

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* <u>Two ways to add the Course Syllabus</u>

Drag and Drop the document - Follow the steps

Course Home Content Assessments V Communications V Resources V Help V Edit Course		
Search Topics Q	Table of Contents 🗸	Print Settings
マレン Overview Dookmarks	Import Course 🗸 🎉 Bulk Edit Related Tools 🗸	Expand All Collapse All
Course Schedule	₩ Week 10	-
Table of Contents	New 🗸 Add Existing Activities 🗸	
# Week 10	Drag and drop files here to create and update topics	
Add a module	L	

OR

Use the 'New' drop down menu



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