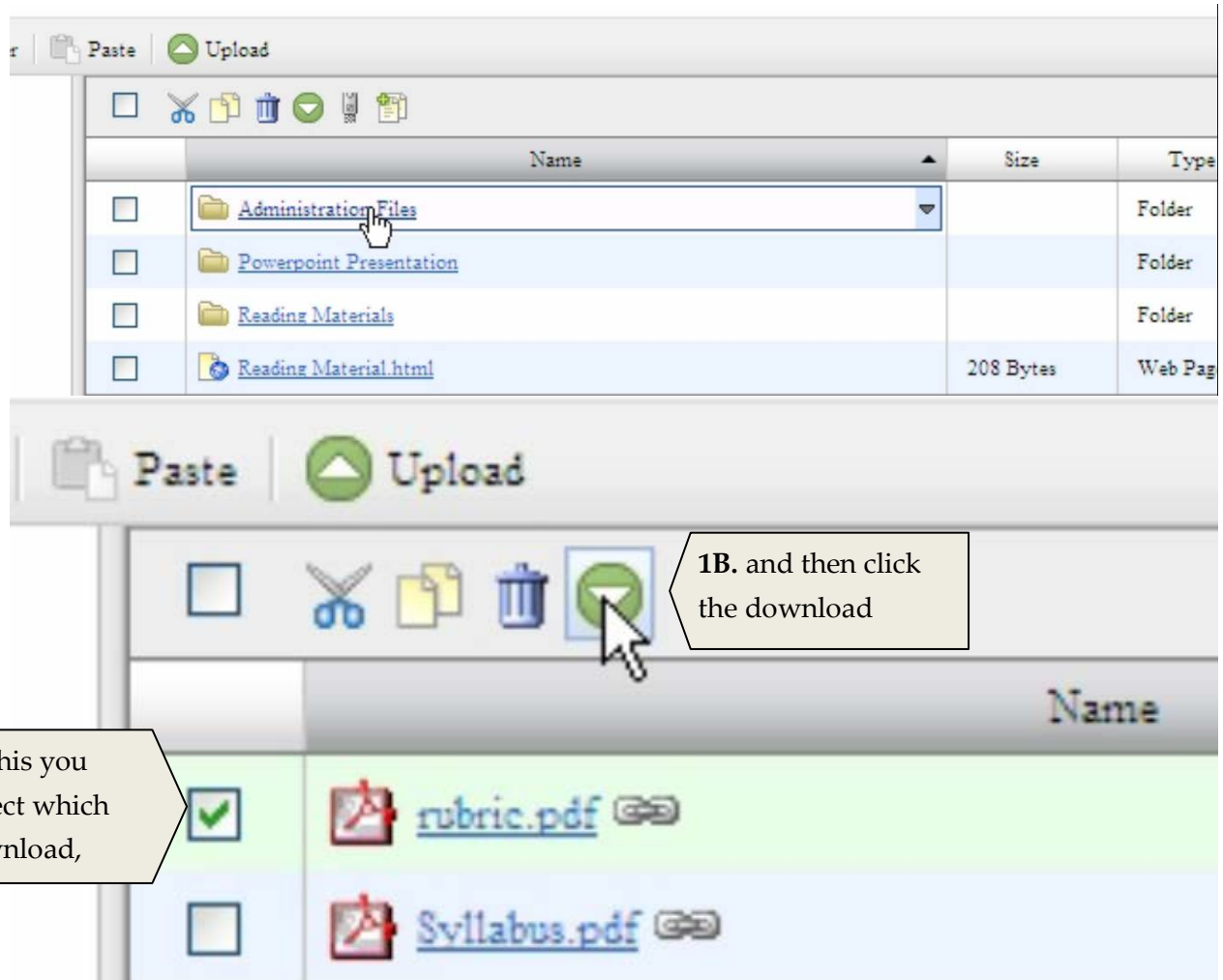


In this tutorial we will learn how to download files to your computer, zip multiple files, add content topic, and publish to LOR. These are useful tools to manage your files in your online courses.

Step 1. Downloading Files in D2L





We will start by downloading a file. This is a useful feature when you have accidentally deleted multiple files off your computer but need them again. You can download these file you have saved onto D2L.



