

Add a File to a Module

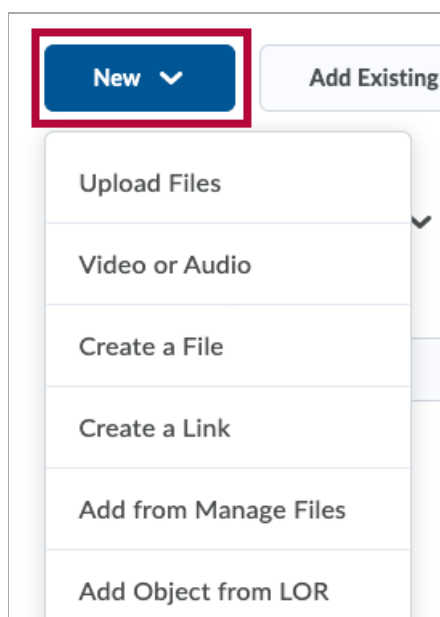
Last Modified on 08/25/2023 11:37 am CDT

Once you have created a module or sub-module in your table of contents, you can add topics to that module.

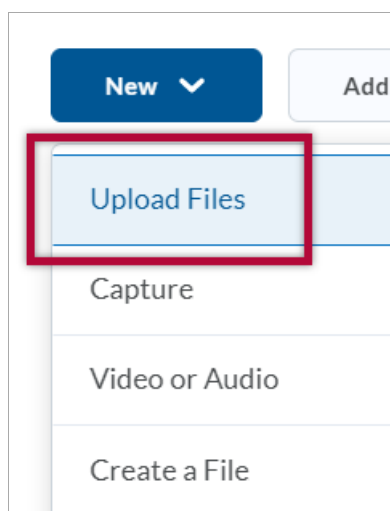
To add files from your computer, such as your syllabus and instructional materials:

Show Video Walkthrough

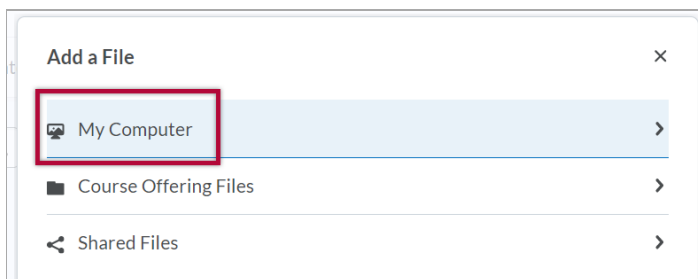
1. Click the module in the **Table of Contents**.
2. Click on the **[New]** button.



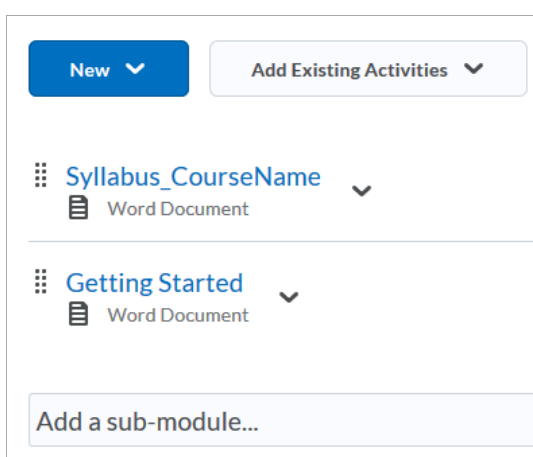
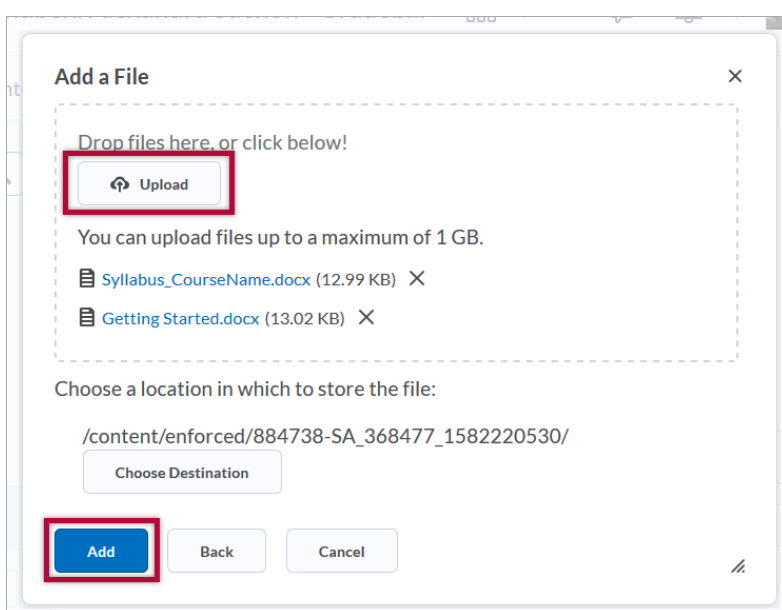
3. Choose **[Upload Files]**.



4. In the Add a File window, choose the **[My Computer]** option.



5. On the next window, you can either drag and drop a single file or multiple files from your computer into the upload box. Alternatively, you can click the **[Upload]** button to locate file(s) on your computer. After you have added your file(s) to the upload box, click the **[Add]** button to finish uploading and adding your file(s) to the module.



NOTE: Uploaded PowerPoint files do not display correctly when using the option **View as Text**. The text will display incorrectly and be unreadable. When viewing a PowerPoint file make sure you and your students are using **[View as Page]** when viewing the PowerPoint in D2L. Your students can also download the file if necessary by clicking **[Download]**. There are also [instructions](https://vlac.lonestar.edu/help/download-content) you can provide your students for

downloading files from Content.

The image shows a document viewer interface. At the top, there is a header with the text "Source Name" and "Hormones are organic compounds". Below this, there is a table with two columns: "Source" and "Name". The first row of the table has "Posterior pituitary gland" under "Source" and "Antidiuretic hormone" under "Name". The second row has "Steroids: lipids containing comp" under "Source" and "Steroid or steroid-like hormones:" under "Name". Below the table, there is a toolbar with several buttons: "View as Page" (highlighted with a red box and a red arrow), "Download", "Print", and "Open with docReader". At the bottom, there are four buttons: "Reflect in ePortfolio", "Download", "Print", and "Open with docReader".

Source	Name
Posterior pituitary gland	Antidiuretic hormone
Steroids: lipids containing comp	Steroid or steroid-like hormones: