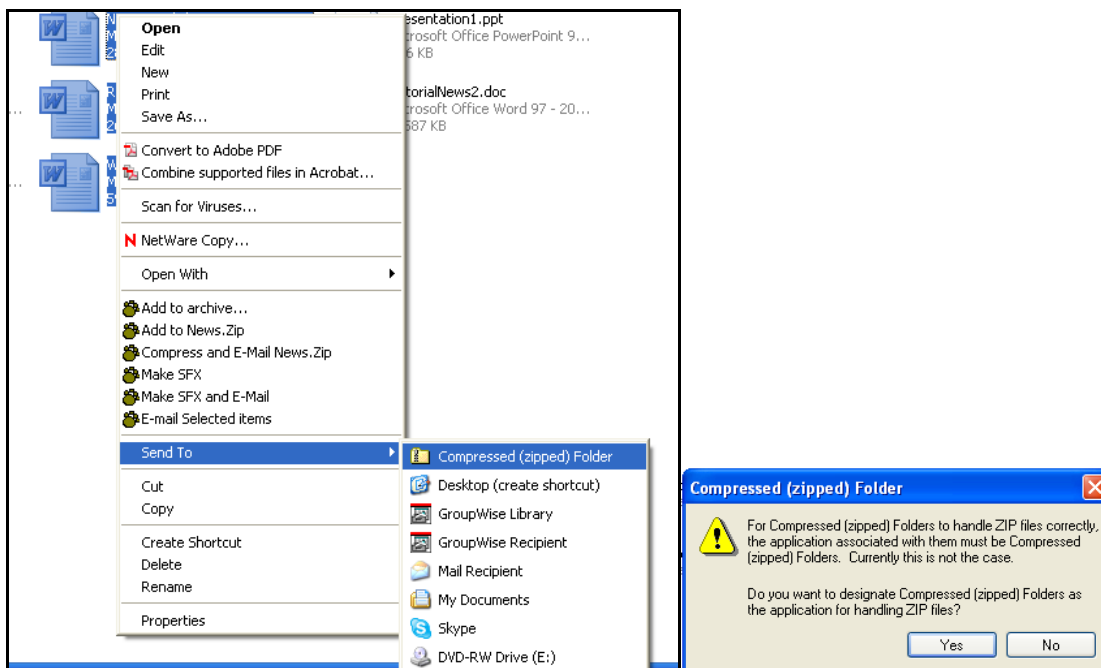
If you have several documents that you want to upload into your course, you can zip the files together and upload them all at once.




**NOTE:** If you wish to use this option, all of the files must be located in the same folder.

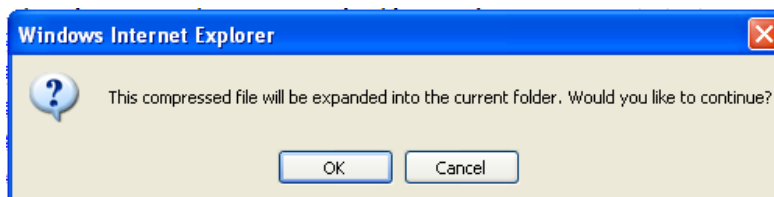
1. On your computer, select the files you want to upload. For example, you can open My Documents, open the folder with the appropriate file(s), and then click on each one while holding down the Ctrl key.
2. After the files are selected, right-click on one of the files, and choose **Send to > Compressed (zipped) Folder** from the pop-up menu.
3. Click **Yes** on the Warning screen that pops up.
4. A zip file, which contains all of the files you selected, will be created. You are now ready to upload the zip file into D2L.

**NOTE 1:** The zip file will be saved in the same folder as the files you selected were located.

**NOTE 2:** The zip file will have the same name of the file you right-clicked on, followed by the extension (.zip).





5. Go into your D2L course.
6. Click on **Edit Course** in the upper right side of the screen.
7. Click on  **Manage Files**.
8. Click on  **Upload**.
9. Click **Browse** to find the zip file you just created on your computer.
10. Click **Upload**. The zip file will appear in your manage files area.
11. Find the zip file and click on the  **Unzip** files icon to the right of the file name.
12. Click **OK**.



13. Your files will now appear in the files list. You can delete the Zip file as it is no longer needed. You are now ready to return to the **Content** area to add topics.