The screenshot shows the D2L file management interface. The top part shows a list of folders and files:

	Name	Size	Type
<input type="checkbox"/>	Administration Files		Folder
<input type="checkbox"/>	Powerpoint Presentation		Folder
<input type="checkbox"/>	Reading Materials		Folder
<input type="checkbox"/>	Reading Material.html	208 Bytes	Web Page

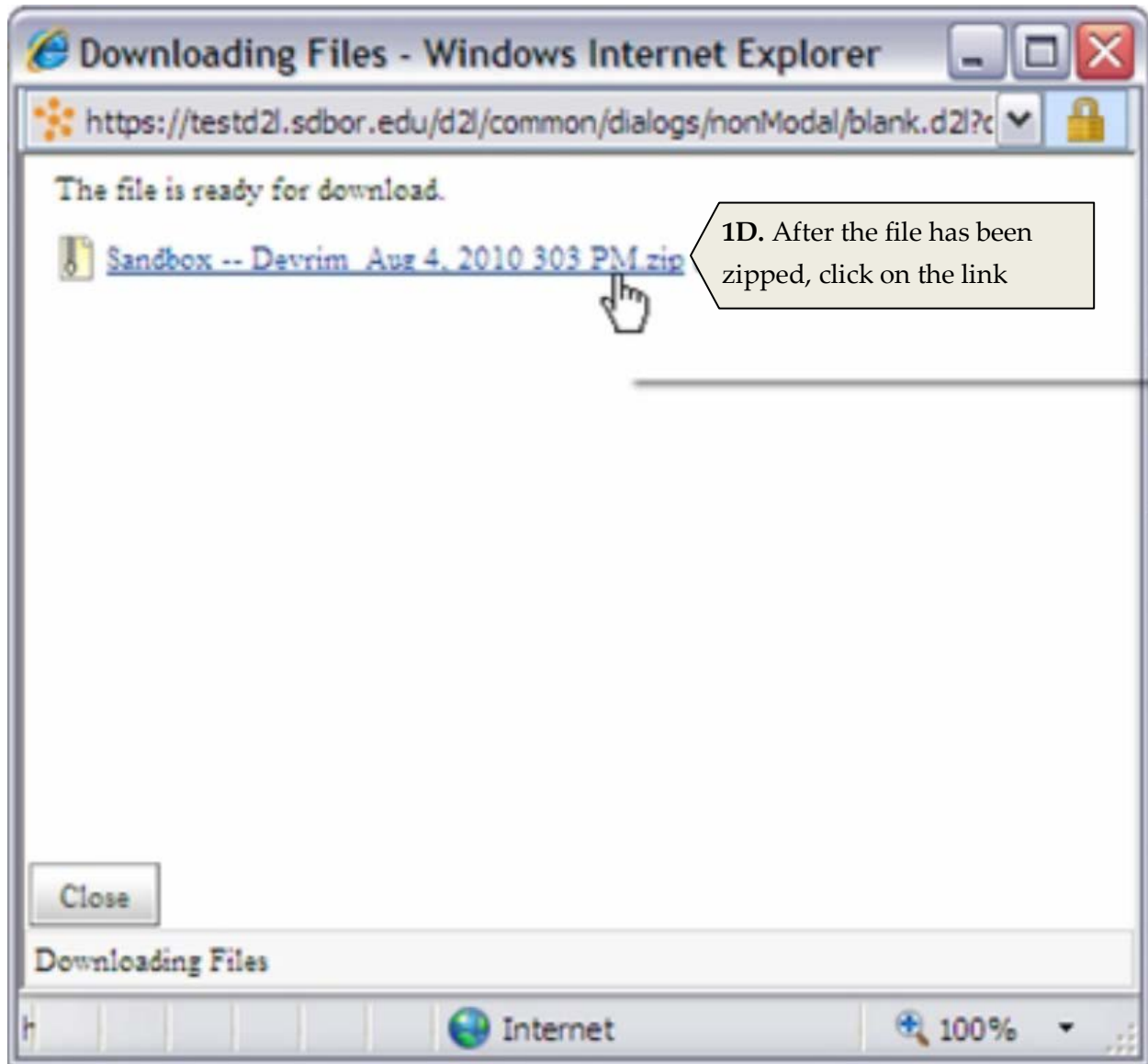
The bottom part shows a list of files with checkboxes for selection and download icons:

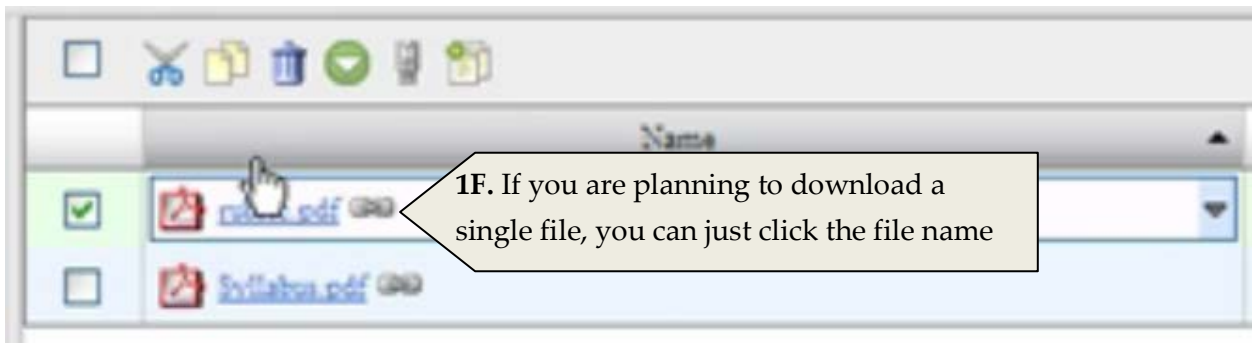
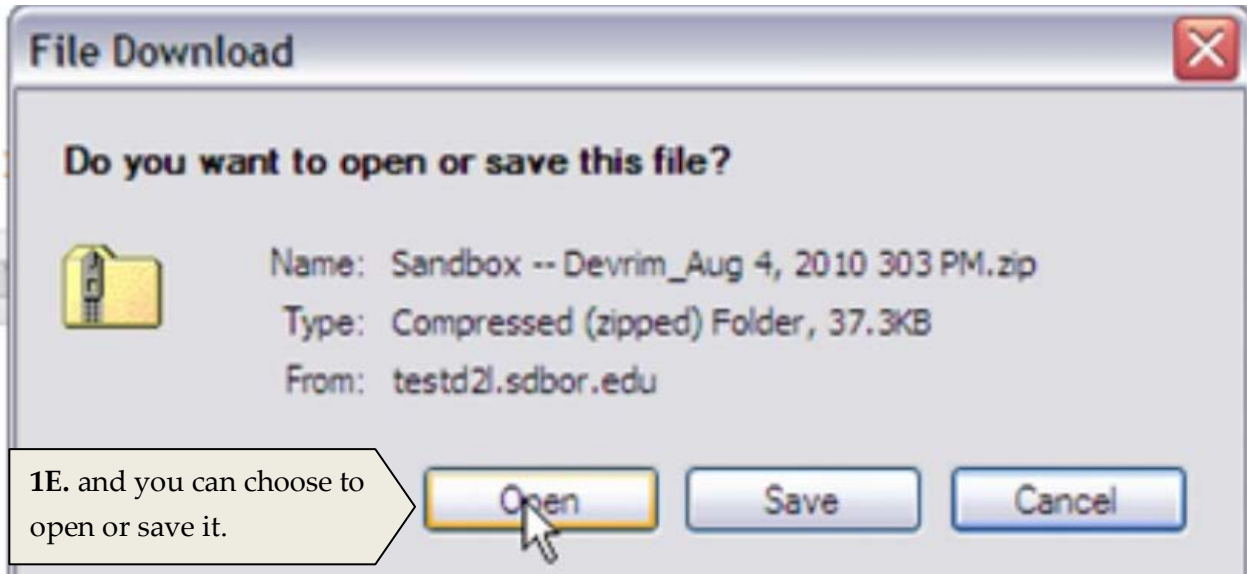
	Name
<input checked="" type="checkbox"/>	 rubric.pdf 
<input type="checkbox"/>	 Syllabus.pdf 

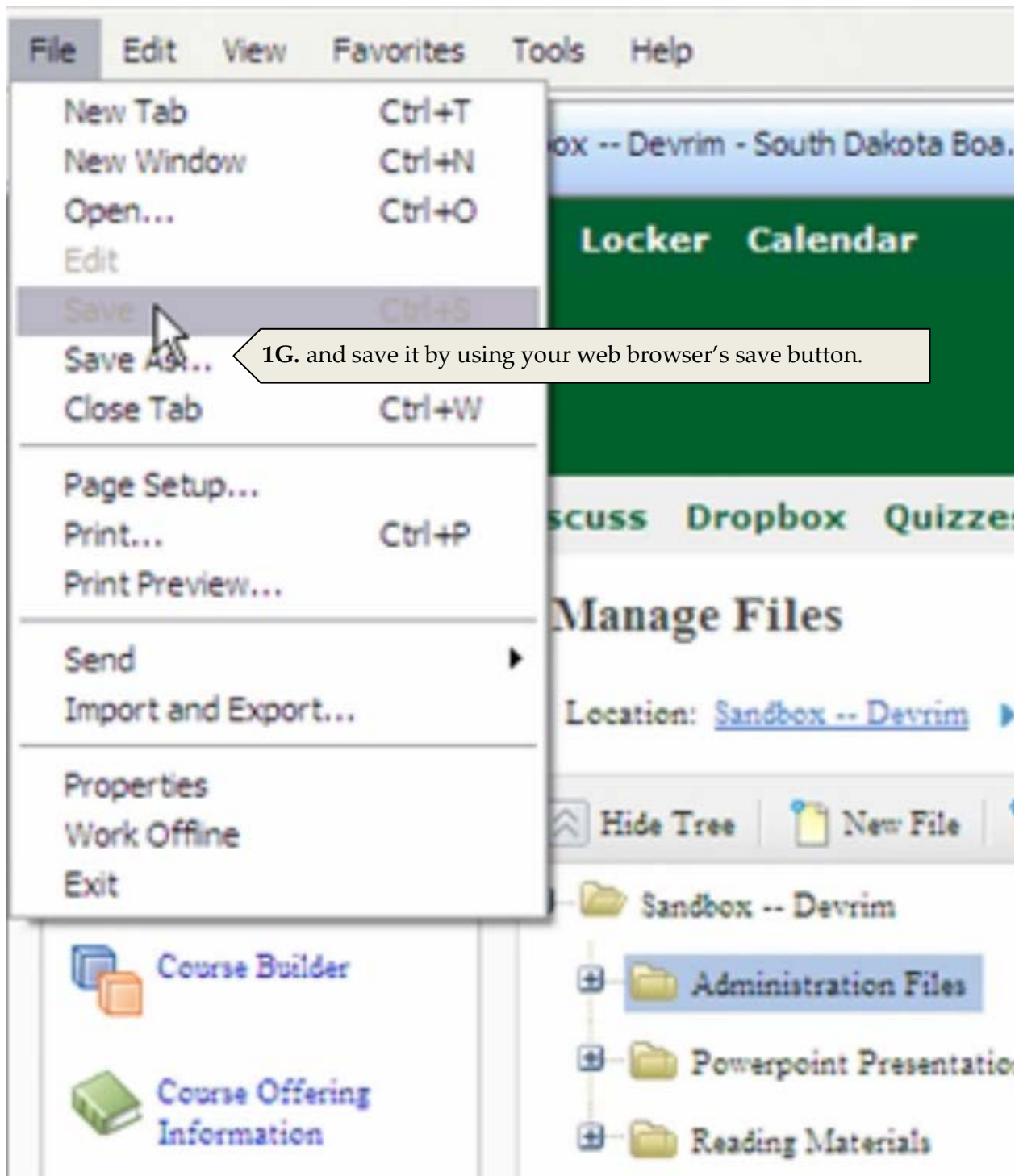
1A. To do this you have to select which files to download,

1B. and then click the download

1C. A new window will pop up and will begin zipping the file.







Save Webpage

Save in: My Documents

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network

- Bluetooth Exchange Folder
- Camtasia Studio
- My Music
- My Notes
- My Pictures
- My Practice Files
- My Videos
- OneNote Notebooks
- Snagit

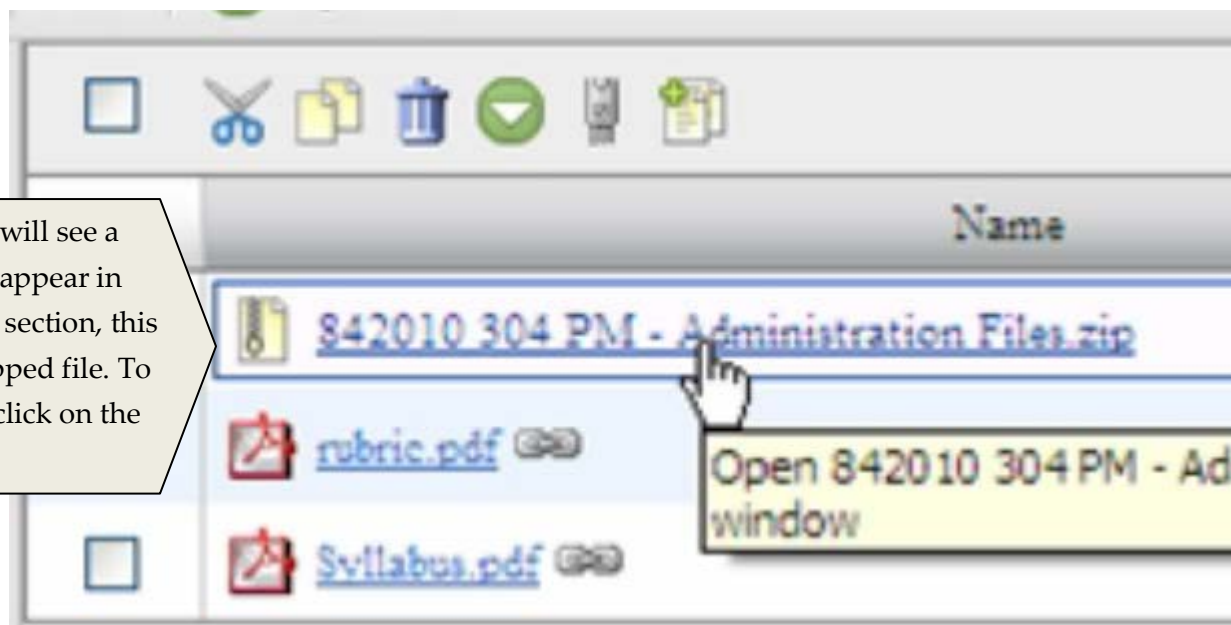
File name: box -- Devrim - South Dakota Board
Save as type: Web Archive, single file (*.mht)
Encoding: Unicode (UTF-8)

