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:

- 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:

- 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:

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:

- 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:

- 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:

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".