

## *Quick Start Guide to:* Adding/Creating Content

This Quick Start Guide covers how to upload and create content in a new D2L course site. For help copying materials from a previous D2L course site visit our help pages at: <http://help.d2l.arizona.edu/CopyCC>

**Step 1:** Content Modules are used to house and organize Content Topics. Topics are created within Modules so you must create at least one Module before creating any Topics. To create a new Content Module, click in the **Add a module** field and enter a name for your module. For more information about creating Content Modules and Sub-modules visit our help pages at: <http://help.d2l.arizona.edu/CONNewMod>

**Step 2:** Add Content Topics by selecting the Content Module you would like the Topics to reside and then click the **Update/Create** button. You will be able to select from several options, including:

**Upload Files:** Upload files from your computer to your D2L course site. For more information visit: <http://help.d2l.arizona.edu/CONUp> .

**Create a File:** Create a webpage to display text, pictures, links, etc. For more information visit: <http://help.d2l.arizona.edu/CONHTML> .

**Create a Link:** Add a link to an external website. For more information visit: <http://help.d2l.arizona.edu/CONLink> .

**Step 3:** If you would like to add an activity that you have previously created in your D2L course site to your Content area, click **Existing Activities**. For more information about adding activities to your Content visit our help pages at: <http://help.d2l.arizona.edu/CONAEActiv> .

**Step 4:** To set desired date/time restrictions for your content modules and topics visit our help pages at: <http://help.d2l.arizona.edu/CONRestrict> .

**Step 5:** To use Release Conditions to restrict the availability of Content Modules, Topics and Activities based on students meeting specified conditions visit our help pages at: <http://help.d2l.arizona.edu/CONRC> .