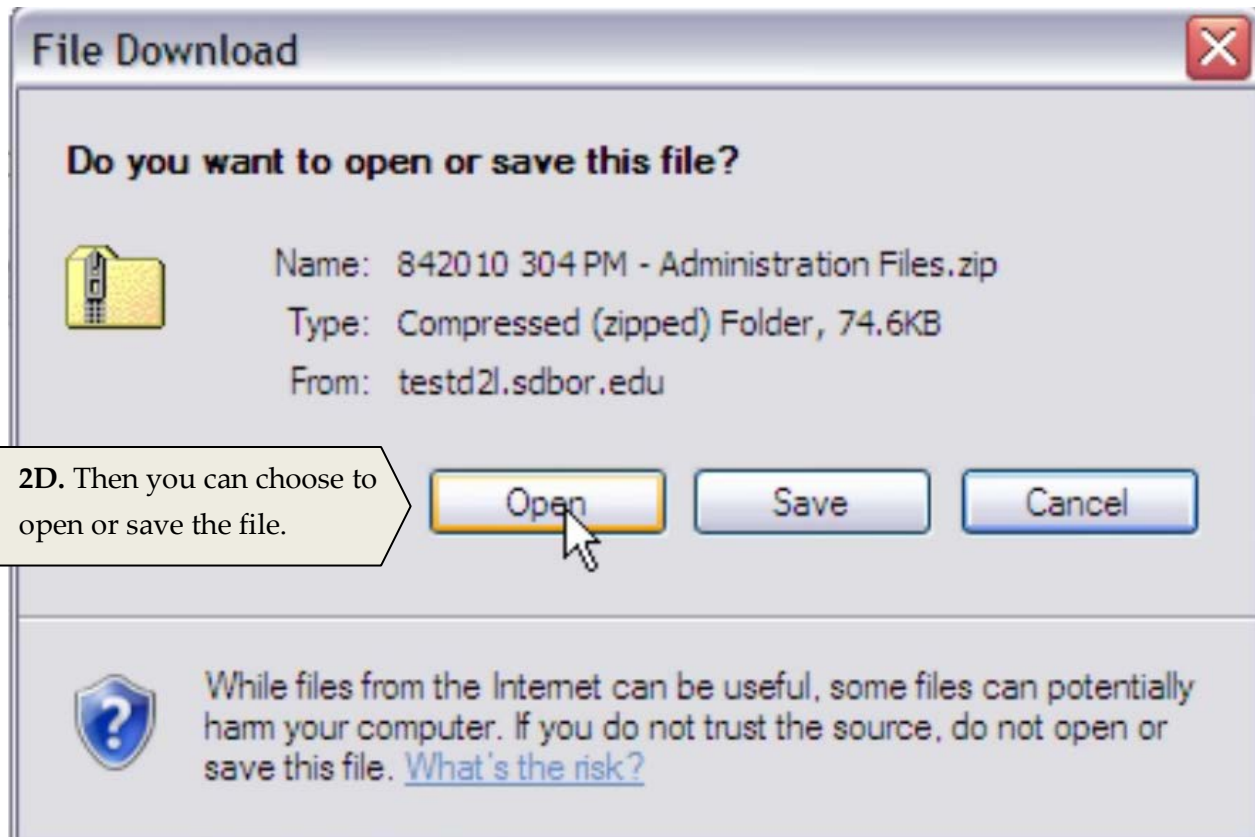
1H. Click save.

