



University Information
Technology Services

D2L Brightspace – Daylight Experience

The Content Tool

University Information Technology Services

Technology Outreach

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Published by Kennesaw State University – UITS 2018

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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*.

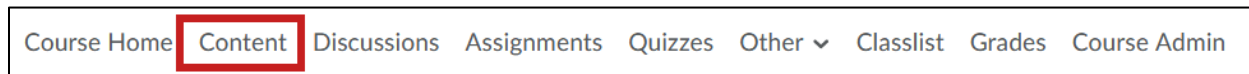


Figure 1 - Course Navbar

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

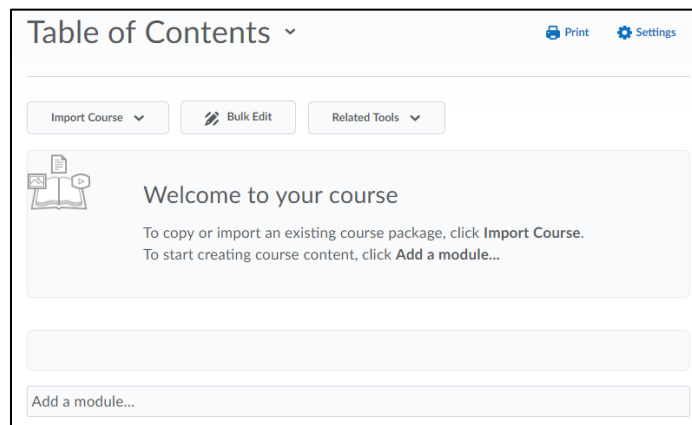


Figure 2 - Welcome Message

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:

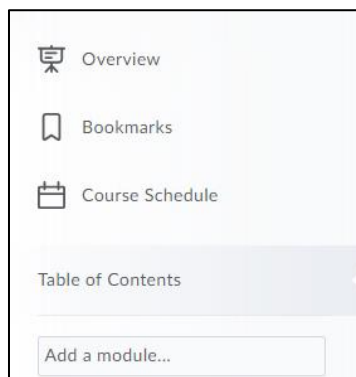


Figure 3 - Overview of Content Tool

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).

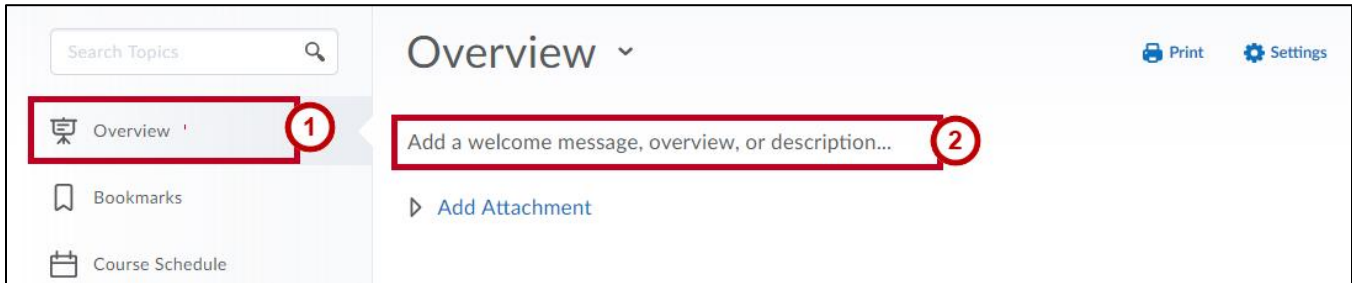


Figure 4 - Type Content for an Overview

3. A text editor will appear. Type your **text** in the editor.
4. Click **Update** when done.

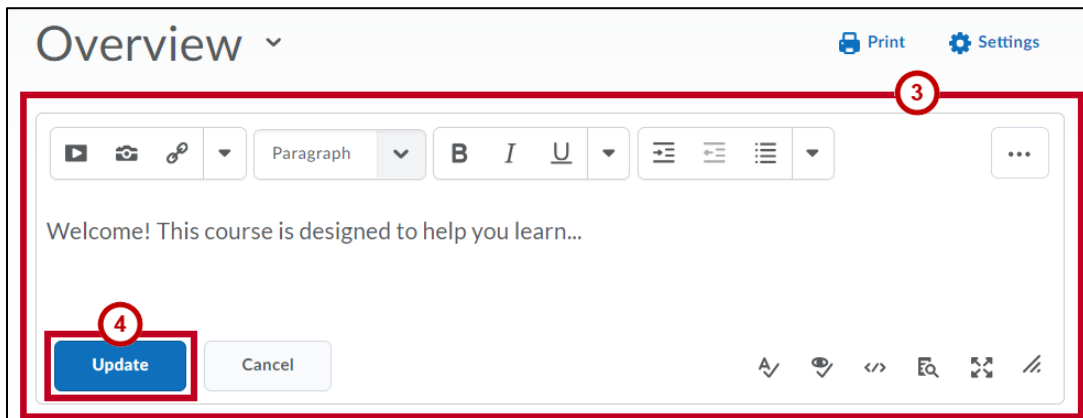


Figure 5 - Enter Welcome Text and Update

To load a file from your computer:

1. Click **Overview** in the left sidebar (See Figure 6).
2. Click **Add Attachment** (See Figure 6).
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 6).

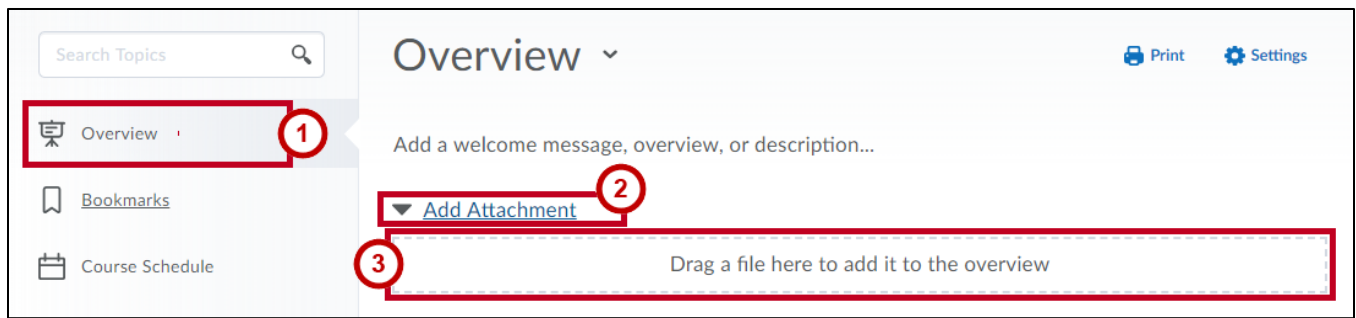


Figure 6 - Upload Content for an Overview

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.

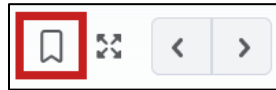


Figure 7 - Add Bookmark icon

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**.



Figure 8 - 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.

A screenshot of a Table of Contents page. The top section, containing the title 'Table of Contents' and a page count of '20', is highlighted with a red border. Below this are several items, each with a three-dot menu icon on the left and a page count in a red circle on the right. The items are: 'START HERE / Orientation' (6), 'Unit 1: Early Art History' (7), 'Unit 2: The Renaissance' (5), 'Unit 3: Impressionism Begins September 25' (1), and 'Unit 4: Modern Art Begins October 16' (1). At the bottom is a button labeled 'Add a module...'.

| | |
|---|----|
| Table of Contents | 20 |
| START HERE / Orientation | 6 |
| Unit 1: Early Art History | 7 |
| Unit 2: The Renaissance | 5 |
| Unit 3: Impressionism Begins September 25 | 1 |
| Unit 4: Modern Art Begins October 16 | 1 |
| Add a module... | |

Figure 9 - 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 10).
2. Click the **Add a module** field under *Table of Contents* in the center of the screen (See Figure 10).