### Create Content Topics using **Course Files**

1. Click on the **Content** link in the navigation bar.
2. Click the  **New topic** icon at the top of the screen, or next to the module you wish to add a topic to.
3. Click on  **Course File**.
4. Choose a **Parent Module** from the drop-down list.
5. Enter a **Title** for the topic.

6. Click on the **Browse** button to select the file from the Manage Files area.

**New Topic - Course File**

Manage Content | New Topic

Properties | Restrictions | Discussions

**General**

Parent Module: Content Resources [add module]

\* Title: [ ]

Short Title: [ ] ?

Enumeration:  Hide enumeration for this topic ?

**Content**

\* Course File: [Browse]

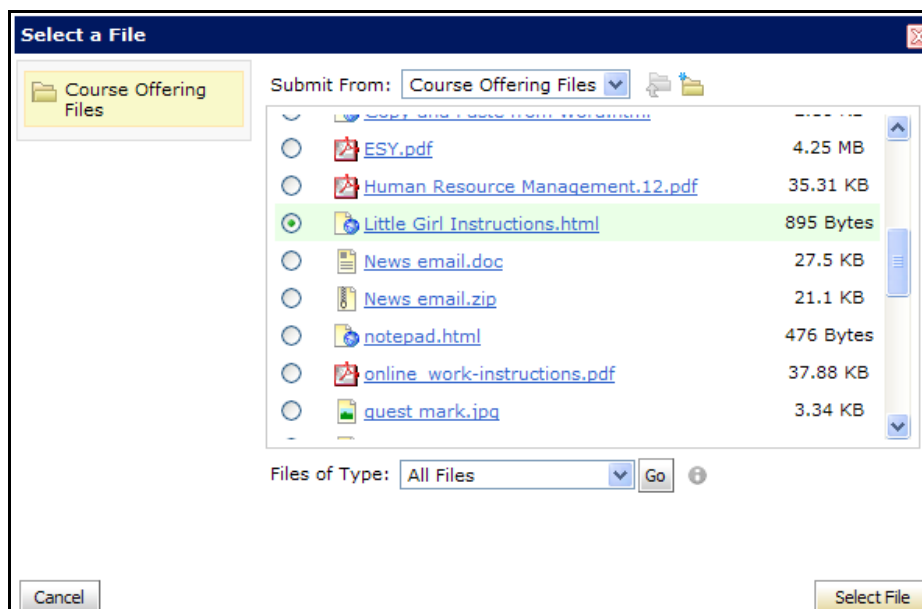
Cancel | Save and New | Save

7. Click on the radio button next to the file you wish to link to.

**NOTE 1:** If you click on a file name, it will open the file.

**NOTE 2:** If you have organized your Manage Files area with folders, you may need to open the appropriate folder to find your file.


8. Click **Select File**.




9. Click **Save** or **Save and New** to continue creating topics.

## Move Topics to a different Module

If you create a topic and decide it should appear under a different module, you can use the  Move tool.


1. On the Manage Content page, select the topic(s) you wish to move.
2. Click the  **Move** icon at the top or bottom of the list.
3. Select a new **Parent Module** from the drop-down list.
4. Click **Move**.

**NOTE:** The topic(s) will be moved to the bottom of the list under the new Module. Use the  **Reorder** icon to reorder topics within a Module.

## Set Availability Conditions for Modules and Topics

D2L allows you to decide whether or not your students can see Content modules and topics. For example, if you create a module or topic that will not be used until the end of the semester, you can “Hide” it until you are ready for students to view it. Or, if you want students to view a module or topic only during a set time frame, you can use start and end dates.

To set availability conditions for a module or topic:

1. Click on **Content**.
2. Click on the  **Edit** icon next to the module or topic you wish to set availability conditions for.
3. Click on the **Restrictions** Tab.

