

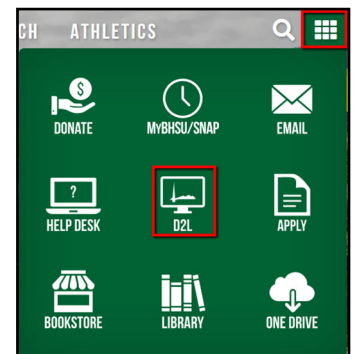


# Black Hills State University Instructional Design

## Add Course Materials to D2L

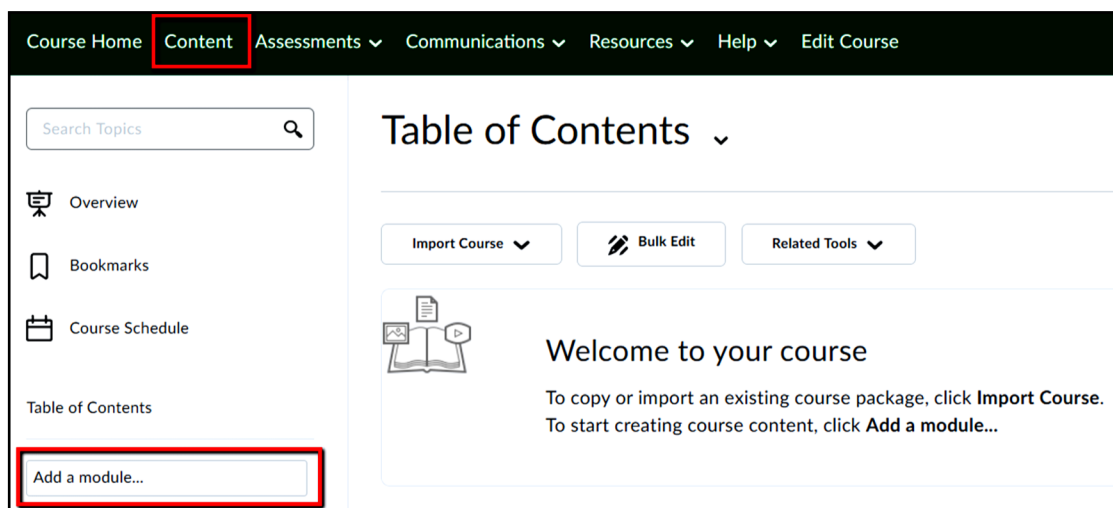
### Step 1: Access D2L

- Go to BHSU's home page <http://www.bhsu.edu/>
- Go to the drop down menu on the top right hand corner of the page
- Click the icon - D2L
- Sign in to go to the D2L Home page
  - Use BHSU email address and password (if prompted)
- Select the Course in D2L to add the course materials



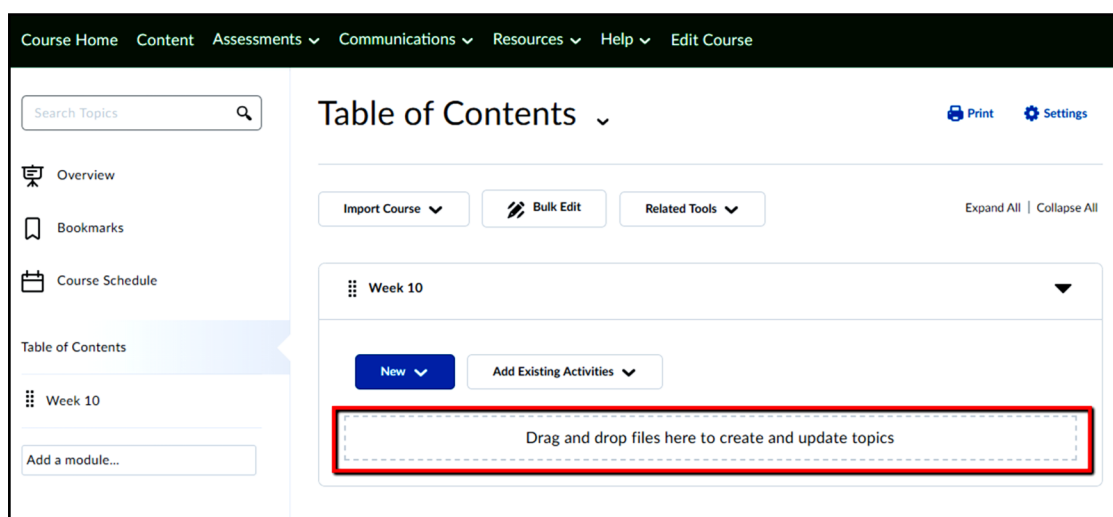
### Step 2: Add content

- Click on 'Content' from the top menu to go to the Table of Contents page
- Name the 'Module' (just like you would name a folder on the computer)
- Press 'Enter' to go to the created module



### Two ways to add content

1. Drag and Drop content - Follow the steps **OR**





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### 2. Use the 'New' drop down menu

The screenshot displays the D2L LMS interface for a course. The top navigation bar includes links for Course Home, Content, Assessments, Communications, Resources, Help, and Edit Course. The main content area is titled 'Week 10' and features a 'Created Module' button. Below the title, there are fields for 'Add dates and restrictions...' and 'Add a description...'. A 'New' dropdown menu is open, showing options: Upload Files, Video or Audio, Create a File, Create a Link, Add from Manage Files, Add Object from LOR, New SCORM/xAPI Obj..., New Dropbox, and New Checklist. A red box highlights the 'New' dropdown menu, and another red box highlights the 'Created Module' button. A text box with a blue border and text says: 'Use the 'New' dropdown menu to add files to the Module.' The left sidebar contains links for Overview, Bookmarks, Course Schedule, and Table of Contents. The 'Table of Contents' section shows 'Week 10' selected.

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For questions - please email [id@bhsu.edu](mailto:id@bhsu.edu)

More resources are available at <http://bhsu.edu/id>