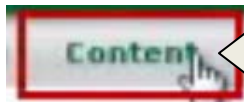




Creating a New Content Topic Using the HTML Editor

In this tutorial, we will learn how to create a New topic using the HTML editor.

Step 1. Creating a New Topic



1A. Begin by clicking the content section at the Course Home page.



1B. Click the New Topic icon at the screen.



1C. If a module is created, then click the smaller icon on the right hand side of that module.



1D. Before creating a new topic, the topic source needs to be selected. Click 'Create a new Topic' at the top of the list.

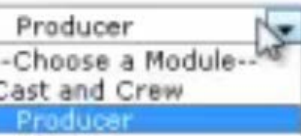
'Create a New Topic' allows the instructor to author new content using the HTML editor in D2L.

Step 2. General Setup of New Topic

After selecting the source, choose a Module in which the topic will go into in the Parent Module box.

General

Parent Module:



2A. Click the down arrow to select a Module.

[add module]

2B. If the new Topic needs a new Module, click 'add module' next to Parent Module box. This will create a new Module for the new Topic.

The Short title and Enumeration are optional.

Title: Example Topic

2C. Next, give the topic a

Short Title: Ex. topic

2D. A shorter title may want to be given if the main title is longer than desired.

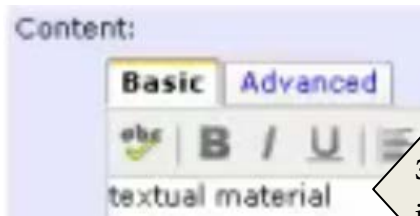
Enumeration: Hide enumeration for this topic

2E. The Enumeration can be hidden by placing a check in the box next to 'Hide enumeration for this module.'

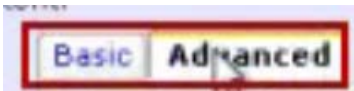
We will learn how to change Enumerations and title display setting in another tutorial.

Step 3. Setting up New Topic Content

Now we will move on to the content for this topic. The HTML editor is under Content. The HTML editor's purpose is to add textual material into the topic. The text editor can also add other formats such as pictures, videos clips, sounds, and charts.



3A. Click in the box to place information in the text editor.



3B. There are two tabs in the text editor: Basic and Advanced.

To learn more about the text editor, see out other tutorials in the Common Features.

Content

File Name: Example Topic.html

3C. The file name will be the title unless changed in the File Name box. The file will then be saved in the Course Files.



3D. Next, click Save at the bottom right hand of the screen.

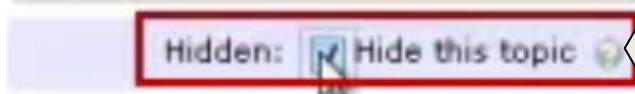
Step 4. Restriction Tab



4A. Next to the Properties tab at the top of the box is the Restrictions tab.

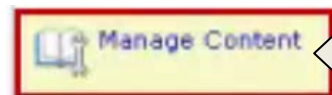
The Restrictions tab allows the instructor to hide the Topic until the instructor is ready to release it to the students.

Availability

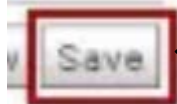


4B. To hide the Topic, check the box beside Hidden, under Availability.

This allows the instructor to put Topics in D2L that are not finished and can return to them later.



4C. The information that is in the Topics will be visible to the instructor in Manage Content.



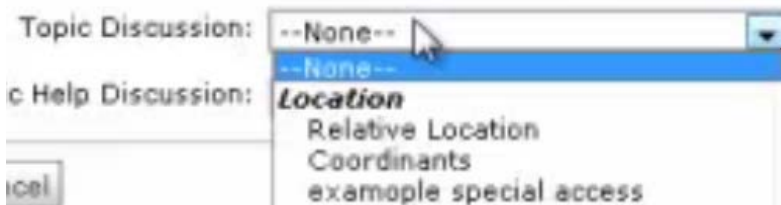
4D. Now click Save at the bottom right hand corner of the screen.