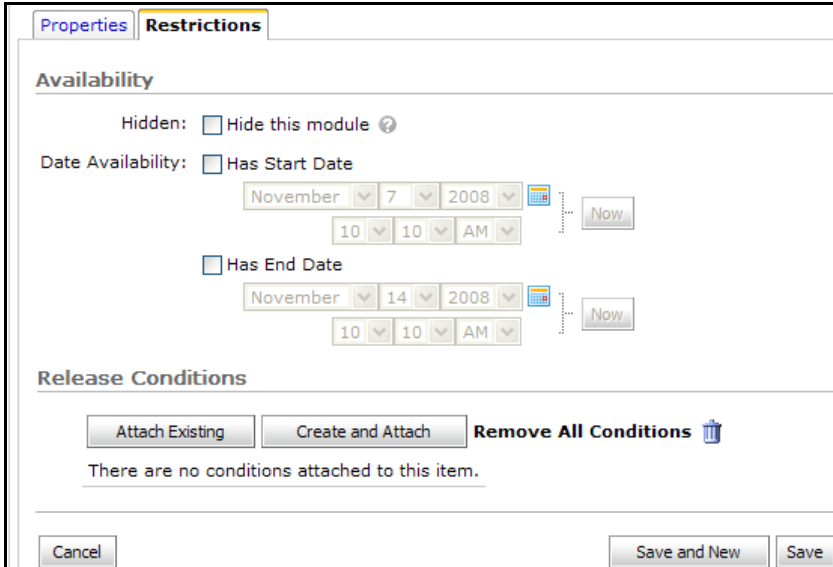
### Option 1: Set “Hidden” feature

4. Click the box next to this option if you do **not** want the module or topic to be visible to your students. You may want to use this option if you create a module or topic that will be used in a future week and do not want students to work ahead.

**NOTE:** If you hide a module, all topics beneath the module are also hidden.

### Option 2: Set Date and Time restrictions

5. Choose start and end dates/times for the module or topic. You may want to use this option if you want students to access the module or topic only during a set time frame.




The screenshot shows the 'Restrictions' tab in a software interface. It has two sub-tabs: 'Properties' and 'Restrictions', with 'Restrictions' selected. Under the 'Availability' section, there are three options, each with a checkbox and a 'Now' button: 'Hidden:  Hide this module', 'Date Availability:  Has Start Date', and ' Has End Date'. The 'Has Start Date' option is currently selected, and its date is set to November 7, 2008, at 10:10 AM. The 'Has End Date' option is also visible, with its date set to November 14, 2008, at 10:10 AM. Below the 'Availability' section is the 'Release Conditions' section, which contains three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' (with a trash icon). Below these buttons, it says 'There are no conditions attached to this item.' At the bottom of the window, there are three buttons: 'Cancel', 'Save and New', and 'Save'.

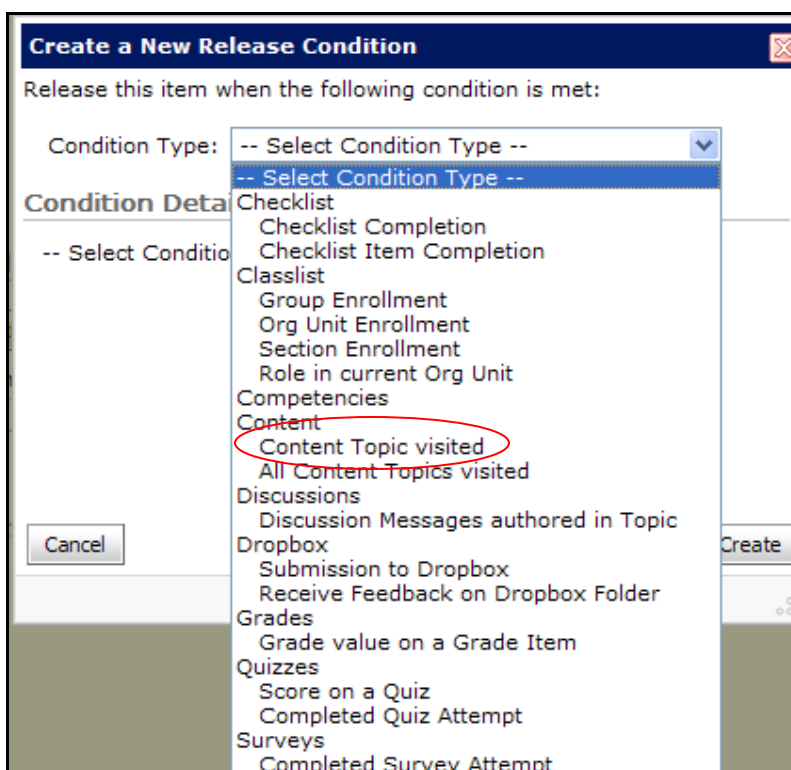
6. Click **Save** to save your changes.

