

Using the Course Content Tool

Materials you post in Content can include documents, images, media files, URL links, and existing course activities. You can monitor class and user progress as students work through course content by setting automatic (determined by the system) or manual (determined by the student) completion tracking.

Example Module ▾

 Print  Settings

Add dates and restrictions...

 Visible 

Add a description...

Upload / Create ▾

Existing Activities ▾

 Bulk Edit

Use the “Upload / Create” button to add materials to the Content module.

Use the “Existing Activities” button to link to existing items in the course, such as quizzes.

The Settings button is where the Completion Tracking status can be adjusted.

Best Practice – File Management

When adding course materials, you can create folders and select the path of where the files are stored. Additionally, the Manage Files tool, allows items to be organized in folders, rather than being automatically added to the root folder for the course. Especially in courses where there are many large files used, organized folders can help reduce the loading time for course materials.

To access the Manage Files tool, click on Course Admin in the navbar then select Manage Files from the Site Resources section.

Best Practice – Document Conversion

In Brightspace (D2L), the best method for featuring documents converting them to PDF. This ensures that all users can view the file. Converting to PDF also allows for reduction of file size. This cuts down on loading time when viewing files in content modules. This is especially helpful for files containing numerous graphics or pictures.

Programs such as Word and PowerPoint have the option to “Save As” or “Export” to PDF.