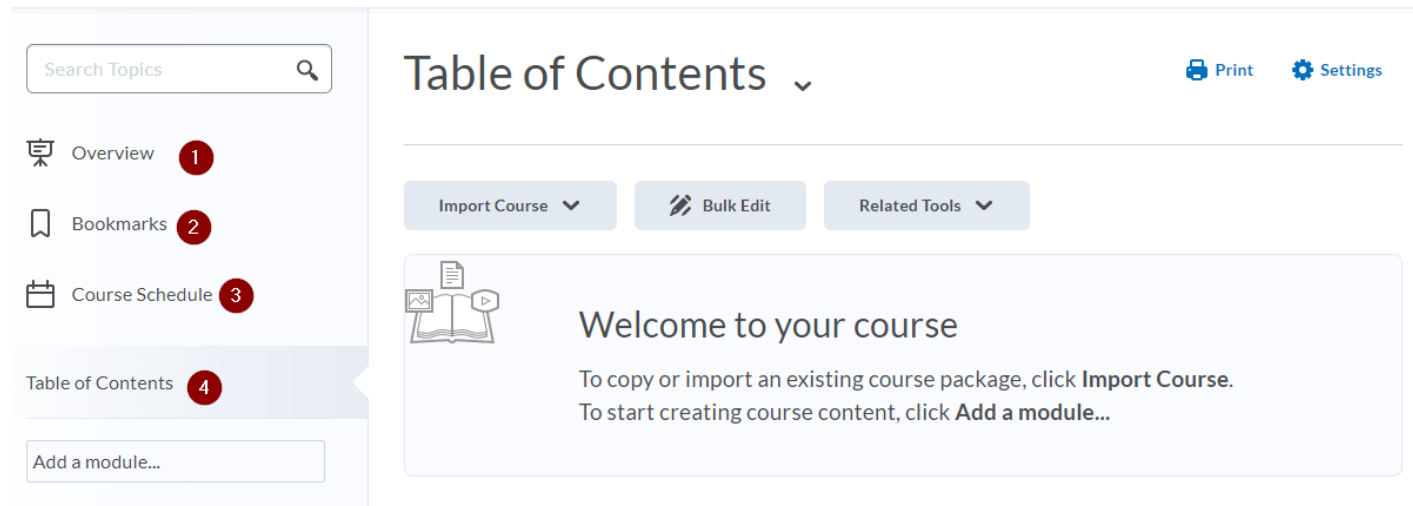# Kodiak: Content

Content is where you organize your course and define its structure and flow.   It's the only place students should need to look to understand the course syllabus, course expectations, learning objectives, and the overall flow of the course. Content spells out the what, why, when, where of your course.

Course materials you post in Content can include things like documents, images, videos, and URL links. But ideally, you'll also include links to activities defined elsewhere in Kodiak like assignments, discussions, quizzes and surveys.

Content Areas

An empty Content tool looks like this:

The Content tool has these major areas:

1. **Overview** can be used to give a general overview of your course. It is completely optional. If you decide not to add anything to the Overview, the Overview link and page is hidden from student's view. *Most instructors leave this empty*.
2. **Bookmarks** lists content items you chose to flag by clicking a bookmark icon while viewing the item. This will be useful to some students, but generally it's not useful to you as the instructor since you are the one creating the content in the first place. Each student has their own bookmark list, and there's no way for you to see which content topics have been bookmarked. *Safe to ignore.*
3. **Course Schedule** lists course material due dates, start dates, end dates, and other course events for the next seven days. If you set availability dates or a due date for a course object, it appears in the Course Schedule page automatically.

4. The **Table of Contents** is the core of the Content tool. It lists the Modules and Topics that make up your course.

Modules and Topics

Modules are used to organize your course similar to how folders are used to organize files on a computer. **Topics** are the actual content items that are stored within Modules. Topics can be files uploaded from your computer, web pages created with Kodiak, links to websites, links to activities within Kodiak, plus a number of other types.

A common approach is to have a module for each week of the course, e.g. "Week 1", "Week 2", and so on.   However, you may instead choose to organize your course by topic. For example, an Introduction to Biology course might have modules "The Chemical Foundations of Life", "Biological Macromolecules", "Cell Structure and Function", and so on.   If your course closely follows a textbook, it might make sense to name your modules after each chapter. Although it's not a great course design, the fact is you can also treat modules just as if they were folders on your computer and name them after the types of topics they hold. For example, you could have modules named "PowerPoints", "Course Notes", "Videos", and so on.

