

Creating and Arranging Course Content Using Drag and Drop

You can drag and drop files from your computer to create the course content. The files will be automatically save in the Manage Files tool.

NOTE: Internet Explorer 9 and older versions do **not** support dragging and dropping files from your desktop into D2L 10.2.

There are several ways to place a file inside content using the drag-and-drop technique:

- You can drag and drop files directly into the Table of Contents left panel, inside the existing module. Drop target appears **orange** to indicate a files can be uploaded:

The screenshot shows the 'Table of Contents' interface. On the left is a navigation menu with 'Table of Contents' selected and highlighted in orange. Below it, the 'Introduction' module is also highlighted in orange, indicating it is the active drop target. The main content area shows the 'Introduction' module details, including a 'New' button, 'Add Activities' button, and a file named 'Excel Supplementary Materials' with a start/end date of Jan 2, 2014 7:00 PM to Jan 5, 2014 7:00 PM. A 'Group 1 Topic' is also visible below.

- Drag and drop the file in the Table of Content inside the empty module in the “Drag and drop files here to create and update topics” area. Upload target appears **green** to indicate the file can be added into a module:

The screenshot shows the 'Table of Contents' interface with the 'Chapter 1' module selected. The 'Introduction' module is visible above it. The 'Chapter 1' module area is highlighted in green, indicating it is the active drop target. The text 'Drag and drop files here to create and update topics' is displayed within this green area. A 'New' button and 'Add Activities' button are visible above the green area. A 'Group 1 Topic' is also visible below the green area.

- You can drag and drop the file above or below other modules or topics; a **gray line** appears to indicate you can drop the module or topic there:

The screenshot shows the 'Table of Contents' interface. On the left is a sidebar with a search bar and a list of modules: 'Introduction' (3), 'Chapter 1' (1), and 'Add a module...'. The main area displays the 'Introduction' module, which contains 'Excel Supplementary Materials' and 'Group 1 Topic'. A red box highlights the 'Excel Supplementary Materials' module, and a gray line is visible below it, indicating a drop target. A 'Move' button is also visible next to the module.

Move and reorder modules and topics

You can use the drag-and-drop technique to quickly reorganize or reorder modules and topics.

NOTE: there is a barely visible **three-line icon** at the left of each module and topic. This icon is used for moving objects inside the content. Move your cursor over the icon until the cursor turns to a four-headed arrow, press, hold and drag an object to a new location:

The screenshot shows the 'Table of Contents' interface with a sidebar on the left containing 'Overview', 'Bookmarks', 'Upcoming Events', and 'Table of Contents' (4). The main area displays the 'Introduction' module, which contains 'CIS 1000_Syllabus_Spring2014', 'Excel Supplementary Materials', and 'Group 1 Topic'. A red box highlights the three-line icon on the left of the 'Introduction' module, and another red box highlights the three-line icon on the left of the 'Excel Supplementary Materials' module. A third red box highlights the three-line icon on the left of the 'Chapter 1' module. A gray line is visible below the 'Excel Supplementary Materials' module, indicating a drop target.

- In the Table of Contents left panel, if you drag a module or topic over another module, the target module appears orange to indicate you can drop it there. A module or topic will be placed **inside** the target module:

The screenshot shows the 'Table of Contents' interface. On the left is a sidebar with a search field and navigation options: Overview, Bookmarks, Upcoming Events, and Table of Contents (selected). Below these are 'Introduction' and 'Chapter 1' (highlighted with a red box). The main area shows the 'Introduction' module with options for 'New' and 'Add Activities'. Below it are two files: 'CIS 1000_Syllabus_Spring2014' and 'Excel Supplementary Materials'. A date range 'Starts Jan 2, 2014 7:00 PM Ends Jan 5, 2014 7:00 PM' is displayed. At the bottom is 'Group 1 Topic'.

- In the Table of Contents right area, if you drag a module or topic above or below other modules and topics, a **gray** line appears to indicate you can drop the module or topic here:

This screenshot shows the 'Table of Contents' interface with a gray line indicating a drop location. The sidebar on the left shows 'Table of Contents' selected. The main area shows the 'Introduction' module with options for 'New' and 'Add Activities'. Below it are three files: 'CIS 1000_Syllabus_Spring2014', 'Excel Supplementary Materials', and 'Group 1 Topic'. A gray line is positioned between 'Group 1 Topic' and 'Chapter 1', indicating a drop location. A red box highlights this area, showing a tooltip that reads 'HTMLColors' - Text File'. Below the gray line is the 'Chapter 1' module with options for 'New' and 'Add Activities'. At the bottom is the 'HTMLColors' file.

NOTE: If you do not remember where you recently moved a module or topic, use the Content tool's **Search** field at the top left side to find them.

Update existing files

NOTE: You can **automatically update your existing files** by dragging the newest version of the file from your computer into the appropriate module over the existing file. There will be an automatic message: "Content updated successfully".