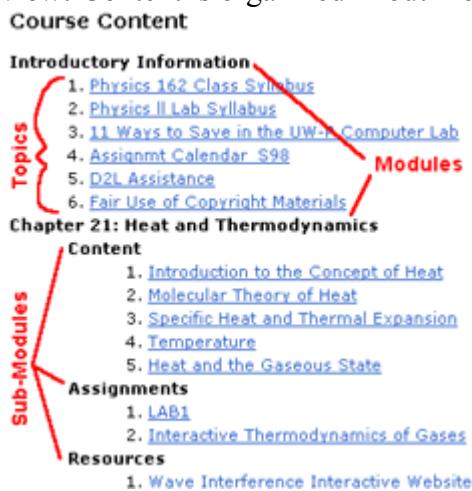


D2L Content

Subjects covered in this document: Content Overview, Content Window Icons, About File Types, Printing, Opening .pdf Files

Content Overview: Content is organized in outline style with main units of instruction called **Modules**.



Below each module are a list of numbered hyperlinked lines called **Topics** which take you to each individual content item. Topics may be linked to any file type.

In the screen capture at left, the five modules are **Introductory Information**, **Chapter 21: Heat and Thermodynamics**, and its three sub-modules **Content**, **Assignments**, and **Resources**. The sets of indented links below each module are **Topics**.

The Content Window

To access you course content, click on the Content link on the Navigation bar.



All content is displayed in a main content window with a Modules “table of contents” box, referred to as a widget, located on the left side of the screen. To start at the first topic within a particular module click on its name in the Modules box.




To go directly to any content item, click on the topic link in the main window.

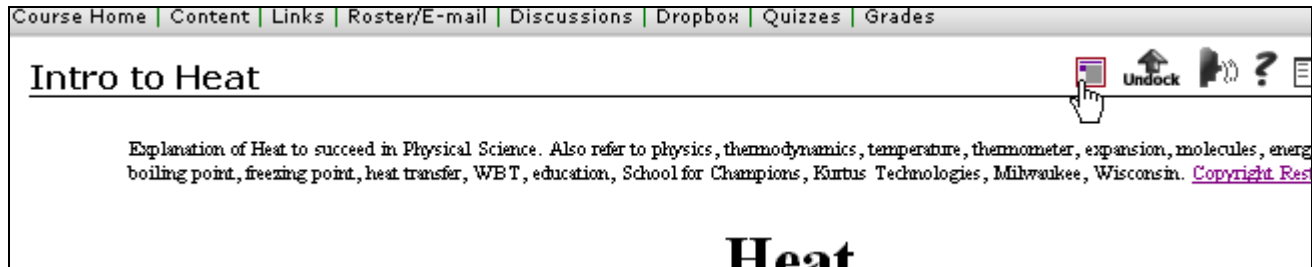
Selecting the Chapter 21 module (as shown by the hand cursor at left) will take you directly to the first topic (Intro to Heat) in the first sub-module (Content).


Note the icons highlighted below

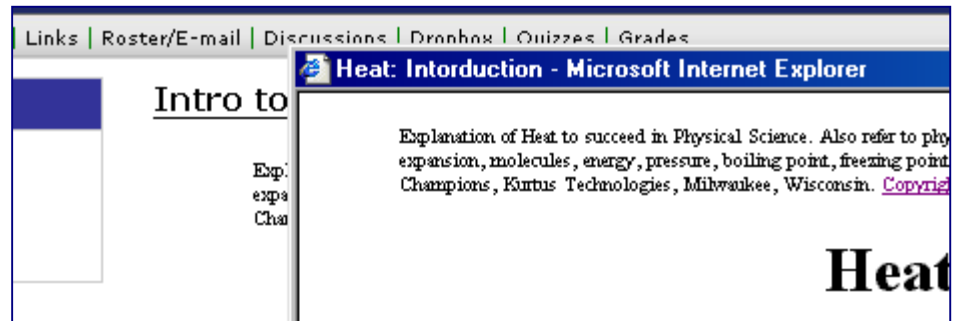
Those highlighted icons give you the ability to do various things within the content window.