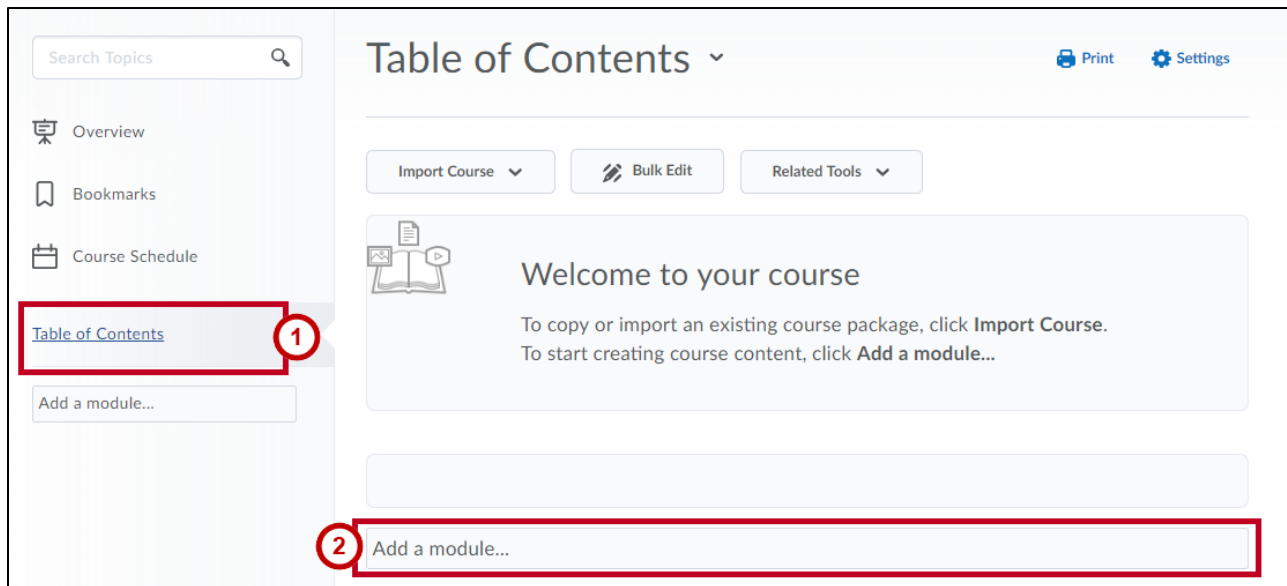


Figure 10 Add a Module

3. Type a **title** for the module (e.g., Getting Started), and then press the **Enter** key on the keyboard to confirm.

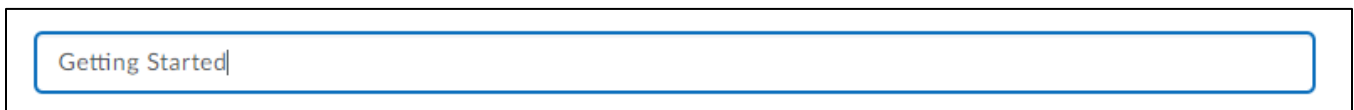


Figure 11 - Add a Title

4. The module is created. You are now ready to add topics to the module.

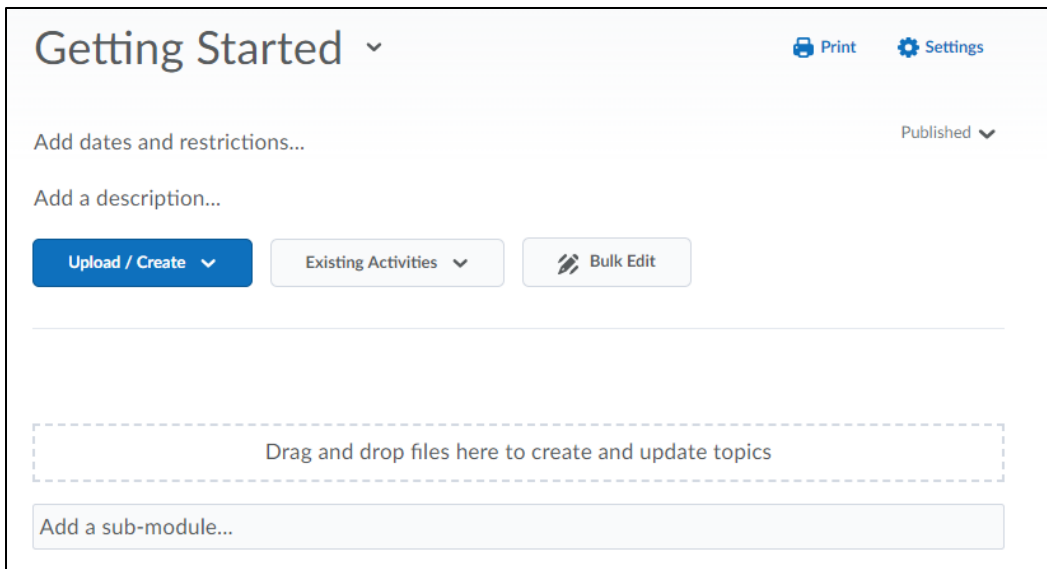


Figure 12 - Getting Started Module

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 13).
2. Select **Upload Files** from the drop-down menu (See Figure 13).

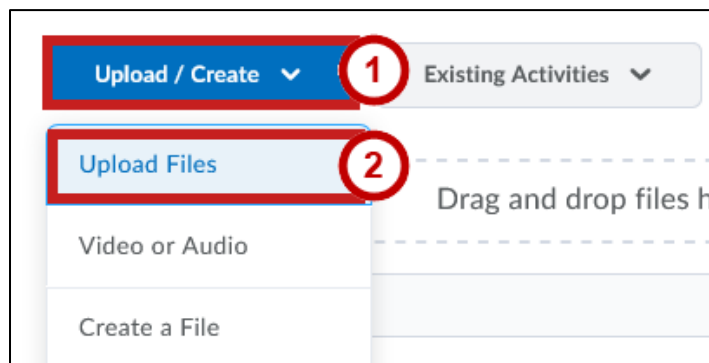


Figure 13 - Upload Files

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 for more information.

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

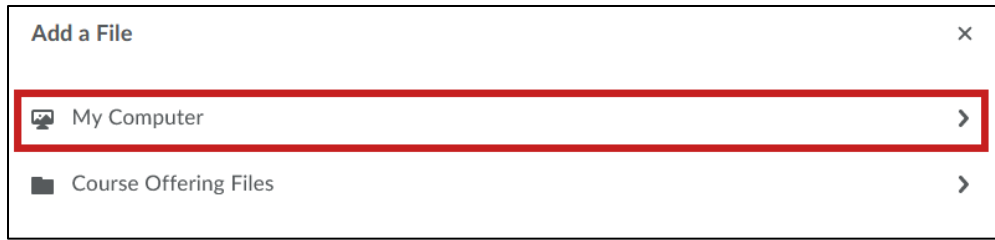


Figure 14 - Add a File

4. Click **Upload**.

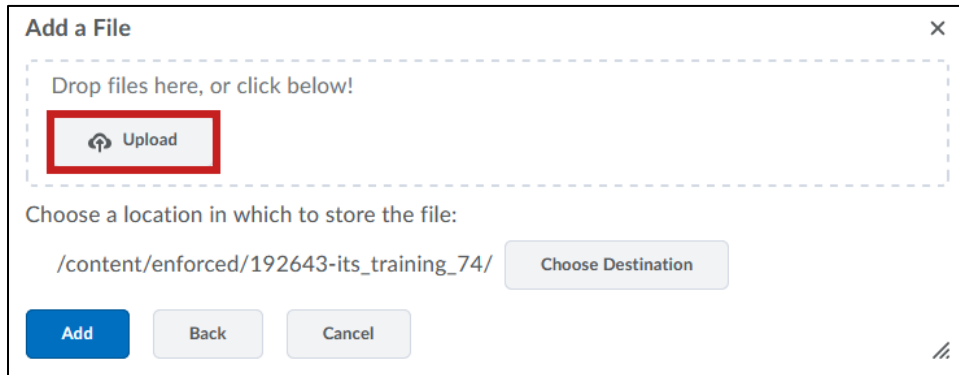


Figure 15 - Upload File

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.

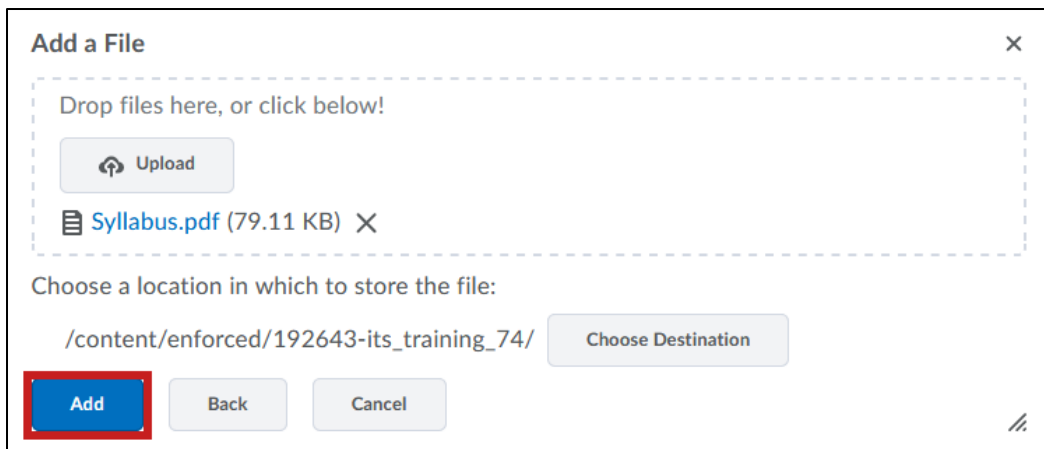


Figure 16 - Add button

7. The uploaded file appears in the module.

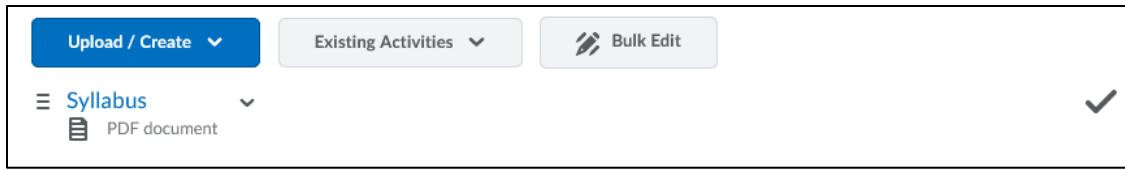


Figure 17 - Uploaded Syllabus Topic

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.

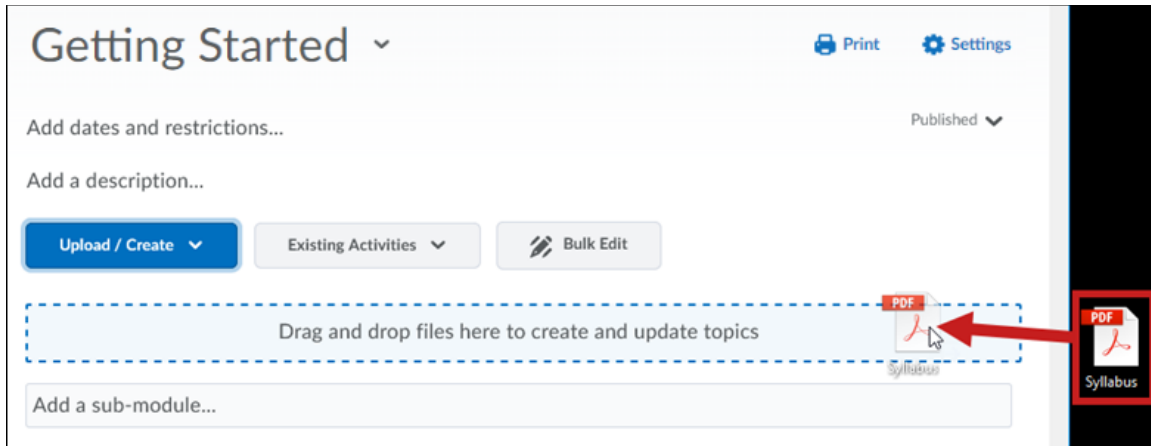


Figure 18 - Upload via Drag and Drop

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 19).
3. To delete the selected file, click **Delete Topic** (See Figure 19).

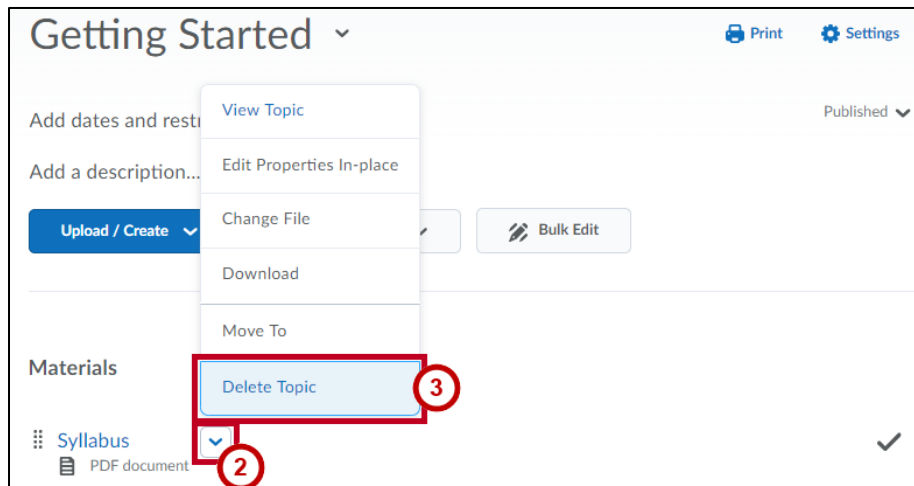


Figure 19 - Delete Topic

4. The *Delete Topic confirmation* window will open. Select an **option** (See Figure 20).
5. Click **Delete** (See Figure 20).

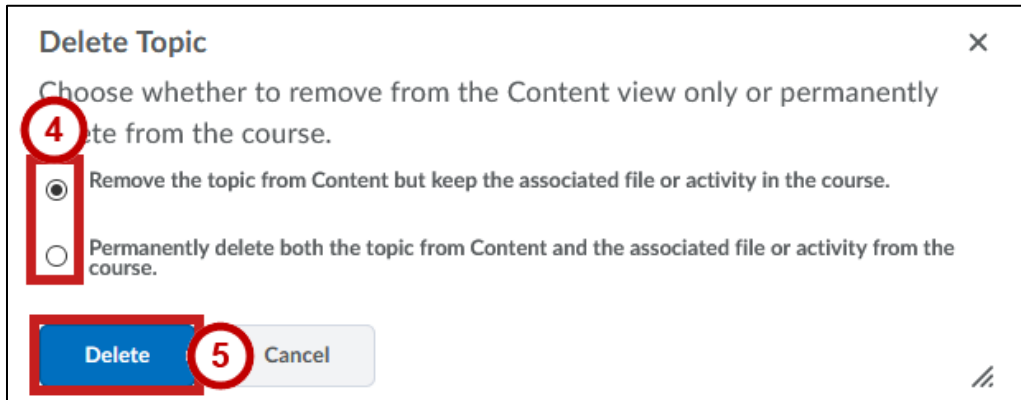


Figure 20 - Delete Topic Confirmation

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 21).
3. To update the existing file, click **Change File** (See Figure 21).

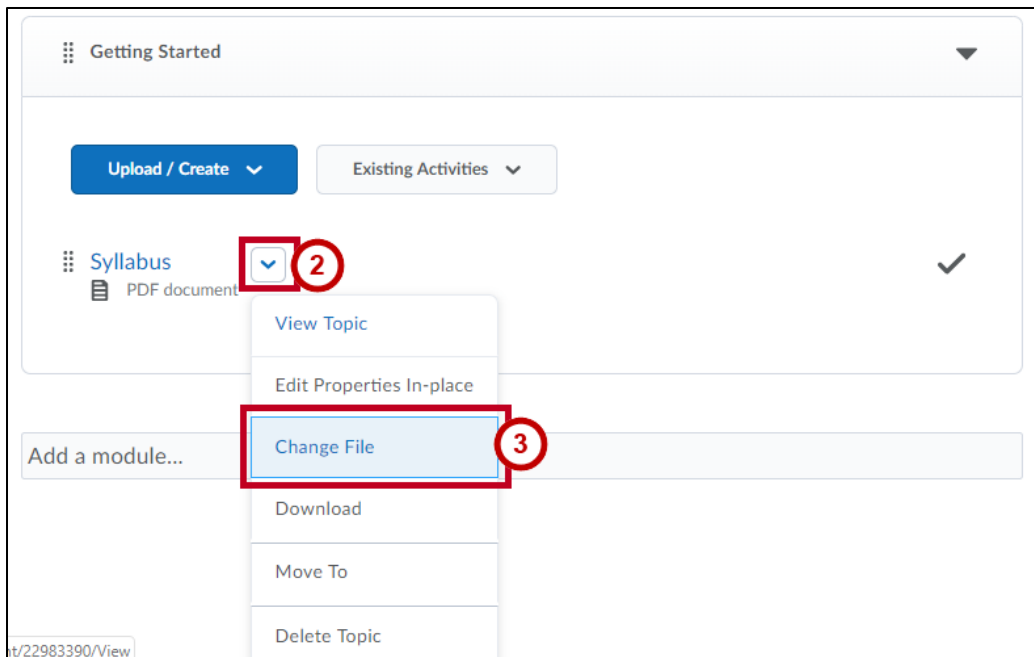


Figure 21 - Change File

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

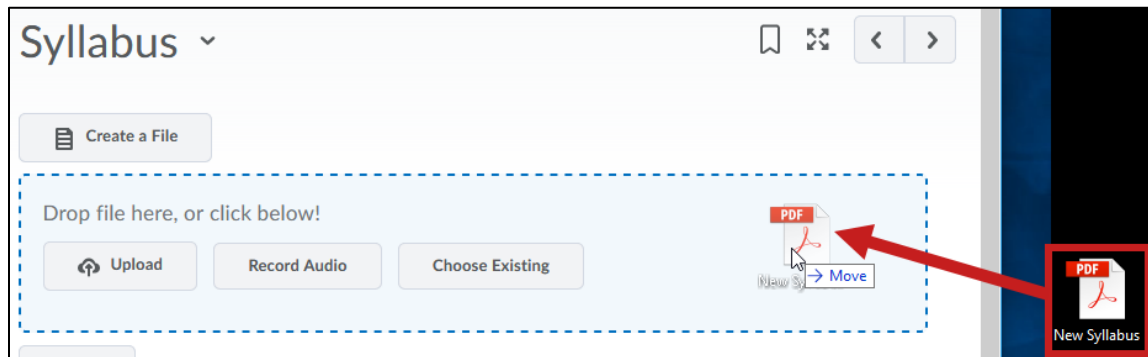


Figure 22 - Drag and Drop File New File

- Click **Update**.

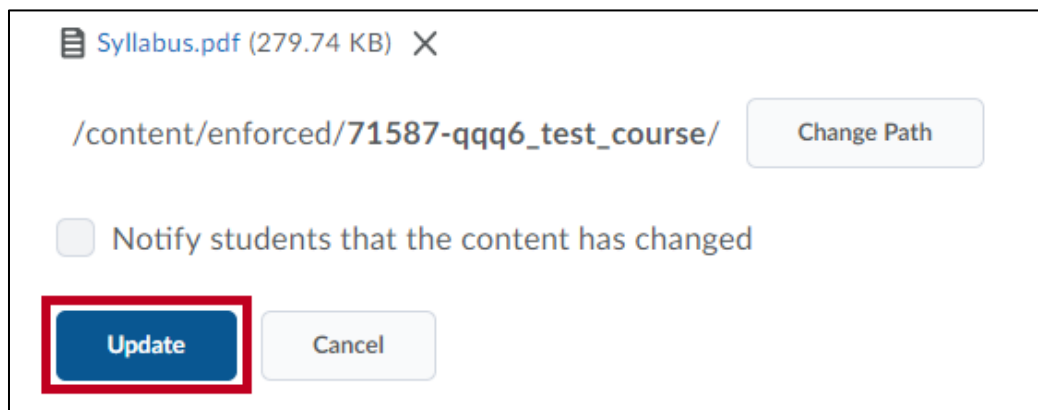


Figure 23 - Update

- 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 24).
2. Select **Create a Link** from the drop-down menu (See Figure 24).

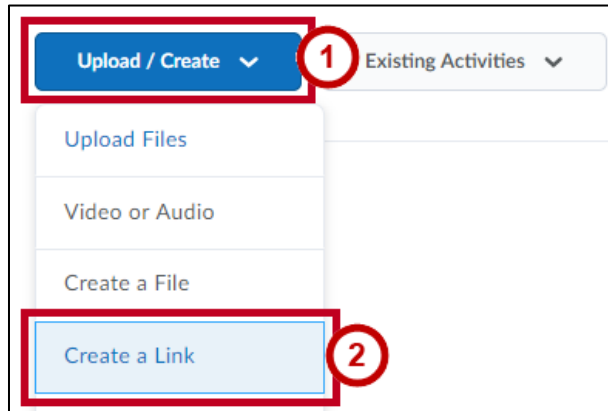


Figure 24 - Create a Link

3. The *New Link* window appears.
4. Enter a **title** in the *Title* field (See Figure 25).
5. Enter the **web site address** in the *URL* field (See Figure 25).

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 25).
7. Click **Create** (See Figure 25).

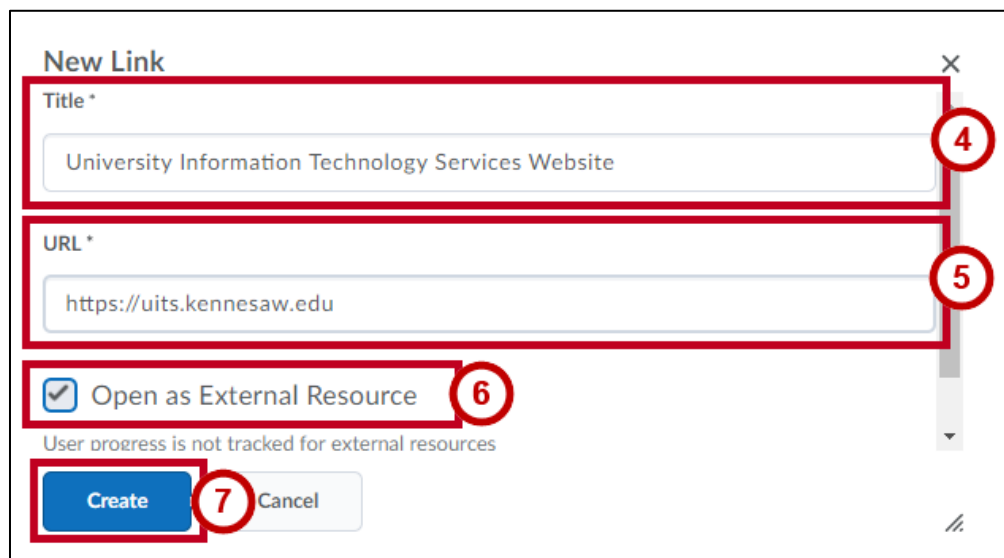
A screenshot of a 'New Link' dialog box. The dialog has a title bar with 'New Link' and a close button. It contains two text input fields: 'Title' with the text 'University Information Technology Services Website' and 'URL' with the text 'https://uits.kennesaw.edu'. Below the fields is a checkbox labeled 'Open as External Resource' which is checked. At the bottom are 'Create' and 'Cancel' buttons. Red boxes with numbers 4, 5, 6, and 7 highlight the Title field, URL field, 'Open as External Resource' checkbox, and 'Create' button respectively.

