Nashville State
Community College

Overview of D2L's New Content Experience
Adding new and existing content.

Office of Online Learning
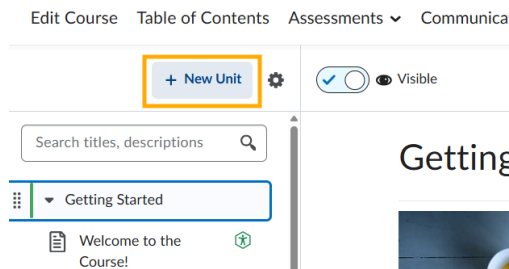
Contents

Overview of the New Content Experience

The first step in adding and organizing learning materials is to create a new unit in your course.
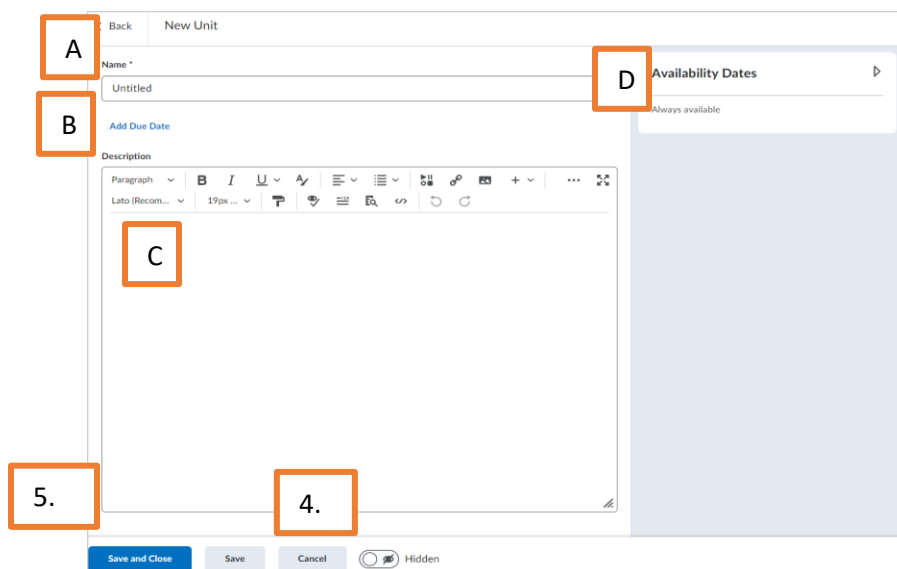
To Create a New Unit

1. From your course navbar, click **Content**.

2. Click **New Unit**.

3. From the **New Unit** page, do the following:

    A. Enter a **Name** for the unit.

    B. If desired, click **Add Due Date** and enter a **Due Date**. **This is optional**.

    C. Enter a **Description** for your new unit.

    D. If desired, click **Availability Dates** to set a **Start Date** and **End Date** for the new unit. **This is optional**. The default is "Always available".

4. Use the visibility toggle to make the unit visible or hidden from learners on creation.

5. Click **Save**.

The new unit is added to your course.
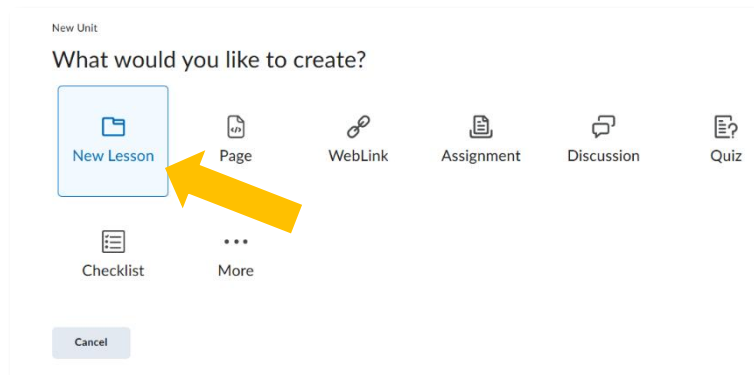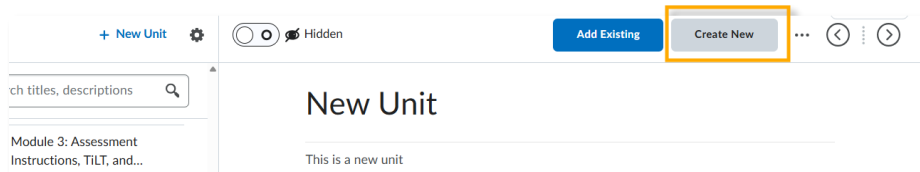
Create a New Lesson in the New Content Experience

Create a new lesson and add it to a unit in Content.

