

Adding Files to a Module

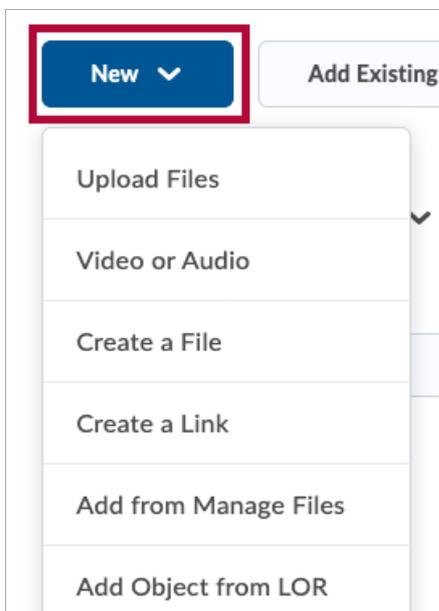
Last Modified on 03/13/2026 3:22 pm CDT

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

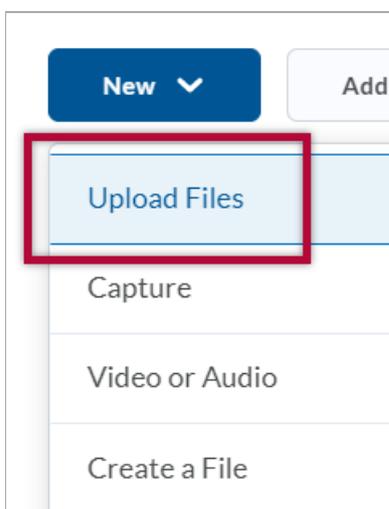
To add files from your computer, such as your syllabus and instructional materials:

[▶ Show Video Demo](#)

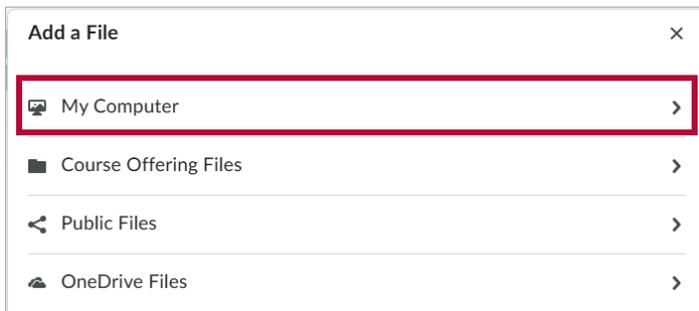
1. Click the module in the **Table of Contents**.
2. Click on the **[New]** button.



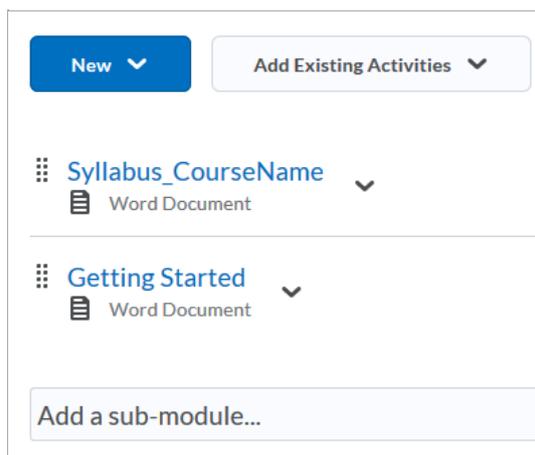
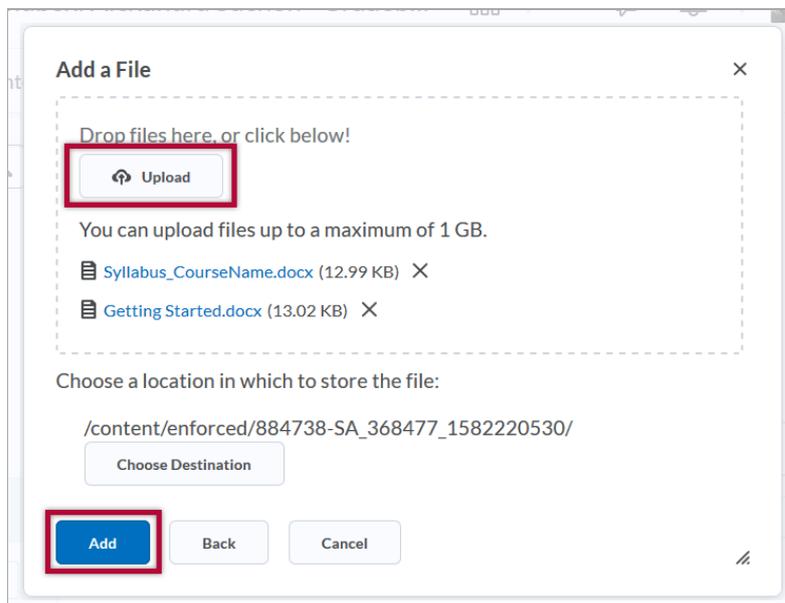
3. Choose **[Upload Files]**.



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) (<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 table with two columns: "Source" and "Name". The table contains the following data:

Source	Name
Hormones are organic compounds	
Steroid or steroid-like hormones:	
Posterior pituitary gland	Antidiuretic hormone
	Cortisol
	Testosterone

Below the table, the text "Steroids: lipids containing comp" is visible. A red arrow points to the "View as Page" button in the toolbar. The toolbar includes the following buttons: "View as Page", "Download", "Print", "Open with docReader", "Reflect in ePortfolio", and "Download".