Save
Cancel

Step 2. Zipping Files in D2L

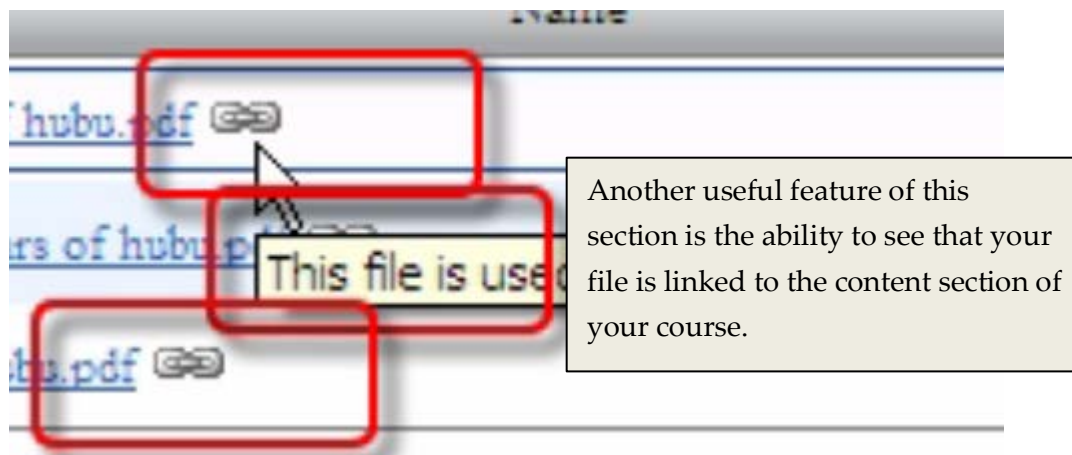
Next we will discuss how to zip multiple files. Zipping files compresses it into a smaller file size.



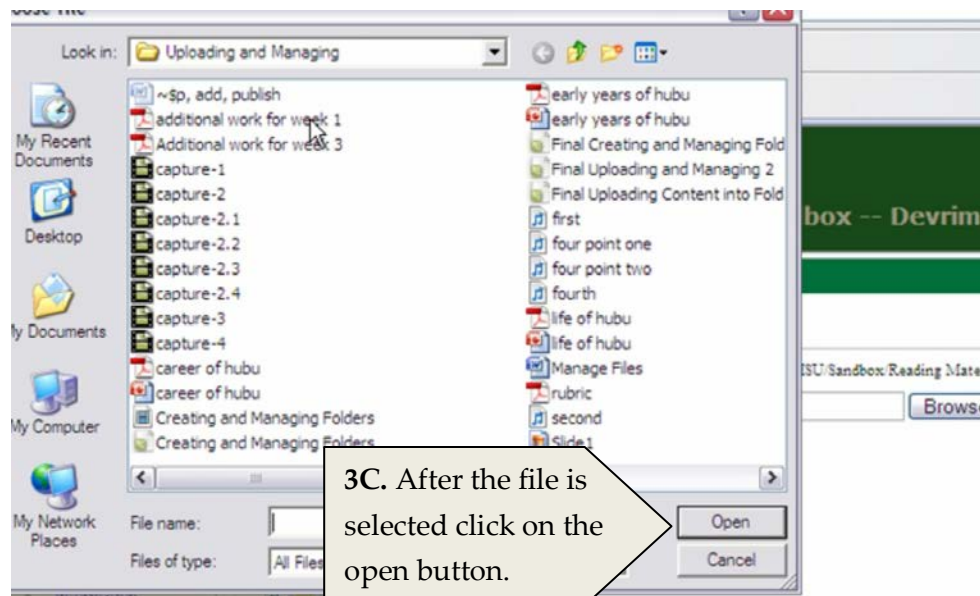
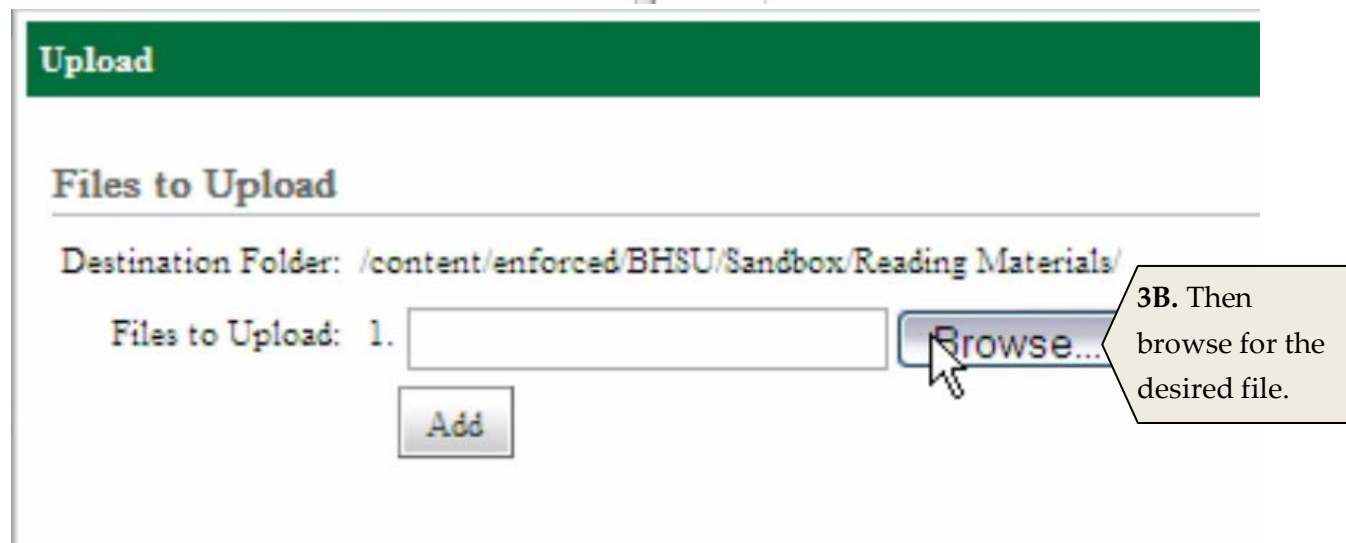
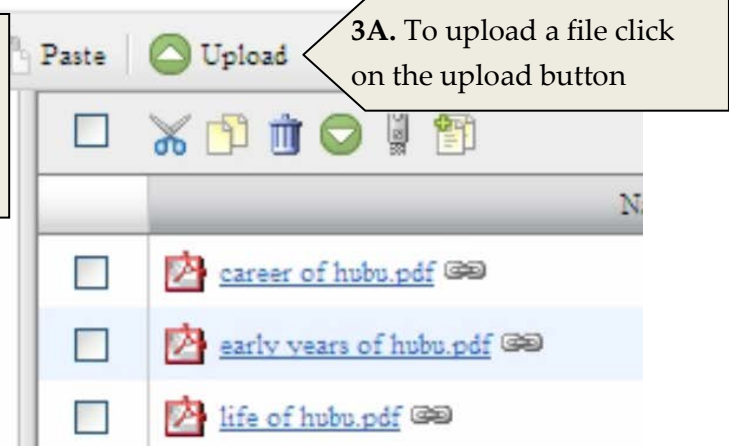
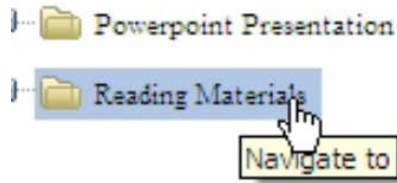


