

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, there is a sidebar with navigation options: Overview, Bookmarks, Upcoming Events, and Table of Contents (highlighted in blue). Below these is a list of modules: Introduction (highlighted in orange with a red box around it), Chapter 1, and an 'Add a module...' input field. The main content area shows the 'Introduction' module expanded, displaying a 'New' button, 'Add Activities' button, and a file icon labeled 'Excel Supplementary Materials' with a dropdown arrow. Below the file icon, it shows the start and end dates: 'Starts Jan 2, 2014 7:00 PM Ends Jan 5, 2014 7:00 PM'. At the bottom of the module, there is a 'Group 1 Topic' section with a dropdown arrow. A red box highlights the 'Introduction' module in the left sidebar, indicating it is the target for file upload.

- 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. On the left, there is a sidebar with navigation options: Overview, Bookmarks, Upcoming Events, and Table of Contents (highlighted in blue). Below these is a list of modules: Introduction, Chapter 1, and an 'Add a module...' input field. The main content area shows the 'Introduction' module expanded, displaying a 'New' button, 'Add Activities' button, and a file icon labeled 'Excel Supplementary Materials' with a dropdown arrow. Below the file icon, it shows the start and end dates: 'Starts Jan 2, 2014 7:00 PM Ends Jan 5, 2014 7:00 PM'. At the bottom of the module, there is a 'Group 1 Topic' section with a dropdown arrow. Below the 'Introduction' module, the 'Chapter 1' module is expanded, showing a 'New' button, 'Add Activities' button, and a green dashed box with the text 'Drag and drop files here to create and update topics'. A red box highlights this green area, indicating it is the target for file upload.

- 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 expanded, showing 'Excel Supplementary Materials' with a 'Move' button. A red box highlights the 'Excel Supplementary Materials' module and the 'Move' button. A horizontal gray line is visible above the module, indicating a drop target. Below the module, it shows 'Starts Jan 2, 2014 7:00 PM Ends Jan 5, 2014 7:00 PM' and 'Group 1 Topic'.

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 shows the 'Introduction' module expanded, with 'CIS 1000_Syllabus_Spring2014' and 'Excel Supplementary Materials' listed below it. A red box highlights the three-line icon on the left of the 'Introduction' module. Another red box highlights the three-line icon on the left of the 'CIS 1000_Syllabus_Spring2014' module. A third red box highlights the three-line icon on the left of the 'Chapter 1' module. The 'Excel Supplementary Materials' module shows 'Starts Jan 2, 2014 7:00 PM Ends Jan 5, 2014 7:00 PM' and 'Group 1 Topic'.

- 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, Table of Contents (4), Introduction (3), and Chapter 1 (1). The 'Table of Contents' item is highlighted with a red box. The main area shows the 'Introduction' module with a 'New' button and 'Add Activities' dropdown. Below it are two files: 'CIS 1000_Syllabus_Spring2014' and 'Excel Supplementary Materials'. The 'Excel Supplementary Materials' file has a date range: 'Starts Jan 2, 2014 7:00 PM Ends Jan 5, 2014 7:00 PM'. At the bottom is a '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 is partially visible. The main area shows the 'Introduction' module with a 'New' button and 'Add Activities' dropdown. Below it are three files: 'CIS 1000_Syllabus_Spring2014', 'Excel Supplementary Materials', and 'Group 1 Topic'. A red box highlights a gray line between 'Group 1 Topic' and 'Chapter 1', with a tooltip that says 'HTMLColors' - Text File'. Below the gray line, the file 'HTMLColors' is visible under the 'Chapter 1' module.

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".