To create a lesson

1. From your course navbar, click **Content**.

2. From the table of contents, click a unit that you want to add the lesson to.

3. Click **Create New** and then click **New Lesson**.

4. From the **New Lesson** page, repeat the same steps as you did when adding a new unit.
5. Use the visibility toggle to make the lesson visible or hidden from learners on creation.
6. Click **Save**.

The new lesson is added to your unit.

Create a New Page in the New Content Experience

Create a new page and add it to a unit in Content.

To create a page

1. From your course navbar, click **Content**.

2. From the table of contents, click a unit that you want to add the new page to.

3. Click **Create New** and then click **Page**.

7. From the **New Page** page, repeat the same steps as you did when adding a new unit.
8. Use the visibility toggle to make the lesson visible or hidden from learners on creation.
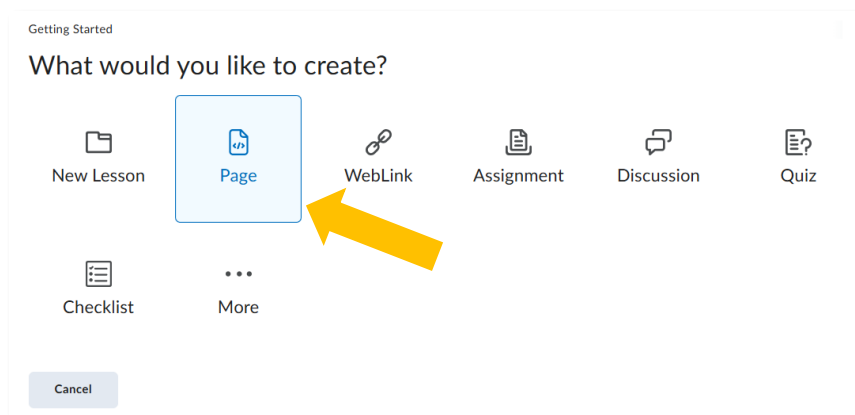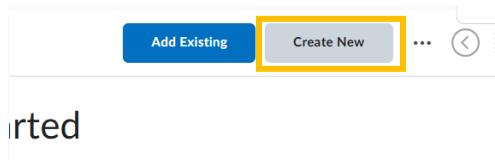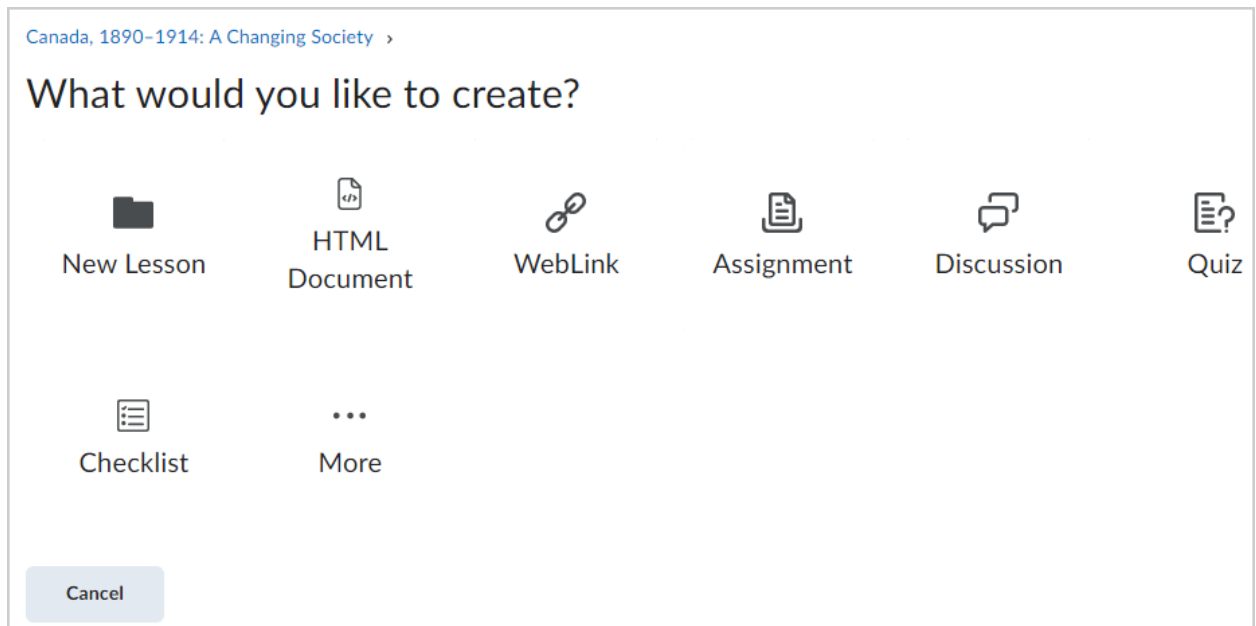9. Click **Save**.