The Content Window Icons


 **Show/Hide the Table of Contents:** toggles to remove/return the “table of contents” widget. In our example one click will make the **Content** widget disappear so that The Intro to Heat topic fills the entire width of the screen. Click again to bring the table of contents back.




 **Undock this topic:** opens another browser window on top of the D2L browser window and displays the selected topic within it.

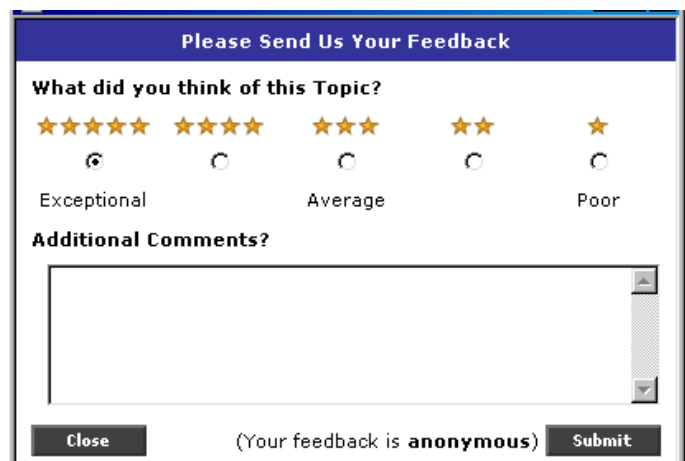



 **Discuss This Topic:** provides a link to a discussion forum if your instructor has created one. If no such link was created clicking on the icon results in a pop-up window that states “No discussion topic found”.

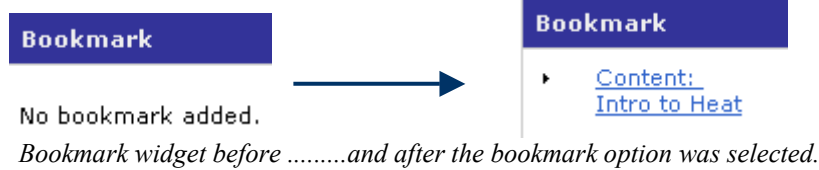
 **Get help on this topic:** provides a link to a discussion forum if your instructor has created one. If no such link was created clicking on the icon results in a pop-up window that states “No discussion help topic found”.


 **Give feedback on this topic:** is a rather simple five choice likert scale response option generated in a pop up window that also provides a text box entries. (Please do not be influenced by the default selection of Exceptional.) The anonymous results are compiled for your instructor but cannot be viewed by any students.


Once you click the Submit button a thank you message is displayed then you have to close the window.

A screenshot of a feedback form titled "Please Send Us Your Feedback". The form asks "What did you think of this Topic?" and provides five radio button options: Exceptional (5 stars), Average (3 stars), and Poor (1 star). The "Exceptional" option is selected. Below the radio buttons is a text box labeled "Additional Comments?". At the bottom of the form, there are "Close" and "Submit" buttons. A note at the bottom states "(Your feedback is anonymous)".

 **Bookmark this topic:** provides a hyperlink to this topic in the Bookmark widget located on your course homepage. A pop-up window informs you that “Your Bookmark has been added successfully!”.



 **Print this topic:** provides you with the ability to print only the topic document – not the whole website page.

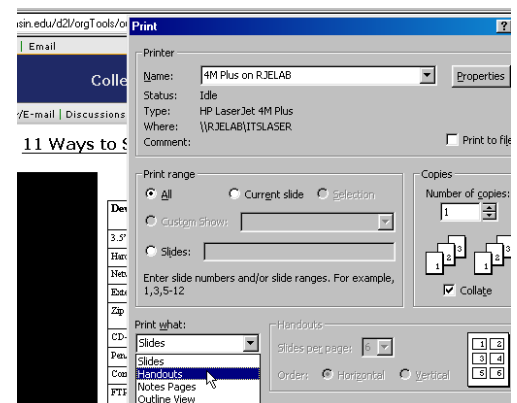
 The **Previous Topic/Next Topic** buttons allow one to step linearly, forward or backward, within the content area.

Opening Different Types of Content Files

Any topic hyperlink can be linked to any type of file. When working on campus this probably is of little importance because it is very likely all the programs an instructor would use to create content would be programs that are already present on a UW-P lab computer. However, what if a file is placed online and you do not have the same program at work or home to open it? Then you should open it in a UW-P open computer lab.

About File Types

- .html – (hyper text markup language) is the native web format and will always open in the D2L content window rather than present the possibility that your computer must launch another application to open the file (i.e. Word., Excel, Powerpoint, etc.)
- .doc – (document format) designed to open in MS Word it can be edited like any other Word doc
 - due to individual machine configuration, it may open in Word in the D2L content window
 - a.) within the Internet Explorer D2L content window, you can edit it but not save it
 - b.) to save it you must copy & paste the edited content into Word, then save in Word
- .rtf – (rich text format) can be opened by multiple programs (Word, Word Perfect, Works etc.)
 - like .doc files it may open in Word in the D2L content window
 - higher probability that you can open it at home or work without difficulty
 - does not maintain all, but maintains most, of the basic document formatting
- .pdf – (portable document format) provides a WYSIWYG web-based printable document
 - requires Acrobat Reader, a free browser plug-in, which is present on newer browser versions
 - not intended for text editing; editing is limited to individual lines with AcrobatWriter
- .ppt – format designed to open in MS PowerPoint
 - depending upon individual machine configuration, the file may open in Internet Explorer’s D2L content window or not at all. Thus, it is recommended you first save .ppt files to your C: drive and then open them.
 - If you want to print and the file opens inside the D2L Content window, right click over the ppt slide and choose Print from the pop-up menu. A Powerpoint print screen will appear.



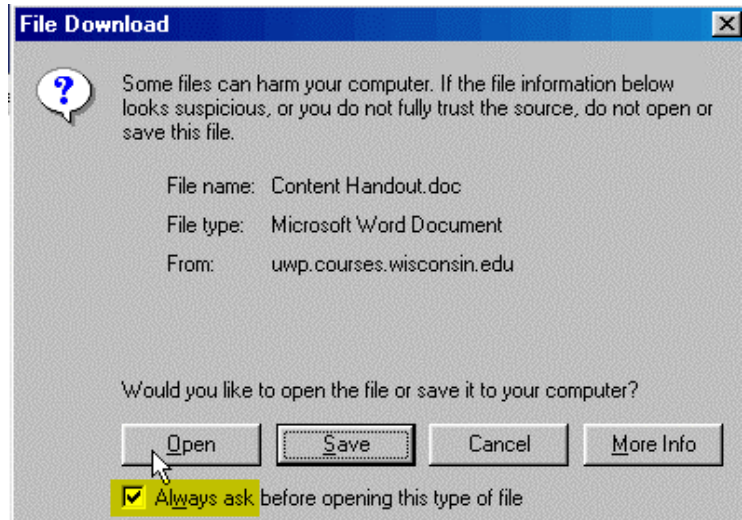
Opening Files in D2L and Your Computer Configuration

The pop-up window below is typically generated whenever you click on a Topic hyperlink that is linked to a non-html file. What happens next is dependent upon individual machine settings. For example, deselecting the “Always ask before opening....” checkbox will likely constrain the machine to open all future files with the option selected at the time the box was unchecked. Thus, the next time the one clicks on a link to a non-html file one or the other of the following will occur.

If **Open** was chosen: (not recommend)

- the file will open automatically in a new window in the Word application program

- the file it will open in Word within the IE browser D2L content window. When this occurs it is not at all obvious that Word is running inside Internet Explorer. However, if editing is done, there is no right click Save option leaving copy and paste as the only way to capture the edited document. I recommend choosing **Save**.



