Albany State University
INFORMATION TECHNOLOGY SERVICES

Version 10.2

Desire2Learn

New and Updated Features

Content

Course Building

Uploading Files

Desire2Learn is a trademark of Desire2Learn Incorporated.

Microsoft Word is a trademark of the Microsoft Corporation.

D2L – Content/Course Building

Hosted by ASU Information Technology Services

Please be remember:

Google Chrome is the recommended browser for accessing D2L on ASU ***site.***

OVERVIEW - D2L - CREATE TOPICS BY UPLOADING A NEW FILE

The following documentation will demonstrate creating topics by uploading files. Topics are components of modules and sub-modules. This can be course files, web pages, or tools in D2L.

You can use the following types of files as topics:

Extension	File Type
HTM, HTML, MHT, MHTML	Web Document
RTF, PPT, PPS, PDF, DOC, XLS, TXT, WPD	Text Document
JPG, JPEG, PNG, GIF	Image
SWF, MPG, MPEG, RM, MP3, AVI, WAV, RAM, ASF, MOV, RA	Media

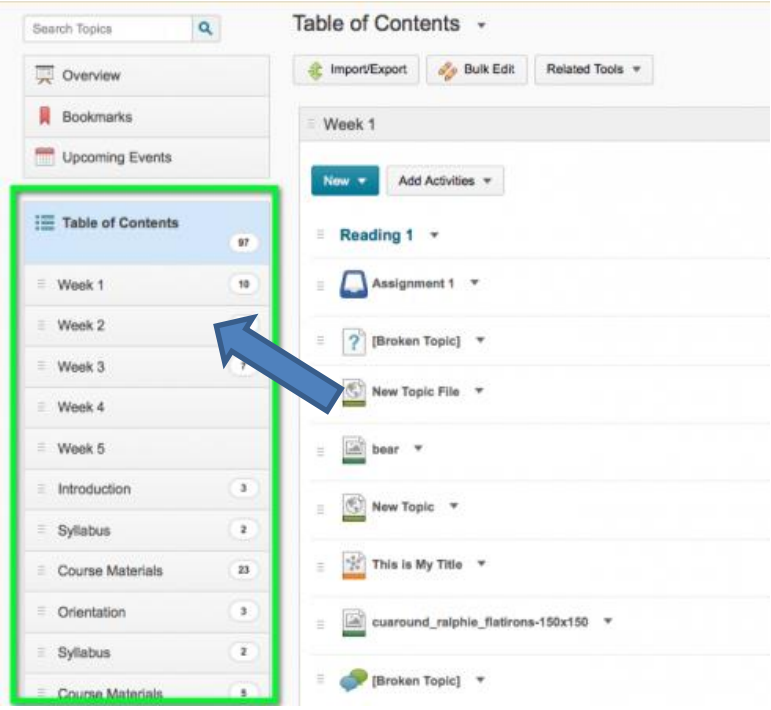
STEP 1

From the course homepage, click Content on the navbar.

STEP 2

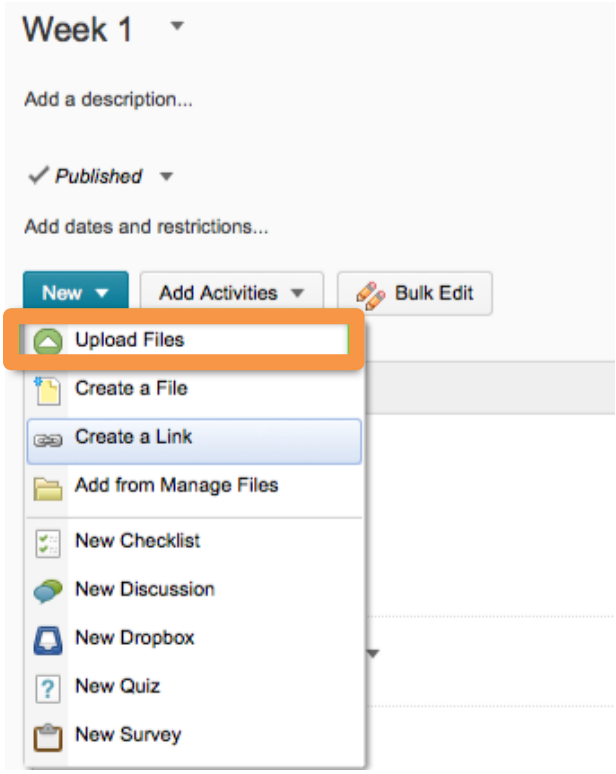
Click on the module area(from the left-side menu) you wish for the upload file to be in.