Adding Modules

A module must be created before topics can be added. To add a module

1. Click the "Add a module..." box.
2. Enter a name for the module
3. Hit return (or enter).
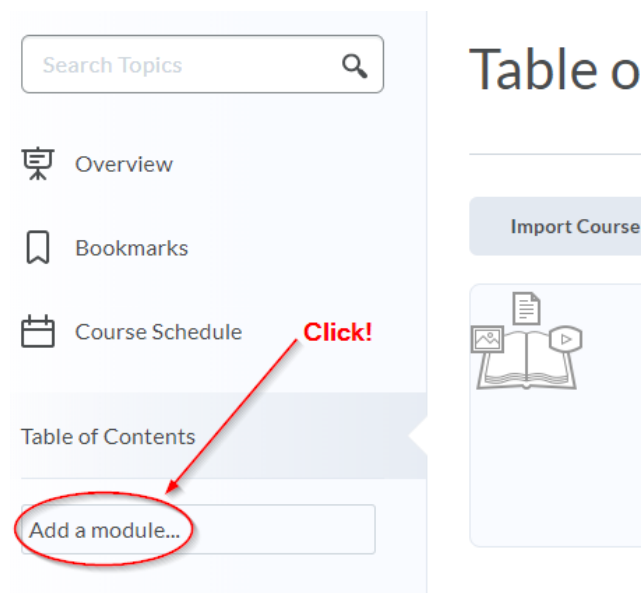
Repeat these steps to add additional modules. Here's how it looks after creating four modules named "Syllabus and Introduction", and "Week 1" through "Week 3":

As shown above, select a module from the list on the left to work with that module in the panel on the right.

Uploading Files

You can upload almost any type of file to Kodiak, including PDFs, PowerPoint files, and Word documents. Files can be added using Drag-and-drop, or by choosing them from your computer's file system. Start by clicking "Upload/Create", then "Upload Files":
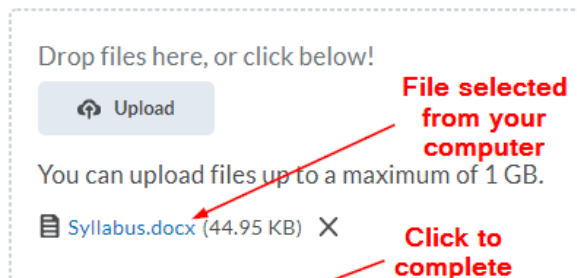
T
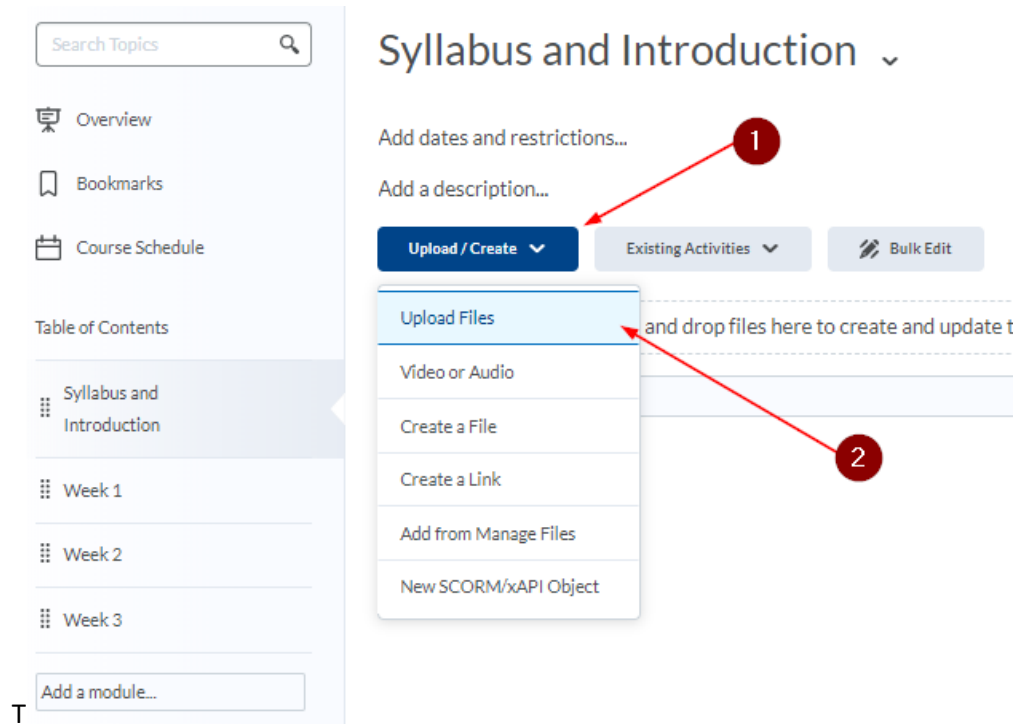
Next, choose My Computer:
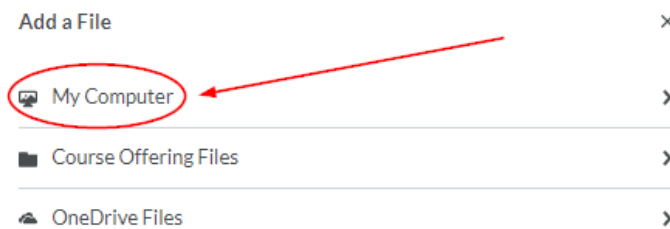
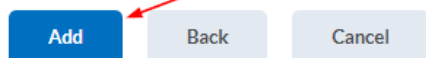Click Upload and open the file or files you want to upload from your computer's usual dialogs:
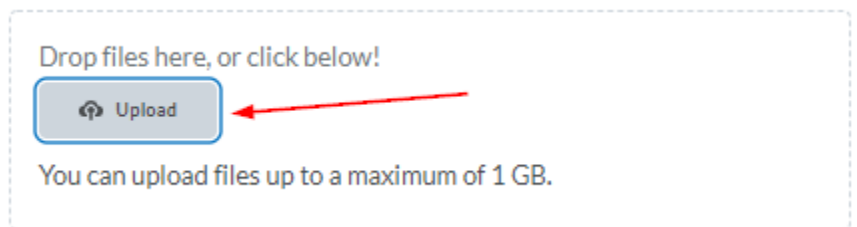
Click the Add button after the file uploads.