Step 3. Adding Content to Topics

The next tool is to add content topic. This tool is best used after you have created all your materials in the content section of your course. One such case would be if you have decided to add more files or forgot to add a file to your course.



In our scenario, we have already finished creating links to the files in the Manage Files section. However, later we have decided to add more files.



Upload

Files to Upload

Destination Folder: /content/enforced/BHSU/Sandbox/Reading Mater

Files to Upload: 1. C:\Documents and Setting



3D. To upload multiple files click on the Add button.

Upload

Files to Upload

Destination Folder: /content/enforced/BHSU/Sandbox/Reading Mater

Files to Upload: 1. C:\Documents and Setting

2. C:\Documents and Setting

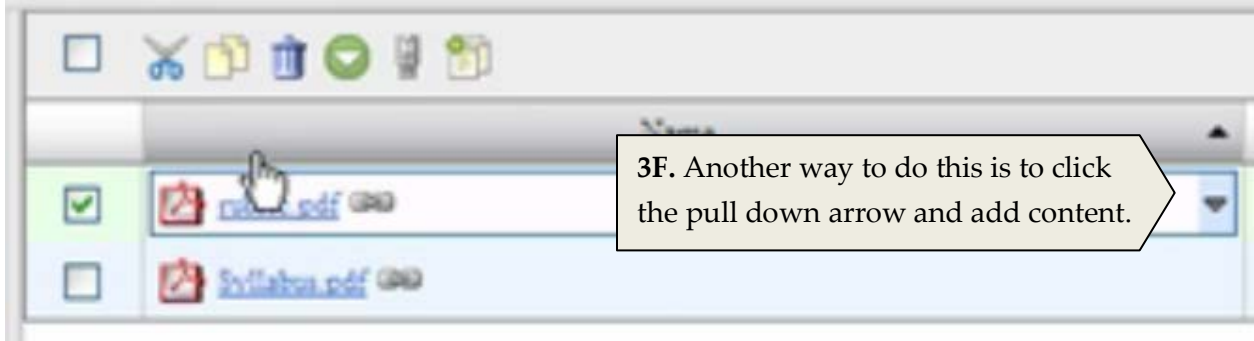
After uploading the files in the manage files section, we can link it to the Content section without visiting the content section.