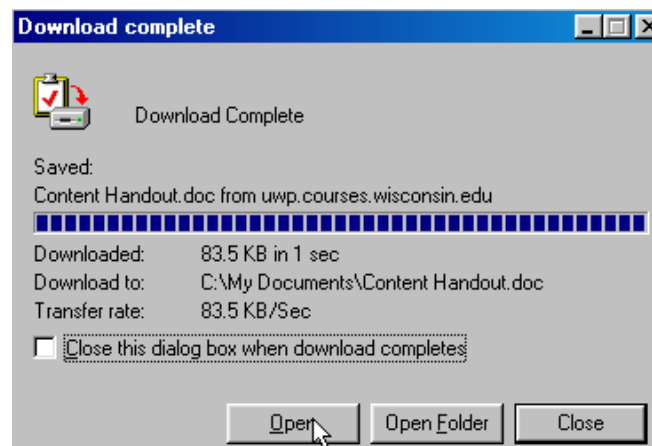
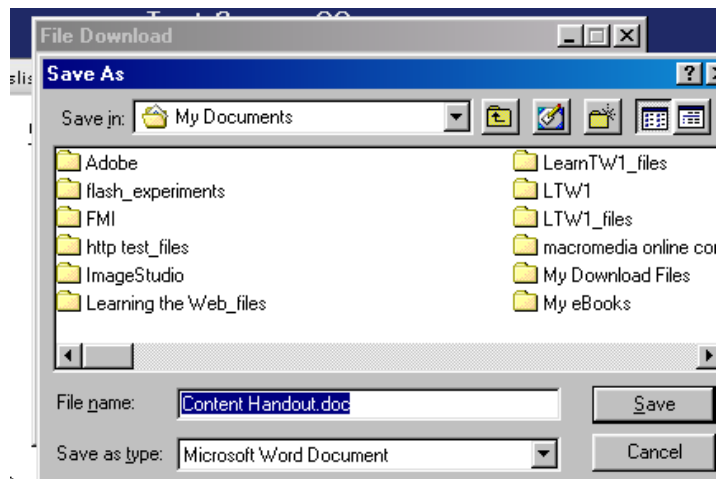
If **Save** was chosen: (recommended)

- A Save As pop-up window will appear with the filename already displayed in the File Name text box. (This is how you would save work that you need to open, edit, save and either print or return to your instructor as a digital file. The Save option eliminates the possibility of the file opening in Word within the Internet Explorer D2L content window.)

- Clicking Save results in the appearance of a Download window and when the download is completed one is presented with the following options:

Open will open the file in whatever the default application is associated with that specific file type on that particular machine.


Open Folder will open the folder into which the file was saved. (i.e. open a My Documents window)

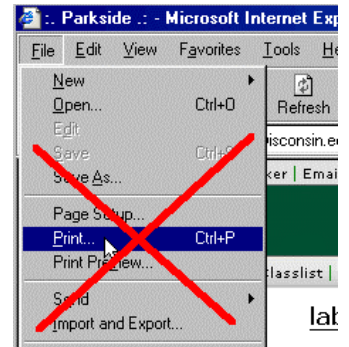


If **More Info** was chosen a Download Help window pops open.


Printing from the D2L Content Frame

To print a document displayed in the content window do not choose print from the Internet Explorer File pull down menu.

Either click on the content window “Print this topic” icon  (described above) or with you mouse positioned over the document you want to print, right click and choose Print from the pop-up menu.



Opening Adobe Acrobat .pdf Files

If the .pdf file opens in the D2L content window use the “Print this topic” icon  (described above) to print it.

However, there have been students that have experienced a blank page when they tried to open a .pdf file. If this happens to you, try the following:

1. Placing your mouse over the .pdf hyperlink and right click.

Choose Save Target As from the menu.

2. Save the file to the Desktop.
3. After the download if you are given the option to Open do so. Otherwise, minimize the D2L browser window and click on the icon on the desktop that represents the downloaded file.