Figure 25 - New Link

- 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.

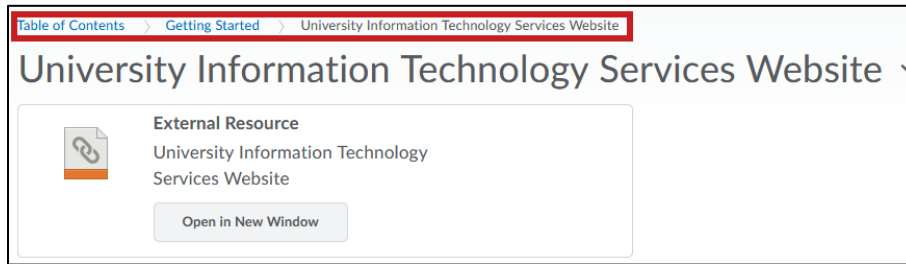


Figure 26 - Breadcrumb Trail on Web Page Preview

- The web link appears in the module.

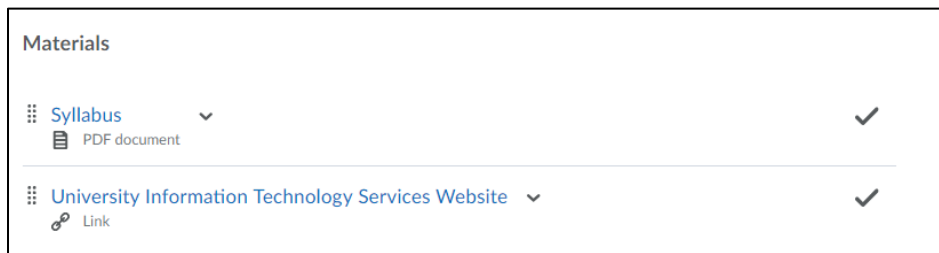


Figure 27 - Web Link Topic

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:

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



Figure 28 - Existing Activities

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

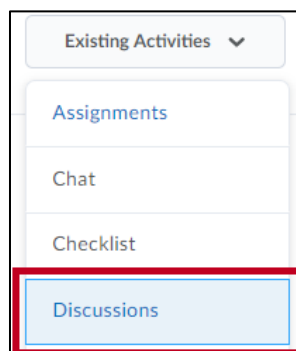


Figure 29 - Activity Tool Selection

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

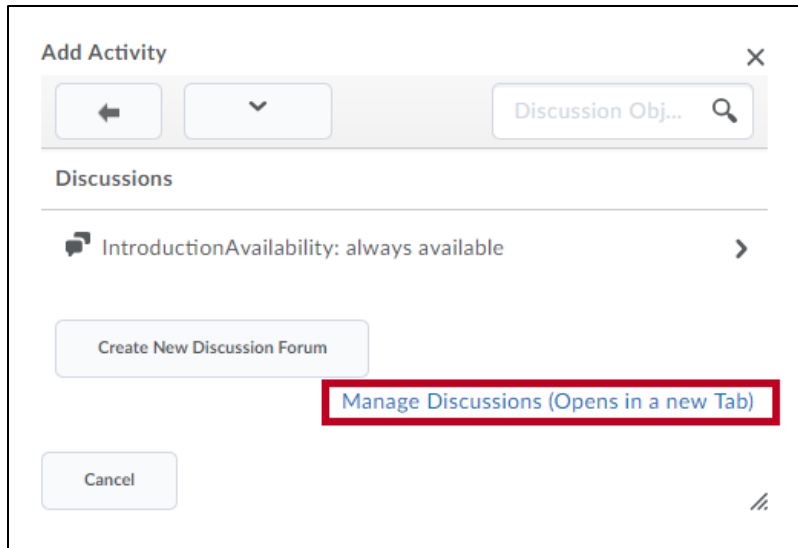


Figure 30 - Insert Quicklink

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

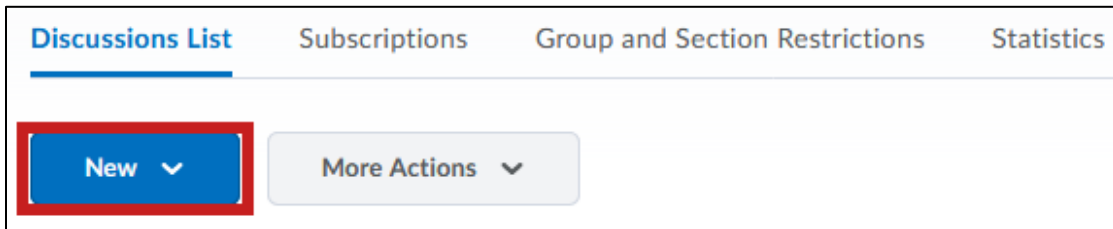


Figure 31 - New

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

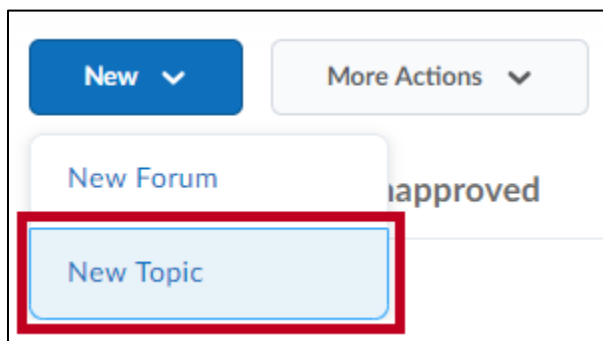


Figure 32 - New Forum

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 33).
 - a. You can also create a **New Forum** if you do not have one ready (See Figure 33).
7. Enter a **Title** for your topic in the *Title* field (See Figure 33).
8. Enter a **description** of your topic in the *Description* field (See Figure 33).
9. Select your **topic options** from the *Options* section (See Figure 33).

Figure 33 - Edit Topic Details

10. Click **Save and Close**.

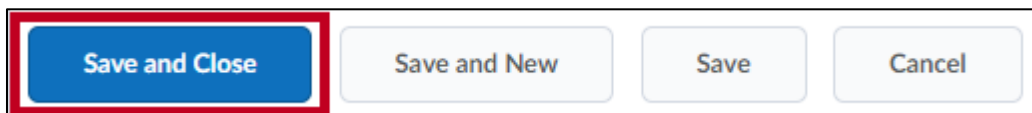


Figure 34 - Save and Close

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 35).
13. Select **Discussions** from the drop-down menu (See Figure 35).

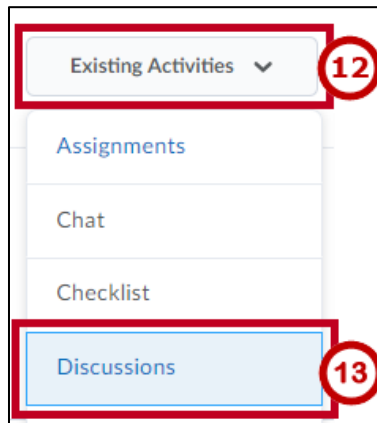


Figure 35 - Access Discussions

14. The *Insert Quicklink* window appears. Select the **discussion forum** that contains the new topic.

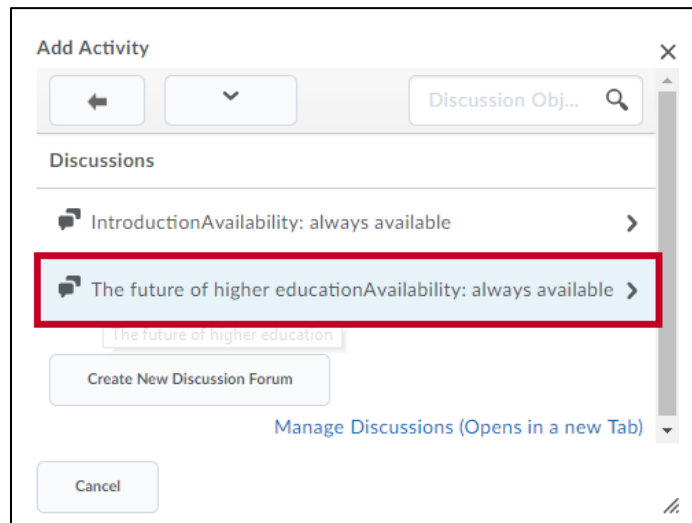


Figure 36 - Insert Quicklink - Forum

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

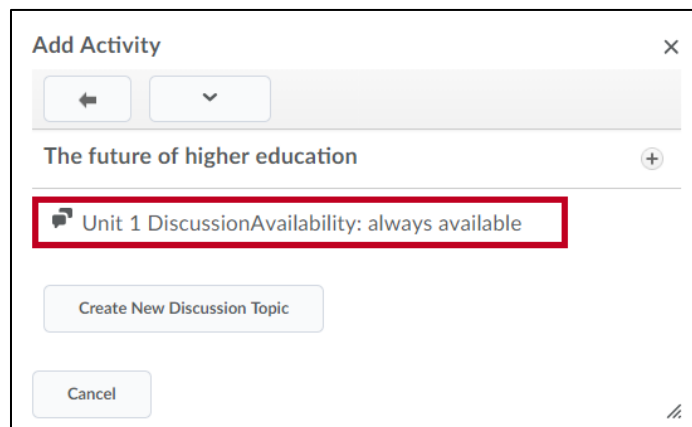


Figure 37 - Insert Quicklink - Topic

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

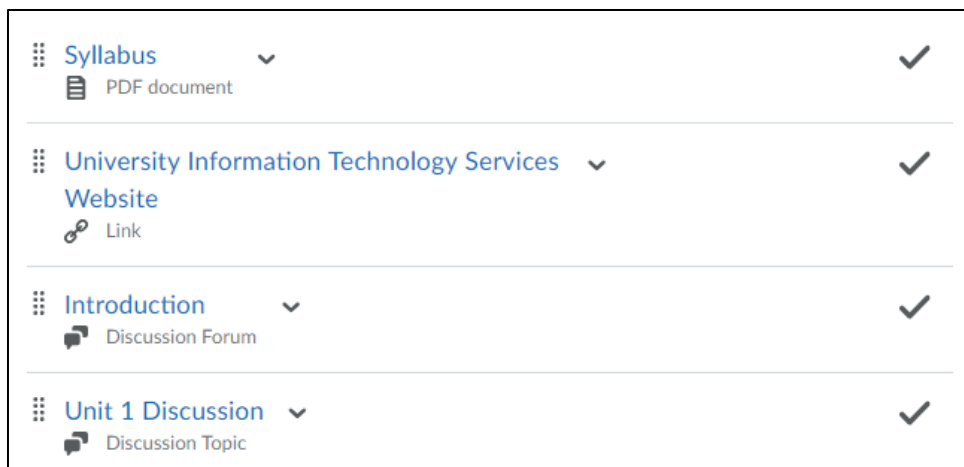


Figure 38 - Tool Activity Link in Module

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*.

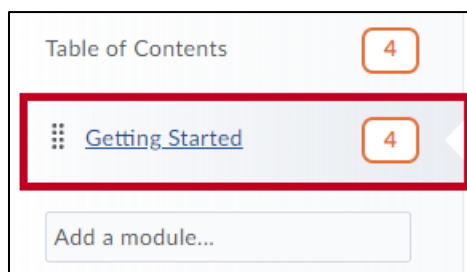


Figure 39 - Selected Module

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 40 - Editing Module Title

3. To modify the module status from *Published* to *Draft*, click the **drop-down arrow** next to *Published* (See Figure 41).
4. Select **Draft** (See Figure 41).
5. To apply date restrictions to the module, click **Add dates and restrictions** (See Figure 41).

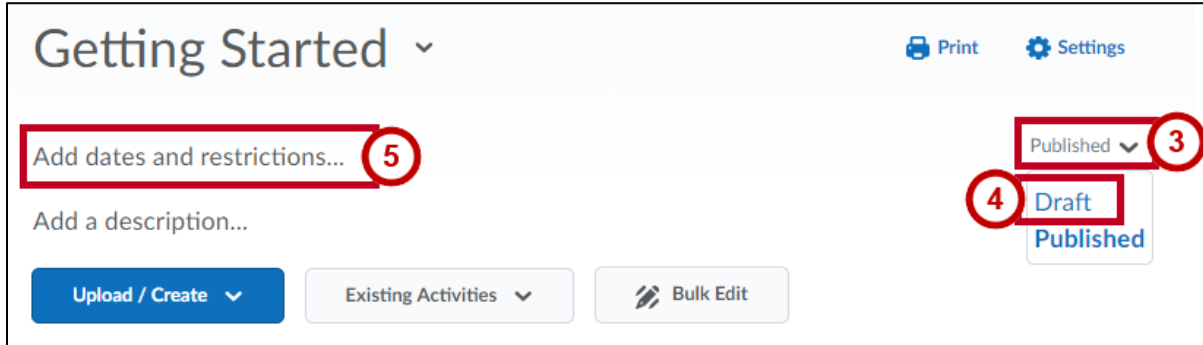


Figure 41- Modify Status

6. Additional fields will appear. Set one or more of the following date restrictions: **Due Date**, **Start Date**, and **End Date** (See Figure 42).
7. Click **Update** when finished (See Figure 42).

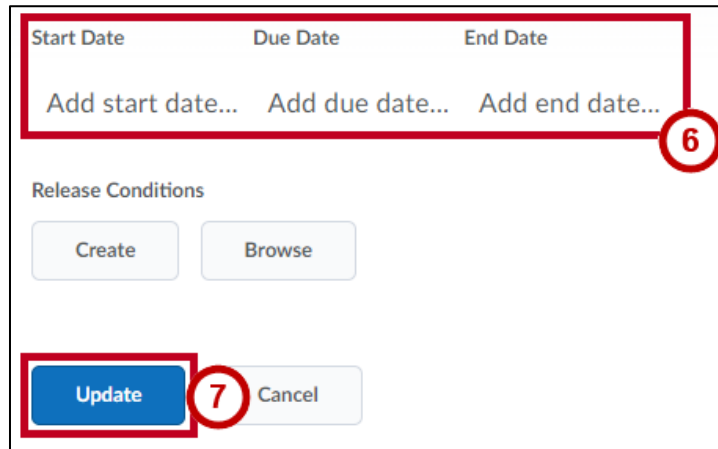


Figure 42 - Date Restrictions

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 43).
3. Select **Delete Module** from the drop-down menu (See Figure 43).