*Note: This process can also be done from the full table of contents view, but it is generally easier to place/organize if you initially select your desired module



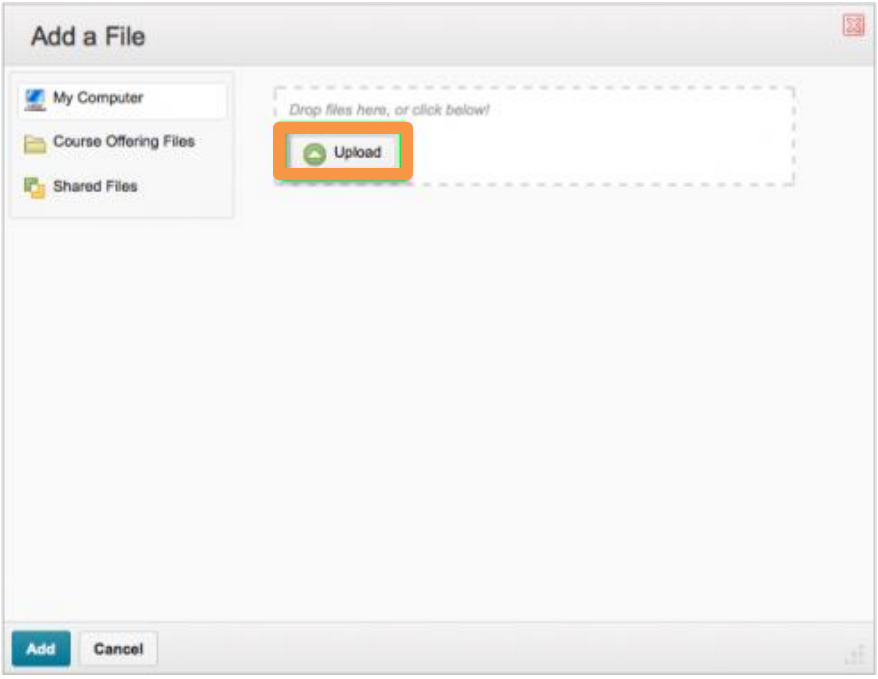
STEP 3

Select the module you want to place the file in. Then from the New drop-down menu select Upload Files.



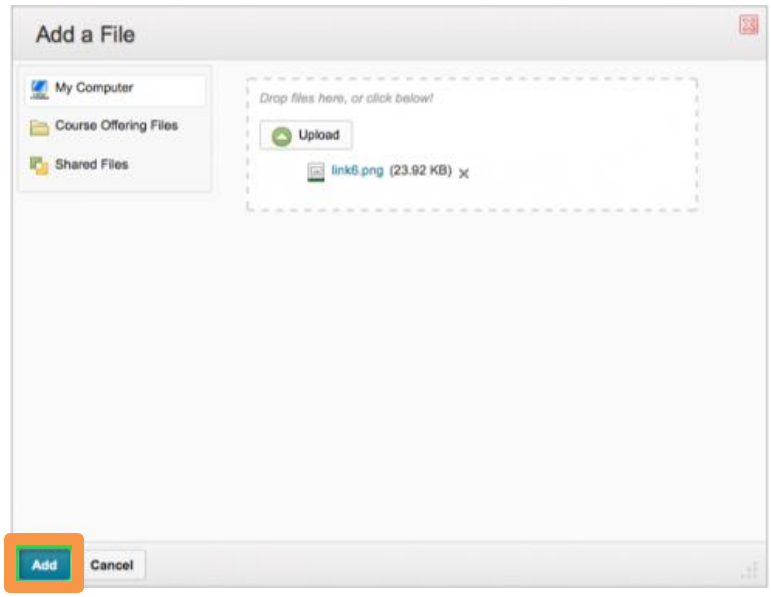
STEP 4

Select Upload to pick the file you want. Browse for the file on your computer, and select it.



STEP 5

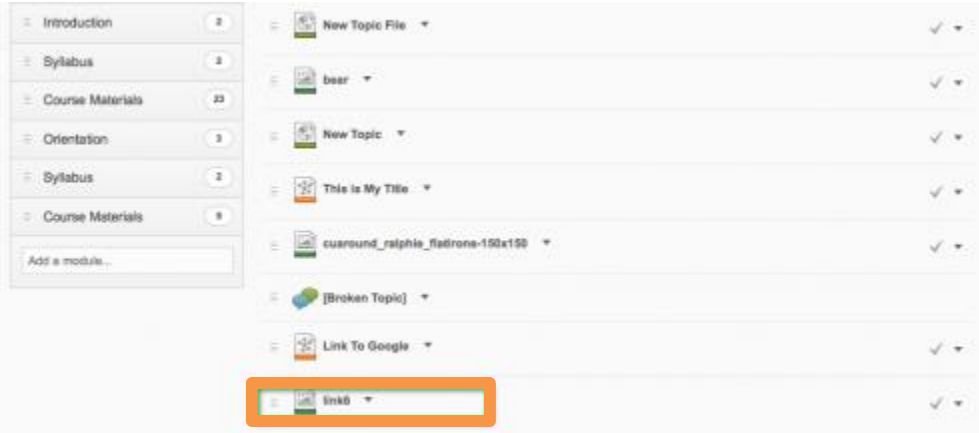
Once your file is uploaded, click Add.



STEP 6

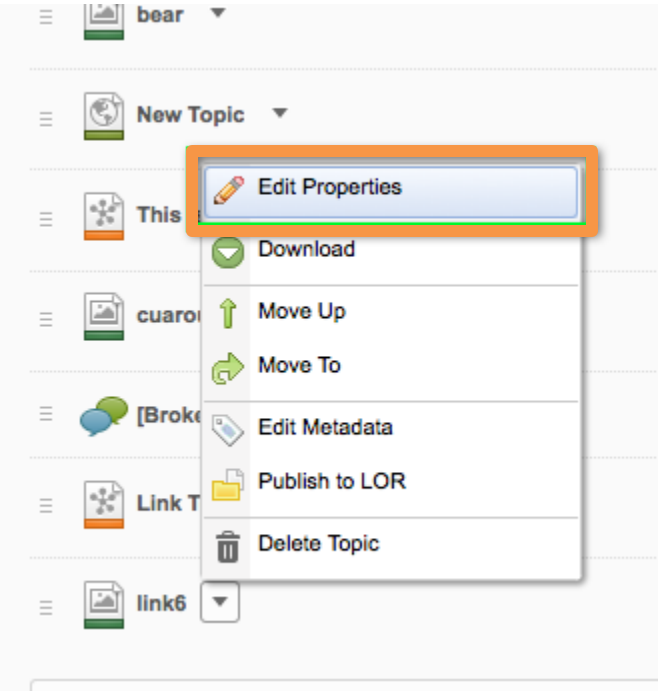
Your file will now appear in the module.

Note: *If you wish to edit the properties of the upload file, go to step 8. If you are satisfied with the default properties, you are finished.*



STEP 7

From the drop-down menu to the right of the file, select Edit Properties.

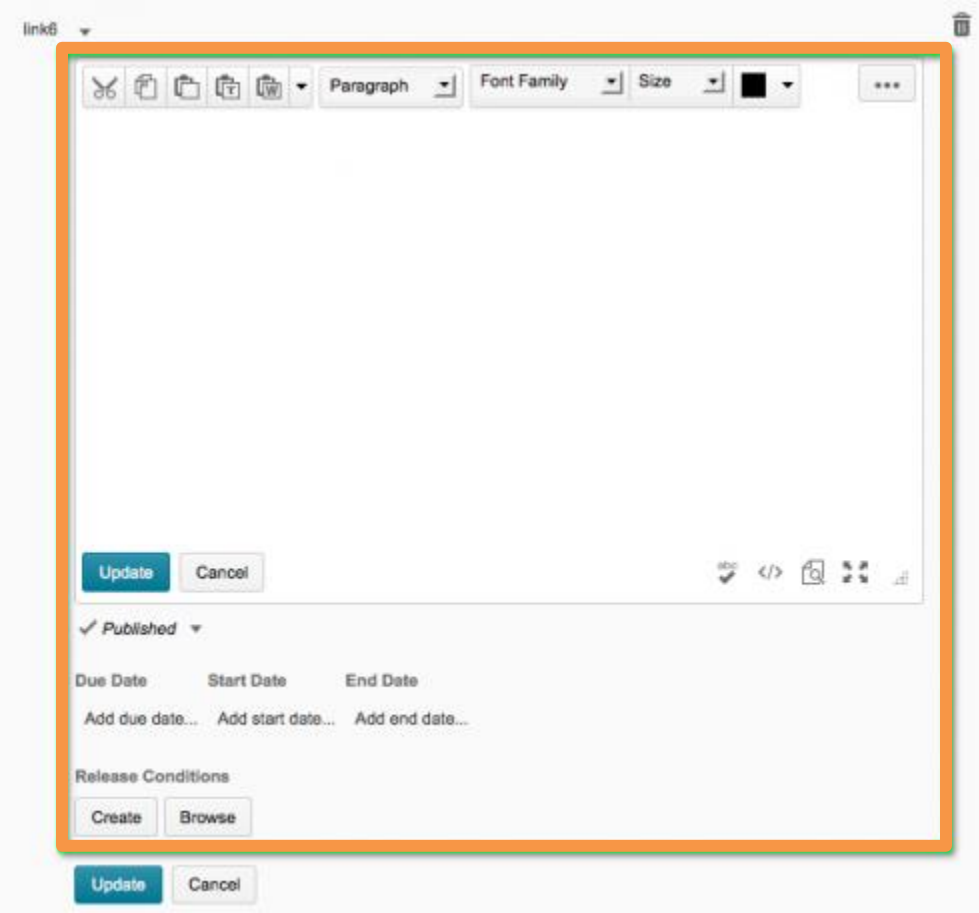


STEP 8

In the properties area you have the ability to:

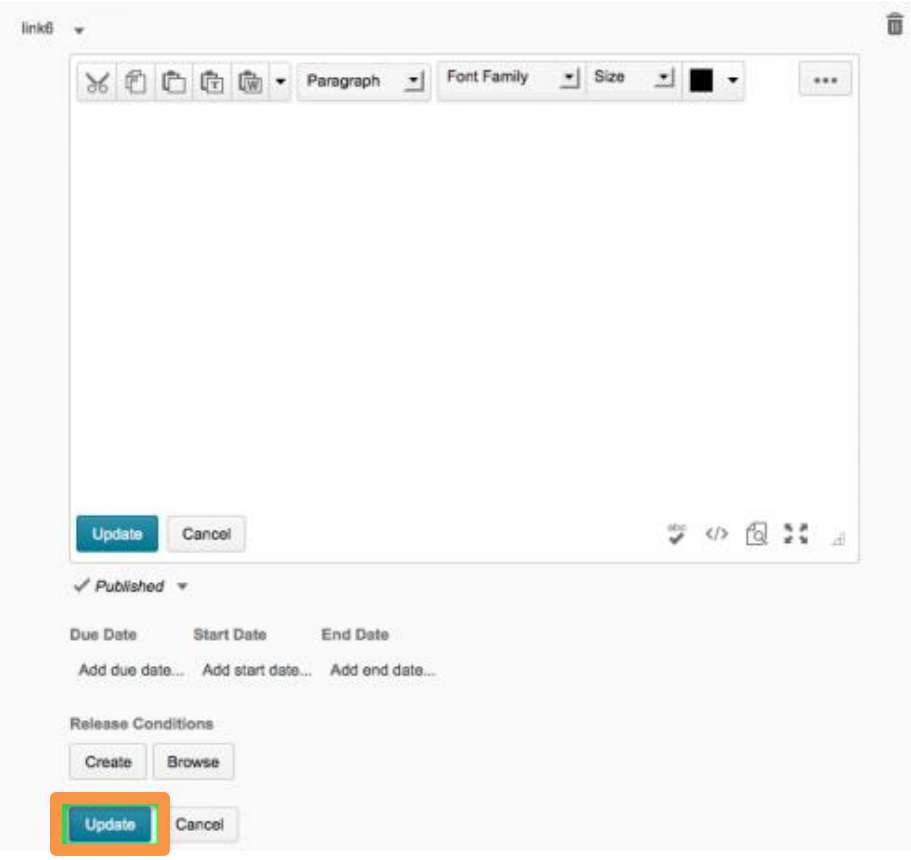
- Enter a description
- Set the state as either Published or Draft
- Add start date, Add end date and Add due date
- Set Release Conditions

*Note: You will need to click the associated text to view each of these property areas.

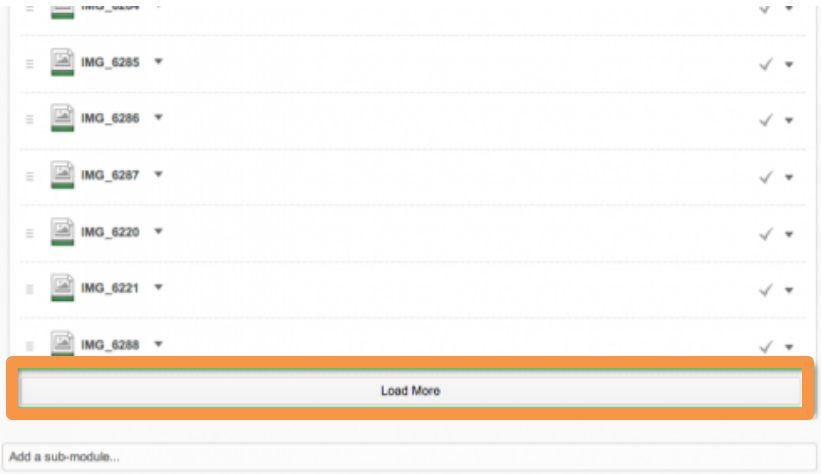


STEP 9

Once you have added your additional properties, click the Update button. Your edited properties will now be in place.



STEP 10

Additional Note:

D2L by default only loads the first 20 modules, or first 20 topics/files within a module, when viewing course files in the Content area. To see additional content, click the Load More button at the bottom of the content/module area.