Step 5. Discussion Tab



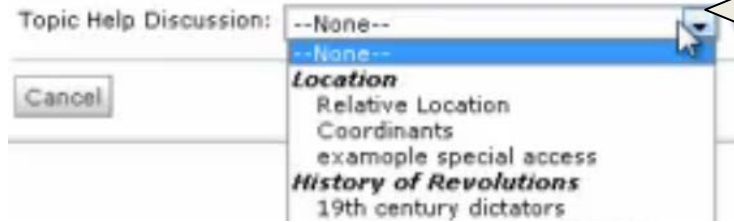
5A. The next tab to the right is the Discussion tab.

This tab allows instructors to link material to a discussion topic. Instructors can make new discussion topics to relate to the topic. Topic Discussion links the New Topic directly to a discussion in the Discussion section. This allows students to talk about the topic with other students.



5B. Click the drop down arrow to select a discussion that is already prepared.

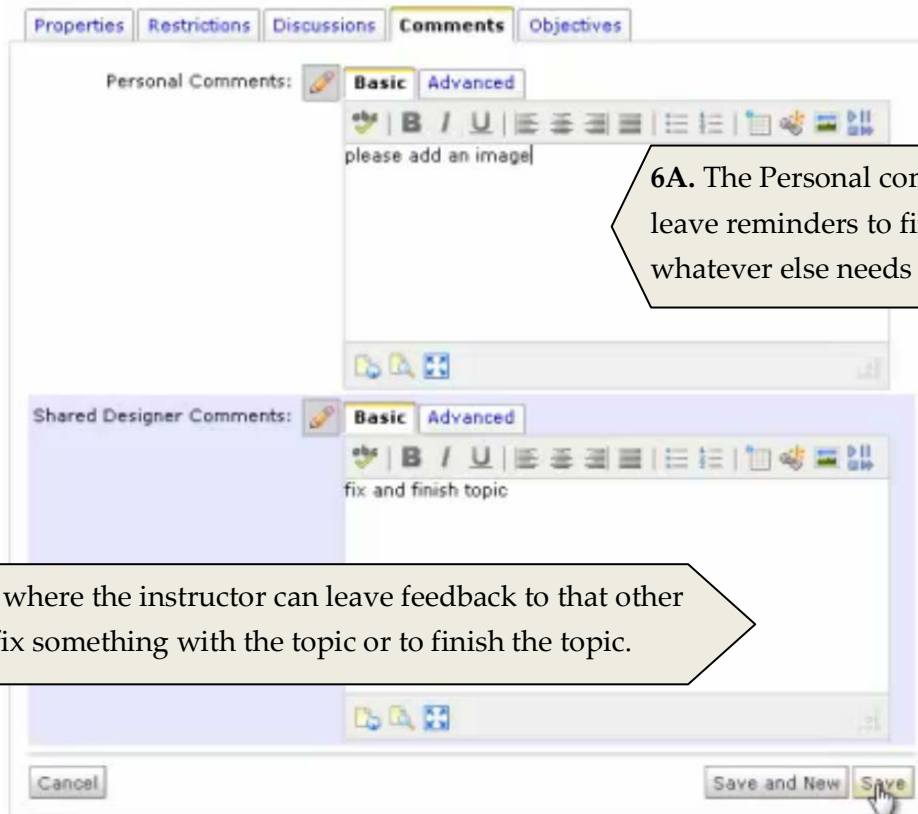
Topic Help Discussion will link the topic to a discussion topic.
This allows the students to ask one another for help on the topic.



5C. Click the drop down arrow.

Step 6. Comments Tab

The Comments tab allows the instructor to communicate with another designer of D2L. These comments only appear to the instructor and the Shared Designer. A Shared Designer is another person who has access to the Topic Material and is working on it at a different time.



6A. The Personal comments are useful place to leave reminders to finish a topic, insert a picture, or whatever else needs to be done with the topic.

6B. This is where the instructor can leave feedback to that other person to fix something with the topic or to finish the topic.

In this tutorial, we have learned how to create a New Topic using the HTML editor.