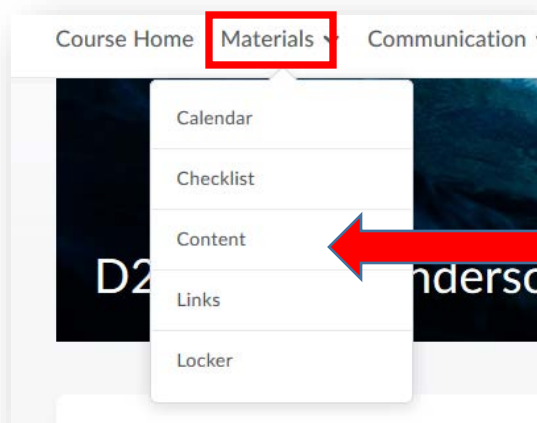


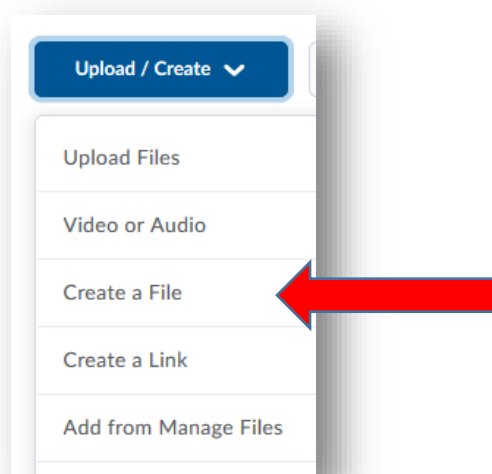
Inserting a File into a D2L Site

This is some opening text.

- From the D2L course Navigation Bar, click the “Materials” tab and then choose “Content”.



- Click the “Upload / Create” button then scroll down and click “Create a File”



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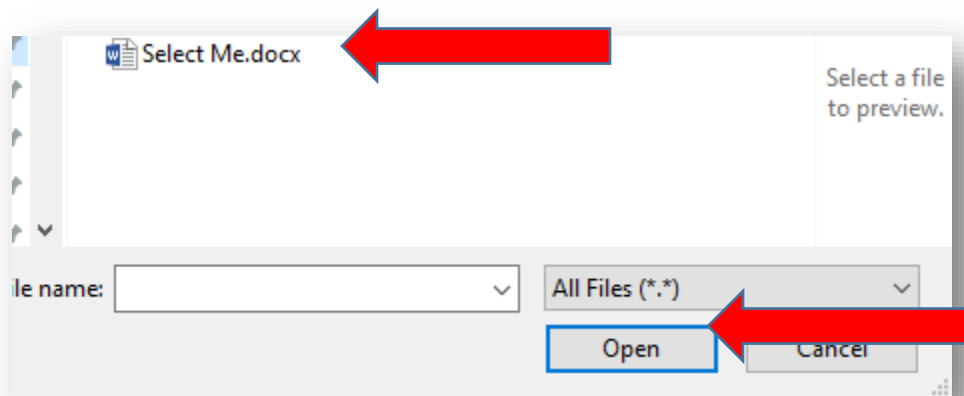
- Enter a name for the file:



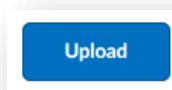
- Click the “Enter Stuff” icon located on the toolbar



- Browse to the file in which you want to insert
- Click the “Open” button



- Click the “Upload” button in the insert stuff dialogue :



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- You can add Link Text (This is a good idea so the student understands what the file is)

The screenshot shows a dialog box titled "Insert Stuff" with the following content:

- My Computer
- Properties
- Source: /content/2018/3660330-D2L_Training_Anderson_Dowden/Select Me.docx
- Link Text: Select Me (highlighted with a red box)

- Click the "Insert" button:



- You can either click "Save as Draft" or "Publish"



Note: "Publish" means the public will be able to see the file.

"Save as Draft" means that you'll be to save it and publish the file at a later date.