3E. To do this, we will first upload the file. Select the file and then click the "add content" button.

tion

	Name
<input checked="" type="checkbox"/>	 additional work for week 1.pdf



Cancel Add

Properties

Parent Module: --Choose a Module-- [\[add module\]](#)

Enumeration: --Choose a Module-- these topics ?

- Week 1
- Week 2
- Week 3

Course Files

<input type="checkbox"/>	File	* Topic Title	Topic Short Title
<input checked="" type="checkbox"/>	enforced		
<input checked="" type="checkbox"/>	BHSU		
<input checked="" type="checkbox"/>	Sandbox		
<input checked="" type="checkbox"/>	Reading Materials		
<input checked="" type="checkbox"/>	additional work for week 1.pdf	additional work for week 1	

Cancel Add

3G. We will be taken to a screen where we need to enter a name in for the new topic.

3H. Then, we must pick a module to add the topic to.

The screenshot shows a course management interface. At the top, there are 'Cancel' and 'Add' buttons. Below them is a dropdown menu labeled '--Choose a Module--' with a list of options: 'Week 1', 'Week 2', and 'Week 3'. A mouse cursor is pointing at 'Week 1'. To the right of the dropdown is a link '[add module]' and a text label 'these topics ?'. Below the dropdown is a table titled 'Course Files' with columns 'File' and 'Topic Title'. The table contains one row with a checked checkbox, a folder icon, the file name 'additional work for week 1.pdf', and the topic title 'additional work for week 1'. At the bottom, there are 'Cancel' and 'Add' buttons.

Since we have decided to add more files to my week one course and as well as my week three course, we will pick the week one and week three module. This way, the file we have selected will be automatically linked to the week one and week three modules.

The screenshot shows a file explorer window. The left pane shows a tree view with folders: 'Sandbox -- Devrim', 'Administration Files', 'Powerpoint Presentation', and 'Reading Materials'. The right pane shows a list of files and folders: 'Administration Files', 'Powerpoint Presentation', 'Reading Materials', and 'Reading Material.html'. The 'Reading Materials' folder is selected and highlighted.

The screenshot shows a file list with columns 'Name' and 'Size'. The files listed are: 'additional work for week 1.pdf' (43.22 KB), 'Additional work for week 3.pdf' (43.22 KB), and three other files (43.22 KB each). A context menu is open over the 'Additional work for week 3.pdf' file, showing options: 'Rename', 'Copy', 'Cut', 'Delete', 'Download', 'Add Content Topic', and 'Publish to LOR'. A mouse cursor is pointing at the 'Add Content Topic' option.

Properties

Parent Module:

Enumeration: Hide enumeration for these topics ?

Course Files

<input type="checkbox"/>	File	* Topic Title	Topic Short Title
<input checked="" type="checkbox"/>	enforced		
<input checked="" type="checkbox"/>	BHSU		
<input checked="" type="checkbox"/>	Sandbox		
<input checked="" type="checkbox"/>	Reading Materials		
<input checked="" type="checkbox"/>	Additional work for week 3.pdf	Additional work for week 3	<input type="text"/>

Step 4. Publishing a File to LOR

You can only publish a file to the LOR, not a folder. The LOR is the learning object repository. It allows you to share your files with others on the D2L network.

4A. To do this, click the pull down arrow on the file

4B. and click publish to LOR.

Instructions

- ▶ Hide the asset if, once in the repository, you don't want it to be seen by anybody
- ▶ Cli
- ▶ Me
- ▶ yo
- ▶ vie
- ▶ of

Publish Asset

Publish Settings

Publishing Method: Create new object

Destination repository: SDBOR

Overwrite an existing object

Object to overwrite:

Overwriting replaces the object with a new version, but c

Visibility: Hide Learning Object

Hide the learning object if you do not want other users to

4C. You can add a new object or overwrite an existing one with the file you have selected.

Publish Settings

Publishing Method: Create new object

Destination repository: SDBOR

Overwrite an existing object

Object to overwrite: Search

Overwriting replaces the ob

Visibility: Hide Learning Object

Hide the learning object if y

4D. You also have the option of hiding the learning object. This way, you can use the LOR as another locker.

File to Publish

Filename	Size	Type	Metadal
Additional work for week 3.pdf	43.22 KB	Pdf	

Cancel

Publish

In this tutorial we have learned how to download and zip files, add content topics and publish to the LOR. If you use these tools efficiently, it can help you keep your files in order.