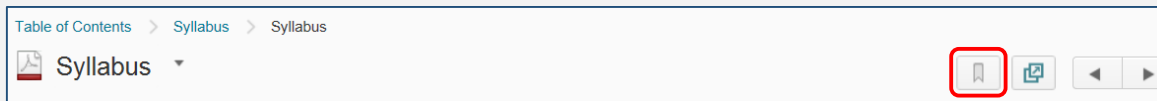


Content: Overview

Click **Content** on the navigation bar to access course content.

Now, in D2L 10.2, the Content tool has four main areas:


- **Overview:** you can enter the course overview, course expectations.
NOTE: If you decide not to add anything to the Overview, the Overview link and page will be hidden from student view.
- **Bookmarks:** Lists the topics that you bookmark.
Click the **Add Bookmark** icon while viewing a topic to add it to your bookmark list. The number beside the Bookmarks link indicates how many bookmarks you added within the course.



- **Upcoming Events:** Lists course material due dates, start dates, end dates, and other course events for the next seven days. Dates listed on this page are not exclusive to Content topics; upcoming events include all events within the course from the Calendar tool. The number beside the Upcoming Events link indicates how many upcoming events you have.
- **Table of Contents** panel: Users can browse course materials here. The number beside a module listed in the Table of Contents panel indicates how many topics within the module users need to complete. The number decreases as users work through course materials.

Instructor View

Student View

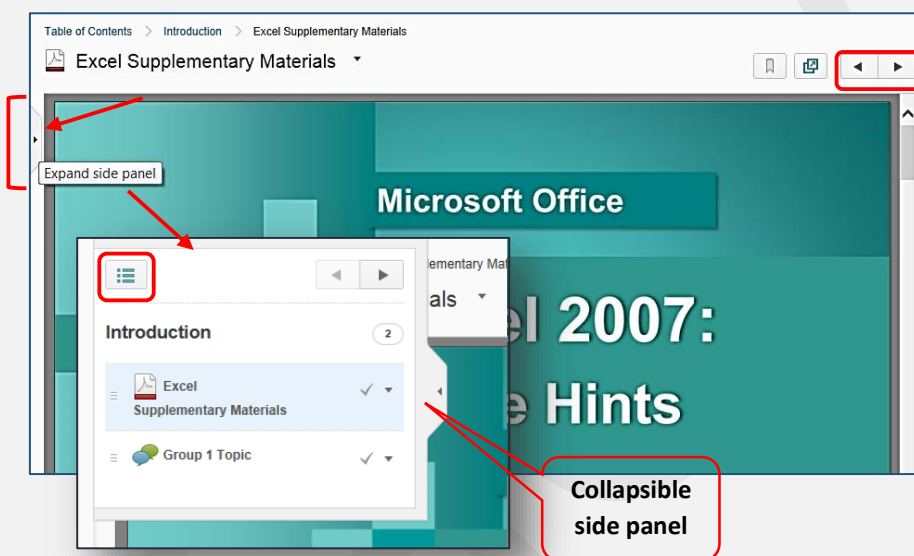
To access the Table of Contents page, click the Table of Contents link next to the  icon.

The following file types can be added to content:

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

Collapsible side panel within topics

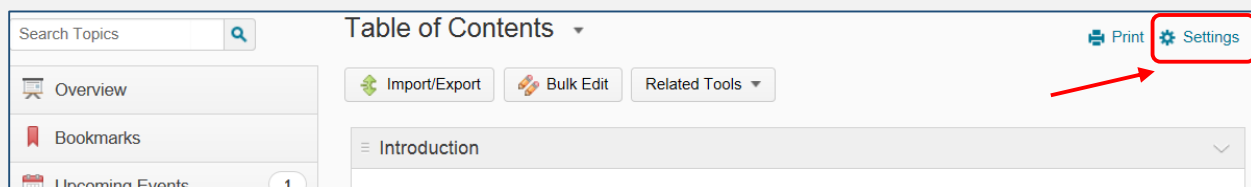
You can access content through a smaller version of the Table of Contents within a **topic** by opening the collapsible side panel, *which only shows the contents of one module at a time*. Click the side tab handle to open the side panel:



The user can browse through topics by clicking the **Previous** or **Next** arrow buttons or click the **Go to Table of Contents** icon on the collapsible panel to return to the Table of Contents page.

Content display settings

You can change how course content appears in the Content tool by selecting your viewing preferences in the content **Settings** area.



Click **Settings** icon in the Content tool. The Content Settings box opens.

You can do the following:

- **Display Options** area:
 - Set how content is arranged in the module view by selecting from the Content Arrangement drop-down list.
 - If you select to arrange course content by **Content Type**, each module will appear in the following content type groups:
 - Materials (uploaded files, course files, new documents, and links)
 - Modules (sub-modules. Topics within sub-modules only appear arranged by Content Type once you navigate into the sub-module)
 - General (External Learning Tools)
 - Dropbox
 - Quizzes
 - Discussions
 - Checklists
 - Chats
 - Self Assessments
 - Surveys
 - Show or hide the collapsible content browser and navigation buttons in the content viewer by checking or clearing the Show navigation in the Content Viewer check box
- **Content Authoring** area:
 - Select **Enable HTML Templates** to make them available when creating content. See “Using HTML document templates” for more information (http://gsw.edu/Assets/GaVIEW/files/10.2/HTML_templates.pdf)
 - Set your default font settings from the **Default Font Settings** drop-down lists
 - Select the “Automatically update files with the same file name” check box from the Drag and Drop Upload section if you want to automatically overwrite a module's existing content each time you drag and drop files of the same name and file type into the same module
- **Completion Tracking** area
 - (http://gsw.edu/Assets/GaVIEW/files/10.2/Completion_Tracking_Progress.pdf):
 - Set the default completion tracking method from the Default Completion Status drop-down list. By default, it is set to **Automatic**, which is the best option.
- Once you finish customizing your content Settings, click **Save**.