Try this #1

Use your Sandbox course and the sample files provided to create the following Module and Topic structure:

Syllabus and Introduction

- Syllabus

Week 1

- Week 1 Slides
- Week 1 Notes

Week 2

- Week 2 Slides
- Week 2 Notes

Week 3

- Week 3 Slides
- Week 3 Notes

Creating Files

In addition to uploading files from your computer, you can also create new files directly within Kodiak. The document created is a web page, which is also known as an HTML file. It can contain text, links, images, and embedded video.

Go to the module where the new page will be added, then click the Upload/Create button. Select Create a File from the dropdown menu.

In the Create a File page, enter a title in the top textbox. Enter content in the main textbox. Select Save and Close.

The HTML editor used to create a new file has many of the features you'd expect to find in a word processor. These include text formatting and the ability to insert images, links and videos.

Try this #2
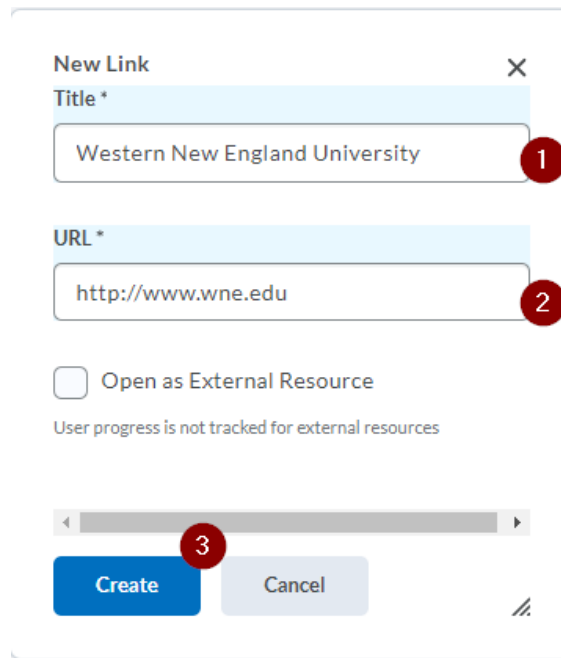
Create a file titled "About your Professor" in the Syllabus and Introduction module. For an additional challenge, try inserting the Professor Jones.jpg image into your document. (Hint: click the Camera icon.)

Creating Links

You can easily add a link to an external website to a Content module. Go to the module where the link will be added, then click the **Upload/Create** button. Select **Create a Link** from the dropdown menu.
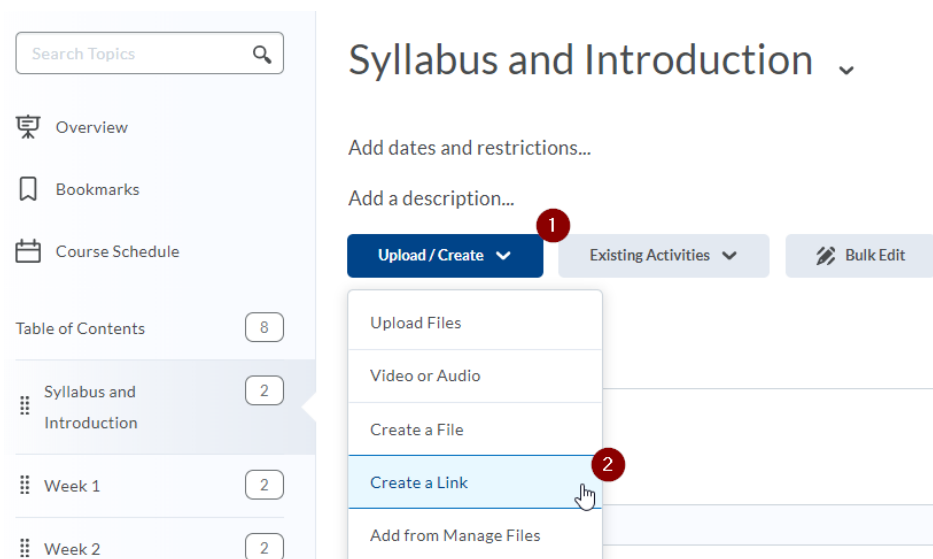
In the pop-up window, enter a Title (this will be the phrase students will click), and the web address (which must start with http:// or https://), then click Create.

Try this #3

Add a link to Western New England University's web site in the Syllabus and Introduction module.

Linking to Activities

Course Home   Content   Classlist   Course Admin **1**

Course Administration

| Category | **Name** |

Tools

Content is more than a place for you to put "stuff" related to your course. Content should be the only place students need to look to understand and complete your entire course. You organize your course by including links to other Kodiak tools such as Assignments, Discussions, Quizzes, and Surveys. To start, you first need to activate the tools you'll be using for the course by clicking Course Admin on the navbar, then select Tools:

- Announcements
- Calendar
- Competencies
- Course Offering Information
- Groups
- Book Management
- Class Progress
- Content
- External Learning Tools
- Import / Export / Copy Components
- Manage Dates
- Seating Chart
- Manage Files
- Tools **2**

Next activate additional tools by clicking the checkboxes:

Tool Name	Custom Navbar Name	Status
Advanced Data Sets		✔
	Activate Assignments Tool	
Announcements		✔
Assignments		✔

Back in Content, now that the Assignments tool is active, we can now create and link to a new assignment right from the Content Tool:
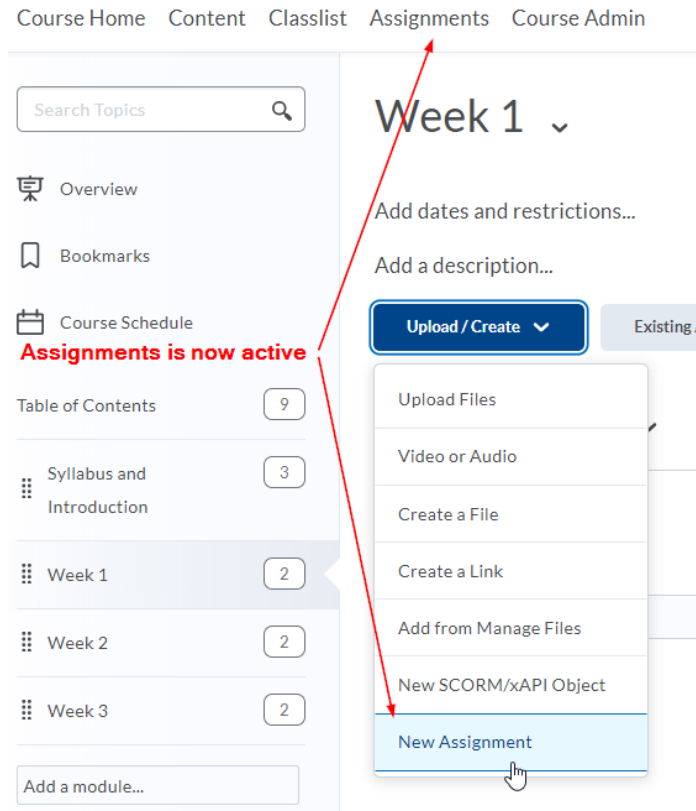
After clicking New Assignment, you create your new assignment by providing a title and a list of instructions for the assignment.

Homework #1 ⌄

Instructions

Complete the exercises in the attached file.

▶ Add Attachments

On the next page, you can set more specific parameters for this assignment.

⟲ Reflect in ePortfolio

Activity Details

✔ | ☐   👁 Visible

✔ Required: Automatic ⌄

Upload to the assignment to complete the activity

Add dates and restrictions...
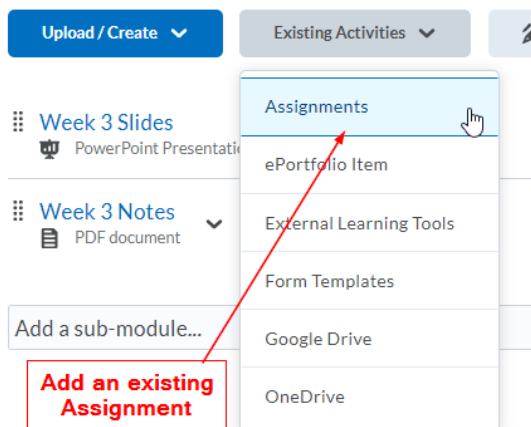
Options
Unlimited files
All submissions are kept
Reflecting in ePortfolio is enabled

Week 3 ⌄

Add dates and restrictions...

Add a description...

Upload / Create ⌄   Existing Activities ⌄   ✎

⠿ Week 3 Slides
   📊 PowerPoint Presentation

⠿ Week 3 Notes   ⌄
   📄 PDF document

Add a sub-module...

Add an existing Assignment

Assignments 👆

ePortfolio Item

External Learning Tools

Form Templates

Google Drive

OneDrive

Instead of creating an Assignment (or Quiz, or Discussion, or Survey etc.) from the Content tool, you can first create the assignment folders with the Assignment tool, then use the Existing Activities drop-down menu to add the Assignment to your course.

<div style="border:1px solid black">

Try this #4

First activate the Assignments tool in your Sandbox course. Then create Homework #1, #2, and #3 in the Assignments tool and link to them from Content modules Week 1, 2, and 3 respectively.

</div>

Descriptions

You can add a description to a module, or topics (i.e. items within modules) to provide context and specific instructions. Descriptions appear below a module or topic title.

A **module** description will be visible when viewing the entire table of contents, or when the module is selected and open. (NOTE: descriptions are **not** visible using the Content Browser)

1. Select the module for which the description will be added.
2. Select the "Add a description…" text. A text box will expand beneath the module title.
3. Enter the description in the text box. This is the same HTML editor used to create a new file. You can style the text, add images, links, etc.
4. Select the Update button within the text box. The text box will close and the entered description will appear below the module title.

When a description is added to a **topic**, it will be visible when viewing the module the topic is in, but the description will not appear when viewing the entire Table of Contents. Topic descriptions are also not displayed when using the Content Browser. To expose the "Add a description …" text, you must first select "Edit Properties In-place" from the topic's context menu:
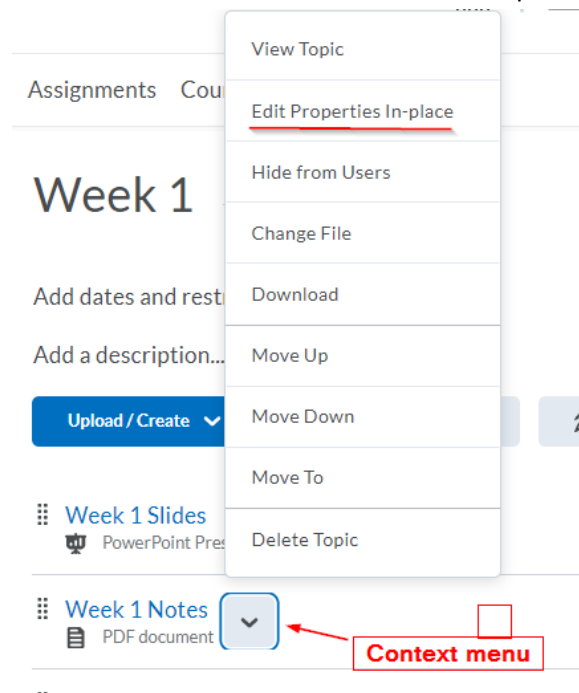
Re-ordering Modules and topics

Modules and topics can be re-ordered by dragging the dotted drag handle next to the item.
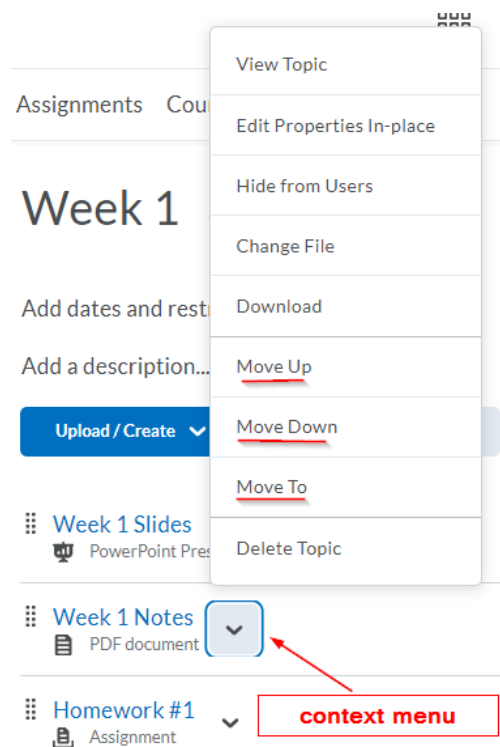
You can also re-order items using an item's context menu.


Try this #5

Try re-ordering your modules so they appear in reverse order. That is, Week 3 first followed by Week 2, then by Week 1.
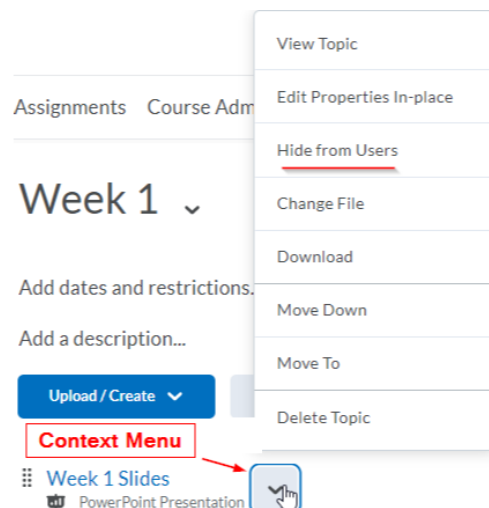
Restore them to the correct order when you're done experimenting.

'Hiding' and Start/End/Due Dates

Modules and topics can be *completely hidden from students*.   The control is the eyeball icon next to a module. Select **Edit Properties-in place** from a topic's context menu to expose the control.
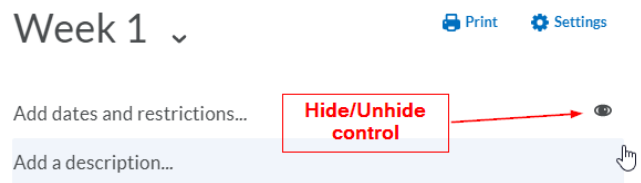
You can also use the "Hide from Users" option on an item's context menu:

In addition to completely hiding Content items, there are three types of dates

- **Start Dates** specify when a student can view or access content in a module or topic. *Students will see that a module or topic exists, but they cannot access it if the Start Date has not yet occurred.*
- **Due Dates** specify when a student should complete materials in a module. The dates will appear in the course Calendar and students will be able to see and access materials with a Due Date after the date has passed.
- **End Dates** restrict access to modules, topics, or items. *They remove all access once the date has passed.* (End Dates are not often recommended for Content modules or topics, as they affect the entire class access to course materials.)

Clicking "Add dates and restrictions" reveals an item's date options. Note you need to first select **Edit Properties-in place** from a topic's context menu to expose the control.

Try this #6

Experiment by completely hiding, then unhiding Modules and topics. Set several Due dates to be a few days from now and observe the dates in the Course Schedule.

Release Conditions

Release conditions allow you to create a custom learning path through the materials in your course. When you attach a release condition to an item, users cannot see that item until they meet the associated condition.

For example, you could attach a release condition to the Week 2 module that requires students to first submit work to the Homework #1 Assignment folder.

Click **Add dates and restrictions** on the Week 2 module.

Click **Create** under Release Conditions.

Select the Condition type, complete the Conditions Details, and click **Create**

Completion Tracking

Completion Tracking allows students to monitor which topics they have viewed. It also allows you as the instructor to monitor whether students are visiting individual topics.

For every module or topic, a completion type must be one of:

- **Required: Automatic**—Topics will be marked as complete when the student does something in D2L, like view a file or post to a discussion. (See the Automatic Completion Tracking Appendix below for a full breakdown of how this works for different types of content.)
- **Required: Manual**—Students will see a checkbox next to the topic, which they must manually click to mark the item as complete.
- **Not Required**—No completion tracking will be monitored.

You set the default Completion Tracking status by selecting the Settings (Gear) icon in the upper right corner while displaying the Table of Contents.

The default completion tracking method is applied to all new Modules and Topics. You can change an individual item's method by clicking its check icon.

Click to change completion method

stats for all Content

numbers show unread items

this item was opened

To see the reports of student activity, click on Table of Content on the left panel, then select **View Reports** from the **Related Tools** menu.
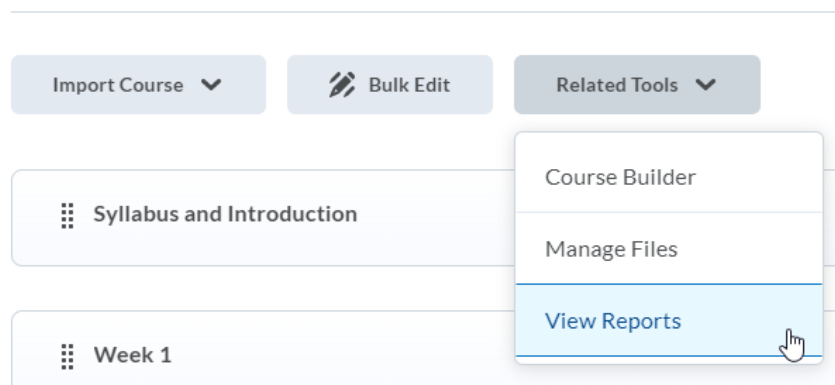
Try this #7

Locate the Completion Tracking option under Content Settings.

Visit the Content Reports for your Sandbox course. (Select Table of Contents, then click "View Reports" under the "Related Tools" drop-down menu.)

Manage Files

Manage Files is the file management system for your course that operates behind the scenes of the Content tool. You can use this tool to organize and upload files associated with your course offering. It's not necessary, but it's a good practice to organize your files into folders, creating a folder for each module of content. Select **Manage files** from the **Related Tools** menu in the Table of Contents.

|	1		2		3		4		5		6
	Breadcrumb list		Folder bar		Action bar		Folder tree		File grid		Context menu
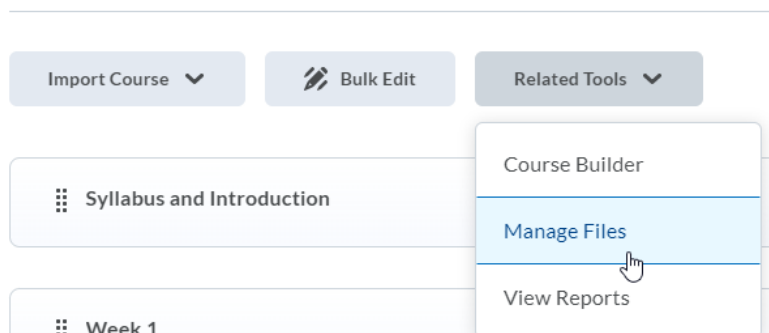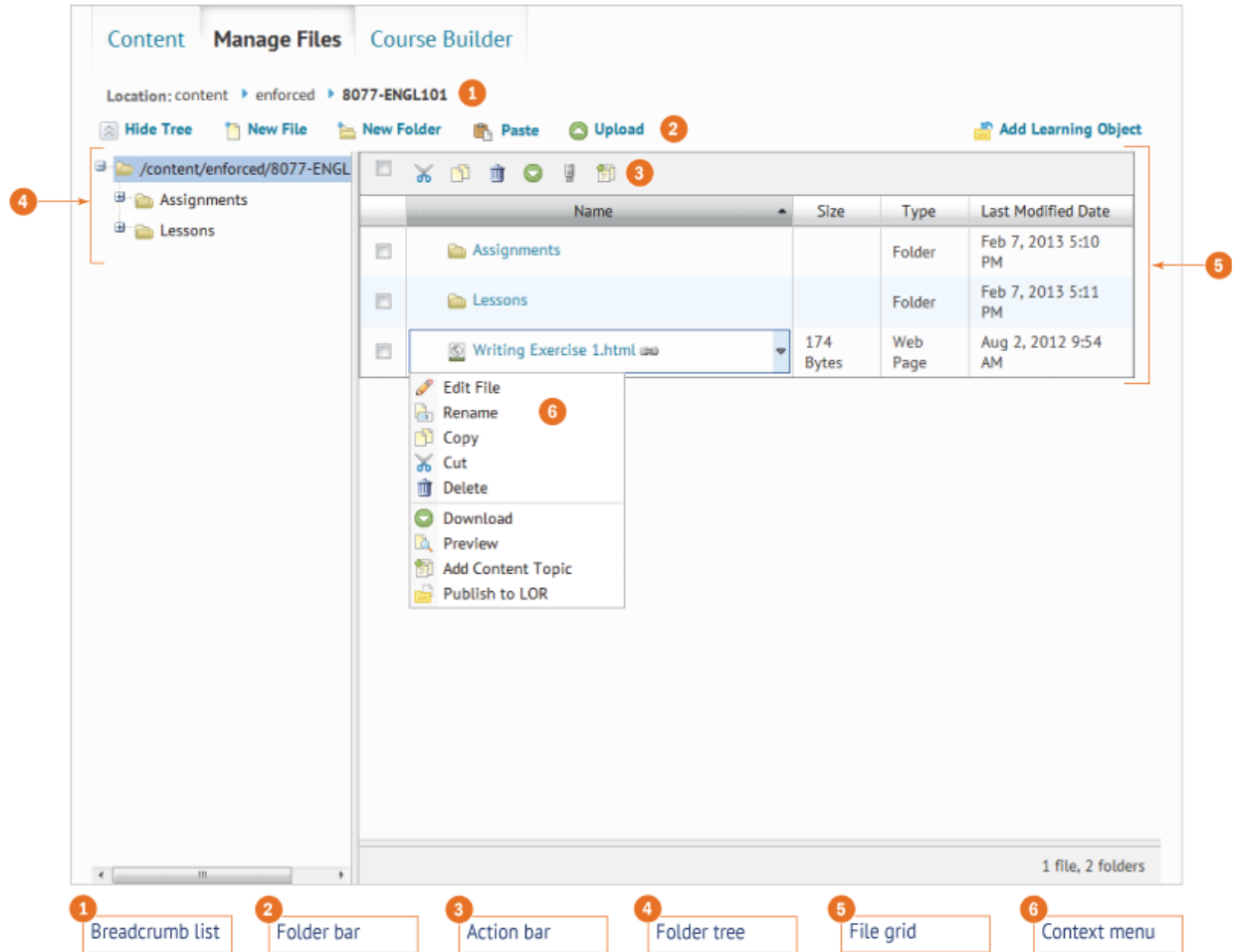
Manage Files is similar to working with files on your computer, in that it allows you to do things like create folders, and upload files, rename, copy/cut/paste, delete, and preview files to name a few functions. One difference is that you cannot drag-and-drop files and folders. For example, to move a file 'syllabus.docx' into a new folder named 'Syllabus and Introduction', the steps are:

