

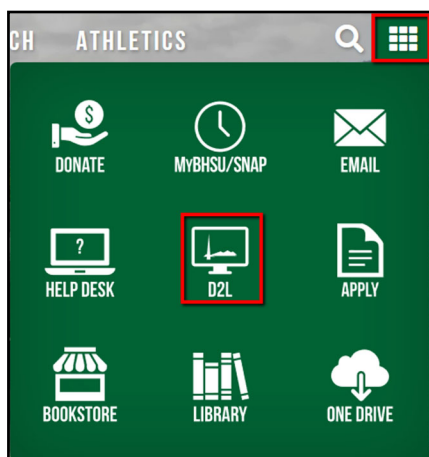


Black Hills State University Instructional Design

Add Course Syllabus to D2L

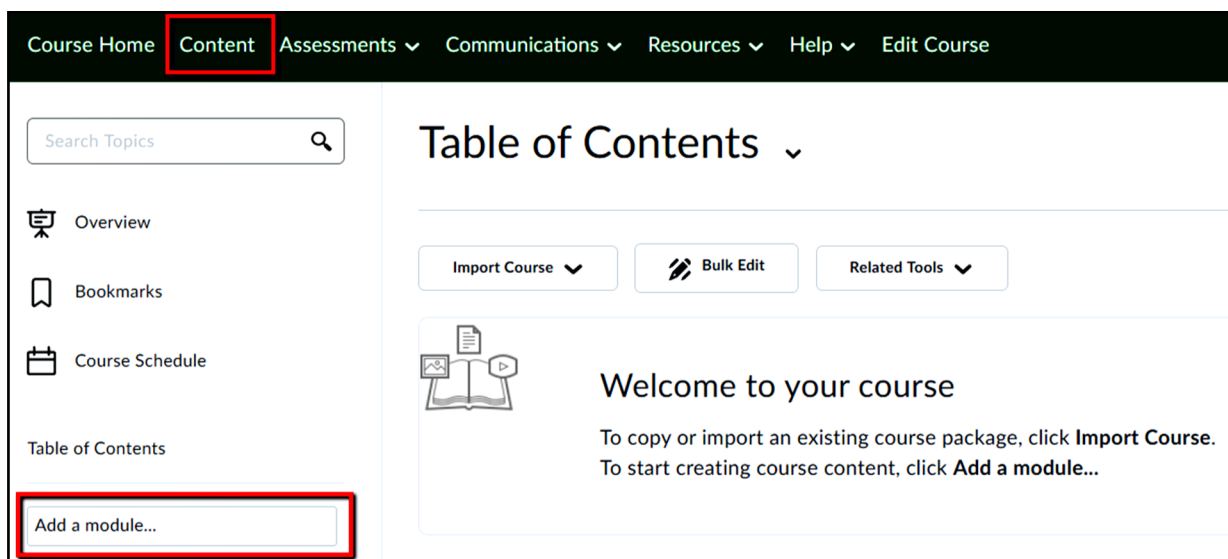
Step 1: Access D2L

- 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
- Select the Course in D2L to add the course syllabus



Step 2: Add a Content Module

- 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)
 - *Example: Syllabus*
- Press 'Enter' to create the 'Syllabus' module



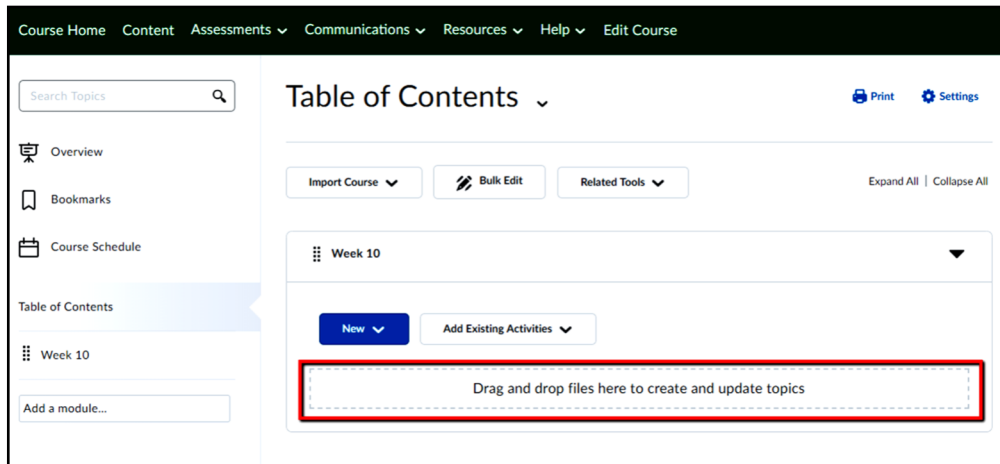


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Step 3: Add the Course Syllabus *or any other course materials* Two ways to add the Course Syllabus

Drag and Drop the document - Follow the steps



OR

Use the 'New' drop down menu

