

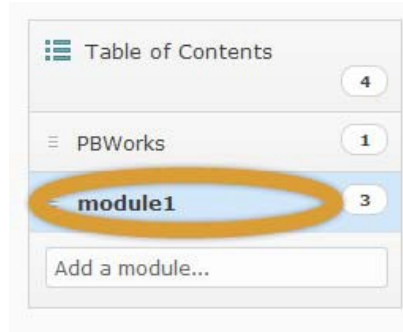
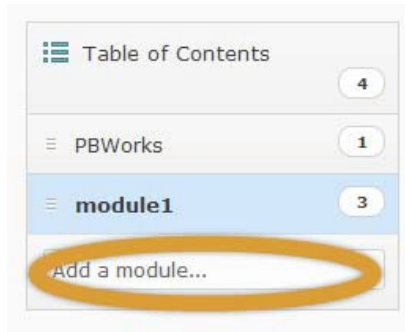
How to Add/Upload Documents to D2L

There are two ways to add/upload documents into D2L. One way uses the new drag and drop feature, which you can use if you are using Firefox, Google Chrome, or Safari. The second uses the upload method, which you can use if you are using Internet Explorer. Follow steps one and two to see which method to use.

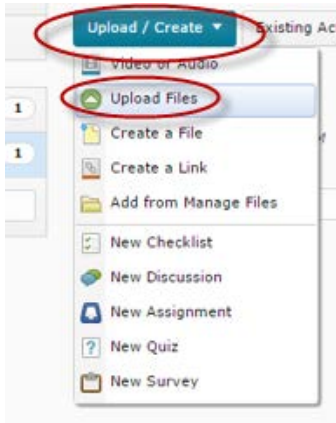
1. Go to your course and click “Content” in the navigation bar.



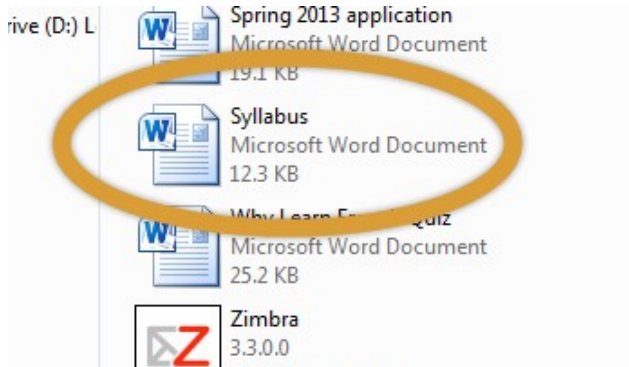
2. Click the module you would like your document to go in. If you do not have any modules, click “Add a module” under “Table of Contents,” and type a module name to create a new module.



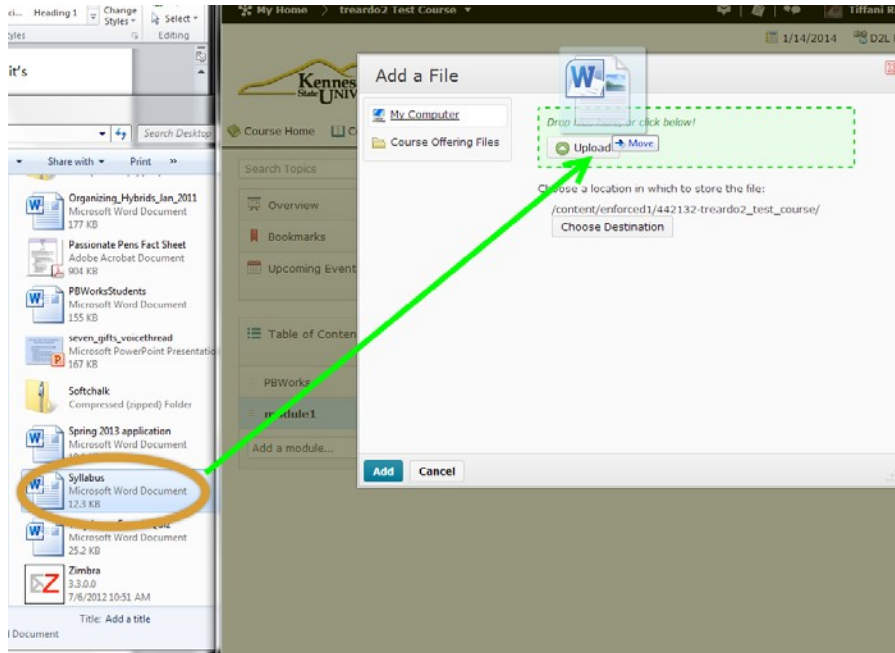
3. Click “Upload/Create,” then “Upload Files.”



4. Open your file explorer (on PC its Windows Explorer, on Mac its Finder), and find your file.



5. Click and drag the file to the box that says “Drop files here, or click below!” If you are organizing your files into folders in “Manage Files,” then click on “Choose Destination” to tell D2L what folder to store this document in.






6. Click “Add.”



You will see your file.

Module 1: Orientation

-  Start Here
-  Objectives for Your Orientation
-  Course Schedule and Important Due Dates

And you're done!

Created by Ms. Tiffani Reardon and Dr. Tamara Powell, January 2014
Updated by Jennifer Nguyen, June 2017