## Complete Simple Release Conditions


Release conditions allow you to create a custom learning path through the materials in your course. When you attach a release condition to an item, students cannot see that item until they meet the associated condition. For example, you could set a release condition on the Chapter 2 module based on students completing a Chapter 1 quiz. When a student completes the Chapter 1 quiz, the Chapter 2 module will be released.

**NOTE:** Once a student meets a release condition, the condition is cleared for that student and cannot be reset.

1. Click on **Content**.
2. Click on the  **Edit** icon next to the module or topic you wish to attach the condition to.
3. Click on the **Restrictions** tab.
4. To create new conditions and attach them to the module or topic, click **Create and Attach**.
5. For **Condition Type**, click on the drop-down arrow and select the condition you want to apply to this module or topic. For example, if you want students to visit Week 1 content topic before the Week 2 is available, click on "Content Topic visited."




6. Under Condition Details, for **Topic**, click on the drop-down arrow and select the Content topic that must be opened before the item you are edited is released.
7. Click **Create**.



**NOTE:** When you return to the Content page, the module or topic you restricted with have a  release condition icon next to it.


## Reusing Conditions

If you've already created a condition and want to apply the same condition to another item, you can quickly select the condition from a list of existing conditions in your course using the **Attach Existing** button.

1. Click on the  **Edit** icon next to the module or topic you wish to attach the condition to.
2. Click on the **Restrictions** tab.
3. Click **Attach Existing**.
4. Select the condition.
5. Click **Attach**.
6. Click **Save**.

## Removing Conditions

1. Click on the  **Edit** icon next to the module or topic you wish to remove the condition for.
2. Click on the **Restrictions** tab.
3. Click the  **Remove Condition** icon for the condition you wish to remove.
4. Click **Save**.

**NOTE:** To remove all conditions from an item, click the  **Remove All Conditions** icon at the top of the list of conditions, then Save.

## Copy Content from another D2L shell

You can use the **Copy Course Components** tool to copy course information from one D2L shell to another. You can copy such course components as Content, News, Dropbox folders, Gradebook, Quizzes, Surveys, course files, etc.

### Getting Started:

1. To copy components, you must be in the **receiving** shell. This is the **new** shell.
2. To access the **Copy Components** tool, click on **Edit Course** in the navigation bar (top right) and then click on the **Import/Export/Copy Components** link.
3. To respond to the question, "What would you like to do?" select **Copy Components from another Org Unit** and click on **Next**. [**NOTE:** This is usually the default setting.]

On the **Copy Course Components** screen:

4. Use the dropdown menu to choose the **course** that you want to copy components **FROM**.  
**NOTE:** if the course you are copying **FROM** has been taught multiple semesters, you can distinguish between semesters using the **Course Offering Code** (see below).

**Copy Course Components**

---

**Current Course Components**

[Show the current course components](#)

**Copy the selected course components from**

Existing Offering

Introductory Biology II 1212 90(20093094423) ▼

[Search for offering](#)

Parent Template of Current Offering

### Course Offering Code

**To distinguish between different semesters** when choosing the course to copy **FROM**, you need to know how to interpret the course offering code. In the example circled below, for **20093094423**:

**20093** = year & semester (1=summer; 2=fall, 3=spring)

**094423** = course ID

5. Scroll down and **Choose components to Copy** by placing a check in the box(es) next to the component name. **OR**, choose **Select All Components** to automatically check all components.

**IMPORTANT:** If you "select all," please **uncheck** the box beside **Groups** to avoid copying group names from previous semesters.

**Choose Components to Copy**

Select All Components

**Content** (41 item(s))

Copy all items

Select individual items to copy

**Content Display Settings**

Copy all items

**Course Files** (43 item(s))

Copy all items

Select individual items to copy

**Groups** (9 item(s)) ←

Copy all items

Select individual items to copy

**News** (4 item(s))

Copy all items

Select individual items to copy

**Release Conditions**

Copy all items

6. Click the **Next** button at the bottom.
7. On the **Confirm Components to Copy** screen, click the **Next** button.
8. When the animated icons beside each item have stopped and indicate a green checkmark (✓), the copying is finished.
9. Click the **Done** button **or** click on any D2L link in the navigation bar (e.g., Course Home, Content, Discussions, etc.).
10. **RECOMMENDATION:** Go through your D2L class shell to make sure that everything you wanted to copy over has been copied.