1. Click **New Folder**, enter 'Syllabus and Introduction' as the name of the folder and hit Enter.
2. Check the box next to the Syllabus.docx file, then click the Cut (scissors) icon.
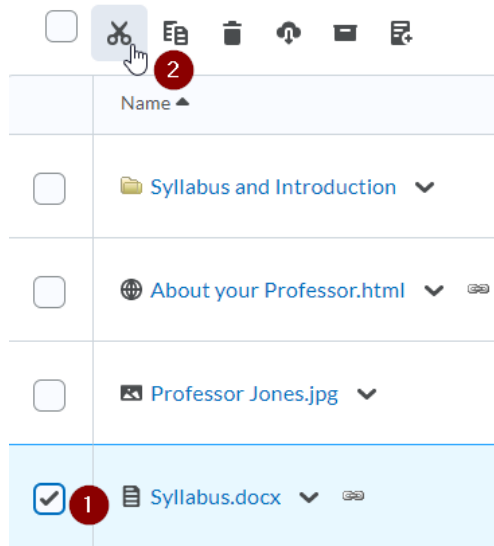
3. Uncheck Syllabus.docx, then check the "Syllabus and Introduction" folder. Next click "Paste(1)".
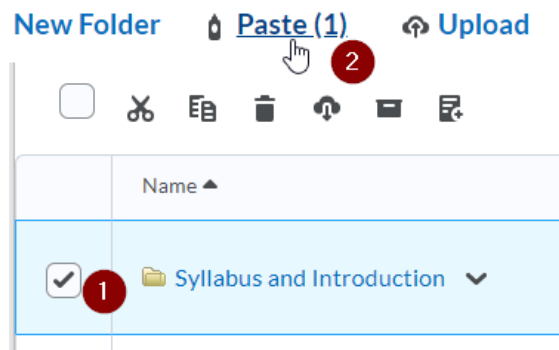
Try this #8

Go to Manage Files. Create four new folders named "Syllabus and Introduction", and "Week 1" through "Week 3". Use the Cut and Paste method to move the files you have uploaded and created into the proper folders.

 # End of Document #