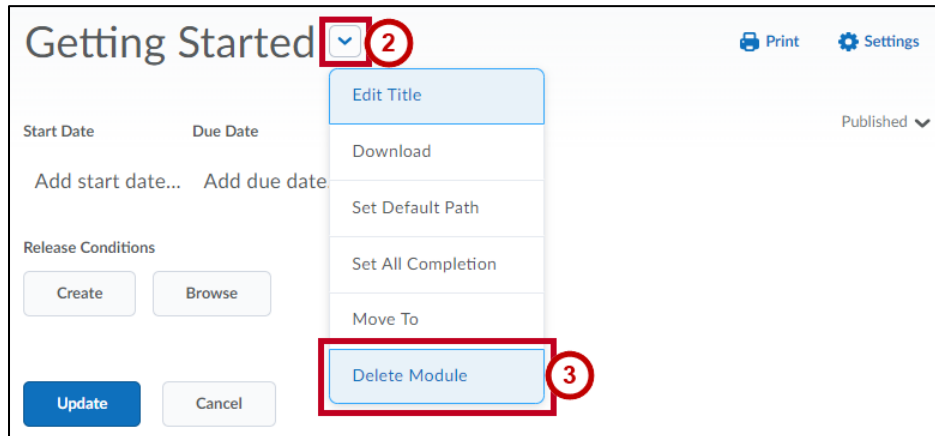


Figure 43 - Delete Module

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

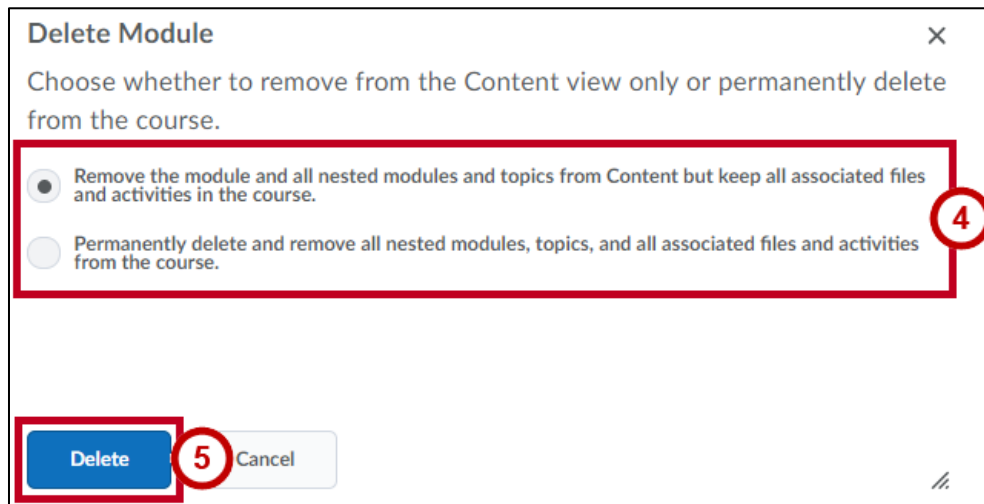


Figure 44 - Delete Module Confirmation

Deleting 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 45).
3. Select **Delete All Modules** from the drop-down menu (See Figure 45).

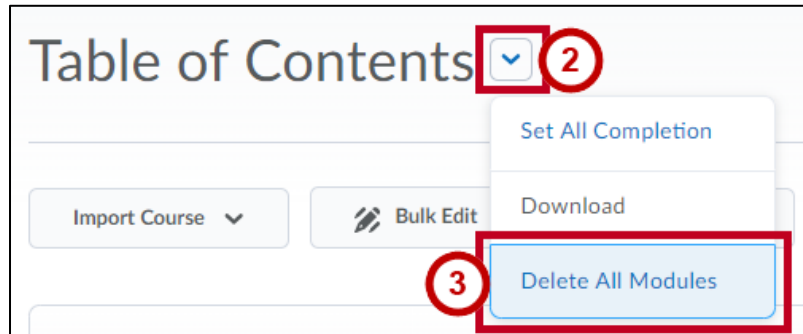


Figure 45 - Delete All Modules

4. You will be asked to choose if you wish to permanently delete all associated files (See Figure 46).
5. Click **Delete** to delete all modules (See Figure 46).

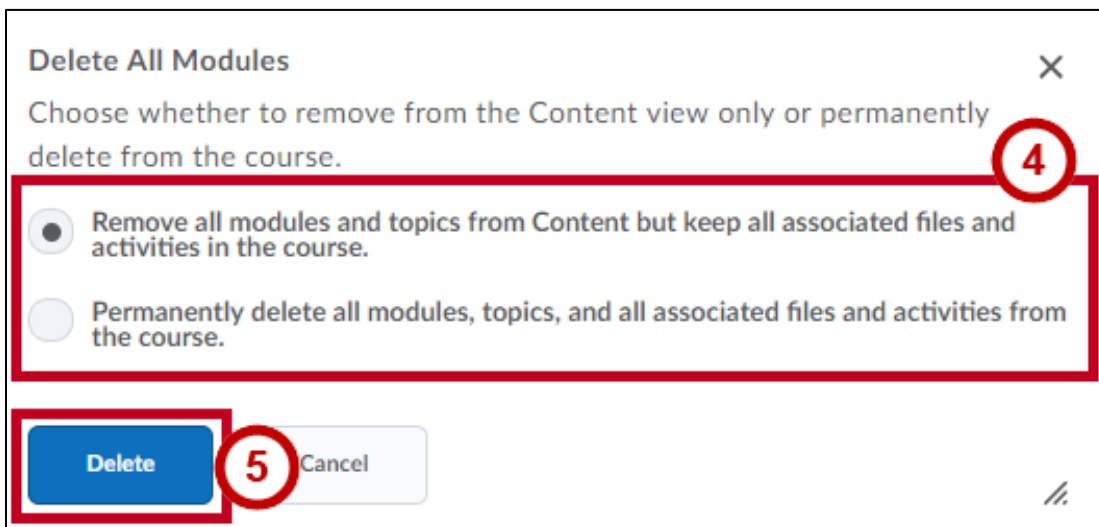


Figure 46 - Delete All Modules Confirmation

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 **two columns of dots** to the left of the module you wish to move (See Figure 47).
2. Drag the **module** to its new location. Its placement will be indicated by a line (See Figure 47).

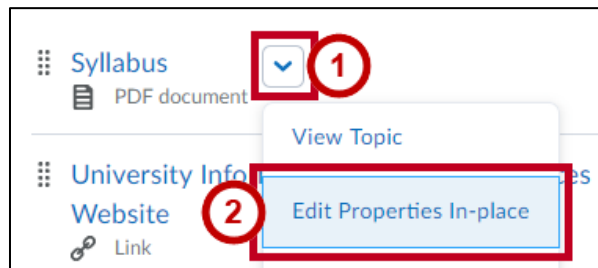


Figure 47 - Drag and Drop Modules

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 48).
3. The contextual menu appears. Select **Move Down** (or **Move Up**) to change the location of the module (See Figure 48).

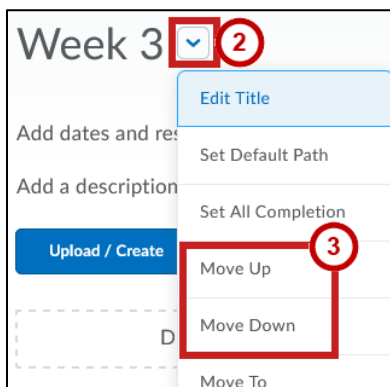


Figure 48 - Contextual Menu

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

Managing Topics

Editing a Topic

1. Click the **drop-down arrow** to the right of the topic title (See Figure 49).
2. Select **Edit Properties In-place** from the *drop-down menu* (See Figure 49).

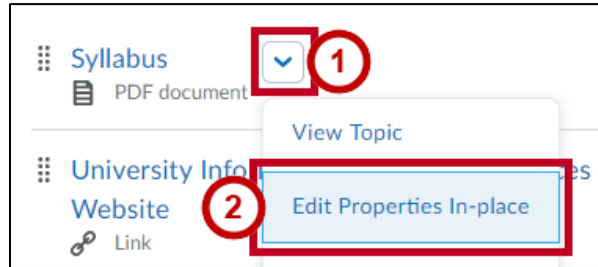


Figure 49 - Edit Properties

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

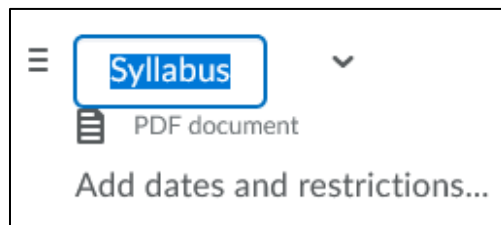


Figure 50 - Edit Topic Title

4. To modify the topic status from Published to Draft, click the **drop-down arrow** next to *Published* (See Figure 51).
5. Select **Draft** (See Figure 51).
6. To set *start, due, and end dates* for the topic, click **Add dates and restrictions** to access the settings (See Figure 51).

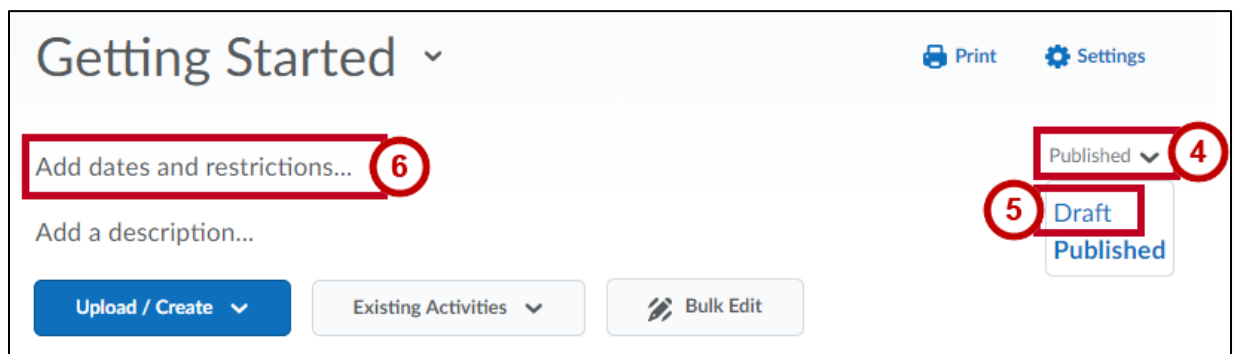


Figure 51 - Modify Status

Deleting a Topic

1. Click the **drop-down arrow** to the right of the topic title (See Figure 52).
2. Click **Delete Topic** (See Figure 52).

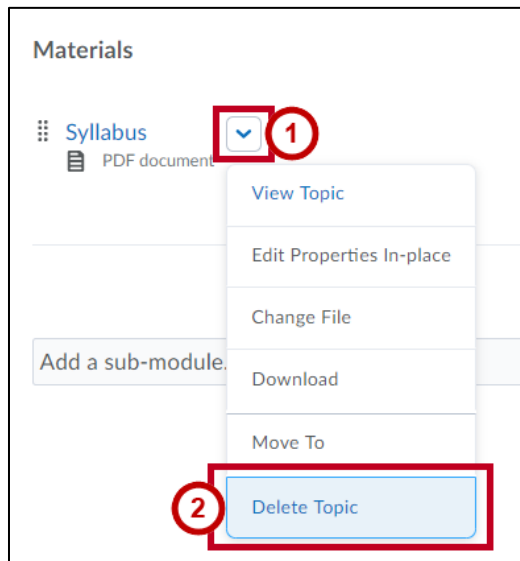


Figure 52 - Delete Topic

3. You will be asked to choose if you wish to permanently delete all associated files (See Figure 53).
4. Click **Delete** to delete all modules (See Figure 53).

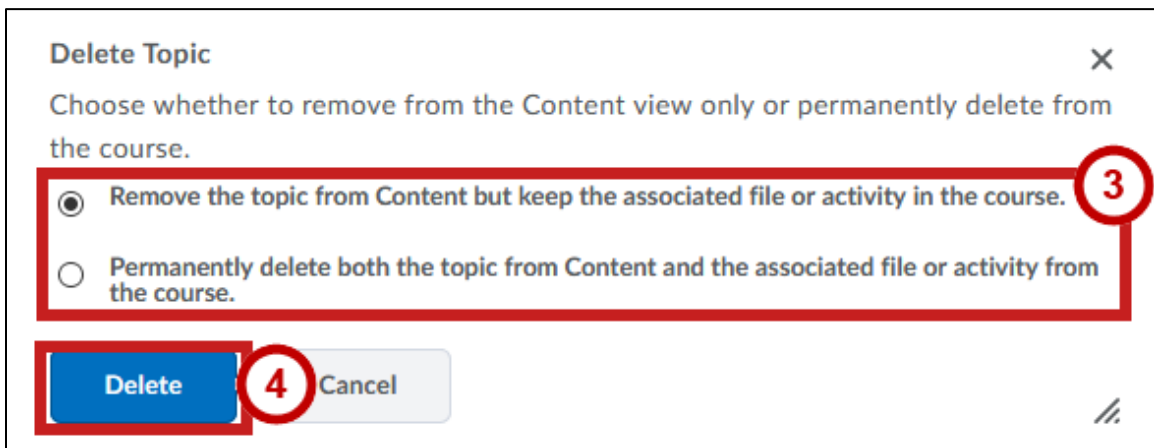


Figure 53 - Delete Topic Confirmation

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.

Setting Completion Tracking for a Content Topic

1. Click the **drop-down arrow** to the right of the topic title (See Figure 54).
2. Select **Edit Properties In-place** from the *drop-down menu* (See Figure 54).

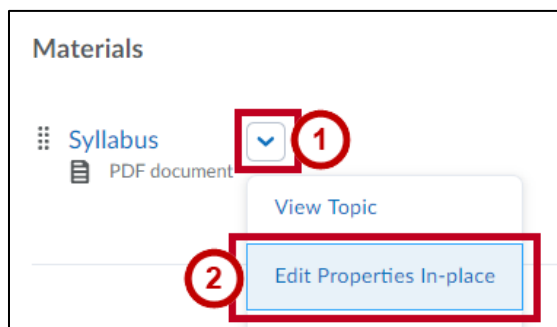


Figure 54 - Edit Properties

3. Click the **drop-down arrow** under *Add a description* (See Figure 55).
4. Select the desired **option** for *Completion Tracking* from the drop-down menu (See Figure 55).

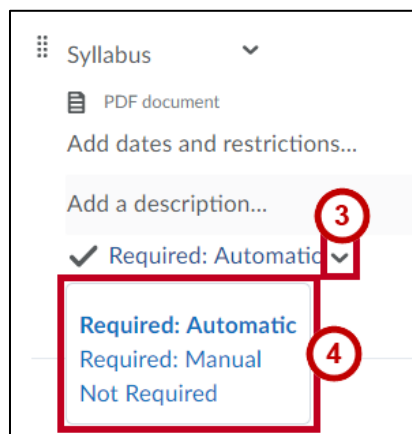


Figure 55 - Completion Tracking Drop-Down Menu

Setting the Default Completion Tracking for all Content Topics

1. Click the **drop-down arrow** next to the *Table of Contents* page title (See Figure 56).
2. Select **Set All Completion** from the drop-down menu (See Figure 56).

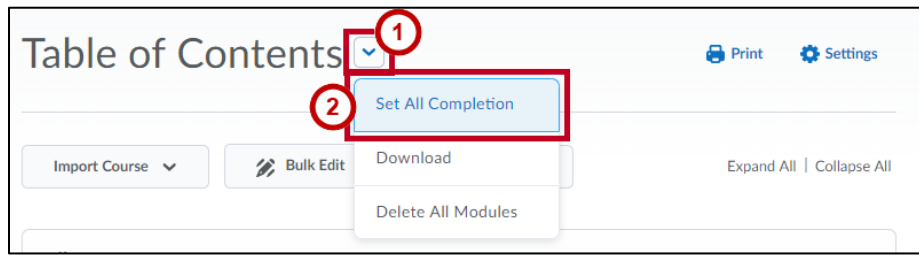


Figure 56 - Set All Completion Methods

3. The *Set All Completion* Methods window appears. Select the desired method (See Figure 57).
4. Click **Update** (See Figure 57).

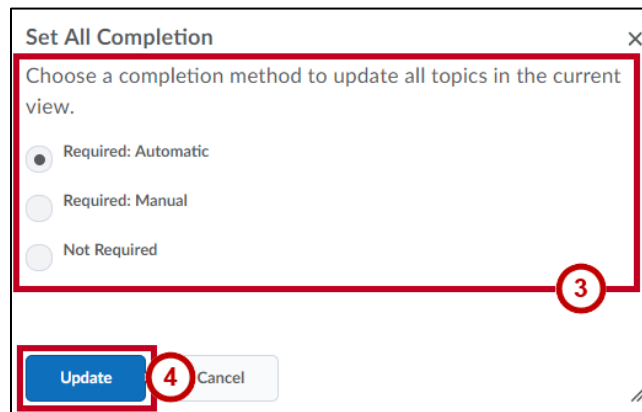


Figure 57 - Completion Method Selection

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.

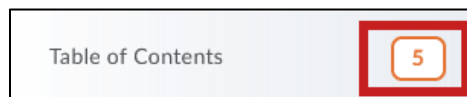


Figure 58 - Number of Topics to Complete

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>