The new page is added to your unit/lesson.

To Create and Add New Learning Material

1. From your course navbar, click **Content**.

2. Do any of the following:

    a) Drag and drop locally saved files to the unit, lesson, or folder you want to add the material to directly in the navigation area.

    b) From the table of contents, select the unit, lesson, or folder you are adding material to and click **Create New**. The **What would you like to create?** page opens.

    Canada, 1890–1914: A Changing Society ›

    ## What would you like to create?

New Lesson	HTML Document	WebLink	Assignment	Discussion	Quiz
Checklist	More				

    Cancel

3. Choose one of the available options:

    -   **New Lesson**

    -   **Page**

    -   **WebLink:** Enter the display name in the **Name** field and the web address in the **Link** field. A preview of the link appears under **My Link**.

        If desired, enter a **Due Date**, **Start Date**, and **End Date**.

        Under Display Options, do one of the following:

        o   Select the **Embed on the page (iframe)** radio button to embed a secure (https) link in the Lessons viewer.

        o   Select the **Open in a new tab** radio button.

        o   Click **Save**.

    -   **Assignment:**

        1. Enter the Assignment Title in the appropriate field.

2. Enter the point value for the assignment in the "Grade Out Of" box.

3. Enter the due date.

4. Provide instructions to inform learners of assignment requirements and expectations.

- **Discussion**: Choose a **Forum** and **Enter a Name and Description**, and then click **Create and Insert**.

- **Quiz**: Enter a **Name** and **Description**, and then click **Create and Insert**.

Note: You will need to access the Quiz in the Quizzes tool to add questions and edit the settings.

- **Checklist**: Enter a **Name** and **Description**, and then click **Create and Insert**.

- **Self-Assessments**: Enter a **Name** and **Description**, and then click **Create and Insert**.

- **Surveys**: Enter a **Name** and **Description**, and then click **Create and Insert**.

Note: It is no longer possible to create a new External Tool Activity using the Create New menu. Instead, click Add Existing, click External Tool Activity, and then click Create New LTI Link.

Link to Existing Materials in the New Content Experience

You can also add existing material to your course from the New Content Experience. To clearly indicate where you are adding material, the top of the **Add Existing** menu displays breadcrumbs. This also allows you to easily navigate up the tree to add material at different levels.

To add existing material

1. From your course navbar, click **Content**.

2. From the table of contents, select the unit, lesson, or folder you are adding material to.

3. Click **Add Existing**. The **What would you like to add?** page opens.

4. Choose one of the available options:

- **Google Drive**: Click **Continue to Google Drive** > **Allow**> choose an item to add.

  Note: When adding private files from a Google Drive account to Brightspace, a notification indicates if the file is private, and teachers are given the option to change permissions so that anyone with the link can view the file.

- **OneDrive**: Click **Continue to OneDrive** > select your account > enter credentials and click **Accept** > choose an item to add.

- **Assignment**: Select an assignment from the list.

- **Discussion**: Select a discussion forum > click a discussion topic.

- **Quiz**: Select a quiz from the list.

- **Checklist**: Select a checklist from the list.

- **External Tool Activity**: Select from the tool providers that are in use by your institution, or click **Create a New LTI Link** to register a new LTI link.

- **SCORM/xAPI Object**: Select a SCORM course package to import into the Lessons tool.

- **LOR**: Search or browse for a learning object from Brightspace Learning Repository (LOR). A learning object can be a quiz, presentation, image, video, or any other kind of document or file you use to create course content and learning materials for online learning.

- Drag and drop a file onto the dialog or click **browse** to select a file from your computer, course files, or a public file. The file is added to the selected unit, lesson, or folder.

Note: When you add an existing assignment, discussion, quiz, or survey to a content topic, the content topic's **Visibility** state syncs with the Visibility state of these existing activities. For example, if you add an existing assignment that is **Visible** to content, the content topic maps to the assignment's visibility state and becomes **Visible**.

Replace uploaded files in the New Content Experience

You can replace uploaded .PDF, Word, PowerPoint (.PPT), and image files that you added to a unit, lesson, or folder in the New Content Experience.

To replace uploaded files

1. From your course navbar, click **Content**.

2. From the table of contents, select the .PDF, Word, .PPT, or image file you want to replace.

3. Click the **Options** menu and then select, **Edit**.

4. Click **Replace**.

5. Select the updated file you want to add from your computer, course files, or a public file.

6. Click **Add**.

The selected file is replaced.

Set material as optional or required in the New Content Experience

You can set your course materials as **Optional** or **Required** for learners to improve their experience and manage their learning time more effectively.

To set material as Optional or Required

1. From the table of contents, select the desired material.

2. Click the **Options** (...) menu .

3. Select **Set as Optional** or **Set as Required**.