

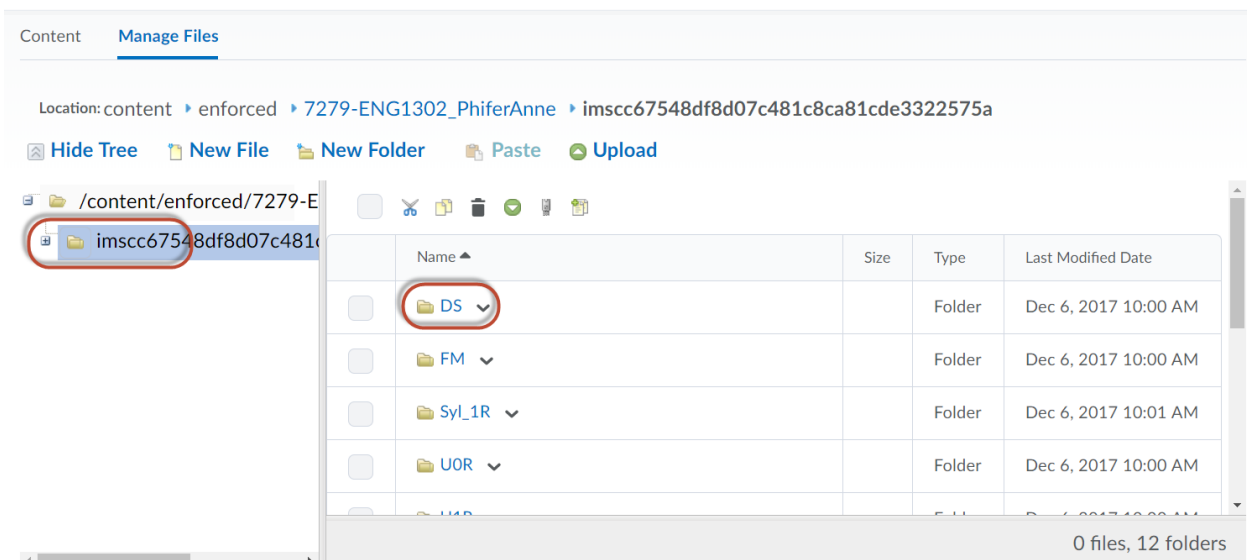
Doc Sharing in D2L

D2L has no “Doc Sharing” tool like we had in eCollege, but during migration all your Doc Sharing resources do come over into Manage Files. To make these accessible to students, you simply have to create a new module for your Doc Sharing resources, put the resources in that module, and publish it for student use.

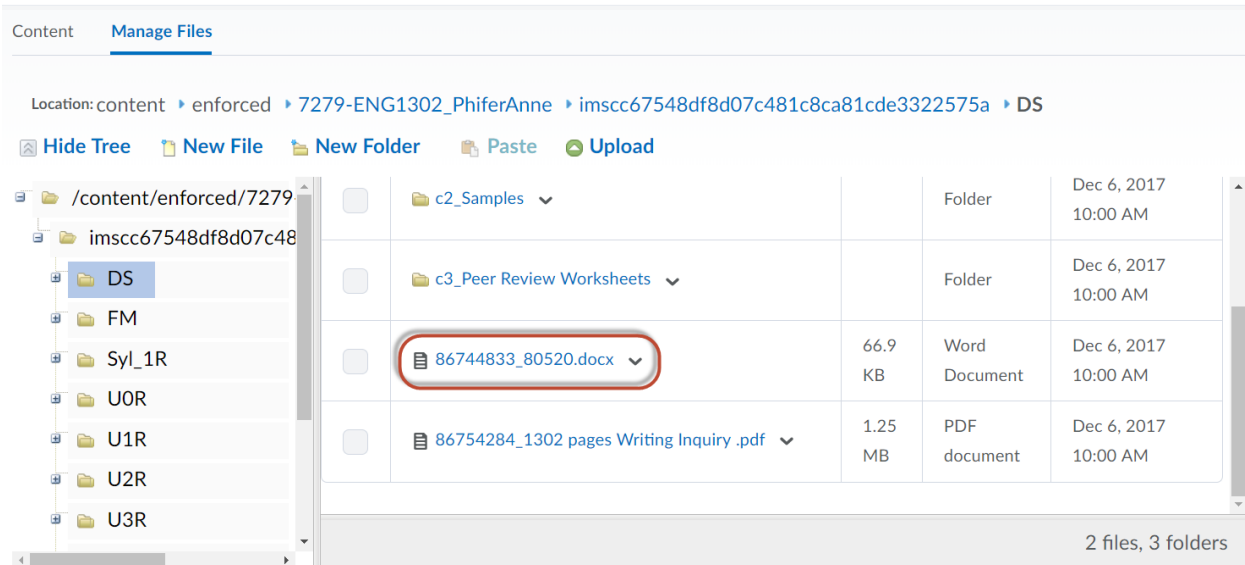
To find your Doc Sharing resources in a migrated course offering, first go to Manage Files. You can find Manage Files on the NavBar, or by going to Course Admin.



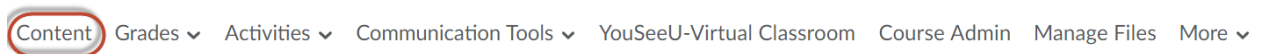
Once in Manage Files, find the folder in the left-hand navigation pane that starts with the letters “imsc”. Click on that folder. It will open a series of folders in the right hand window, one of which will be “DS”. This is your Doc Sharing folder.



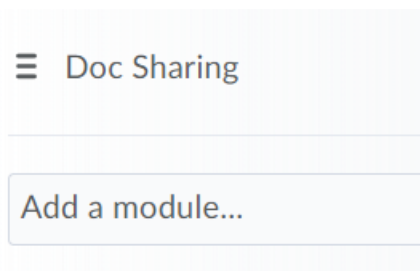
To download your documents, open the DS folder and then click the name of the document you want. The name will be a system name, with a number, an underscore, and then the name you gave your file in eCollege. Clicking on it should save the file to your Downloads folder on your computer.



Once you have downloaded all your files to your downloads folder, you can create a new module to house them in. Go to “Content” on the NavBar.



Scroll to the bottom of the left-hand navigation. Click where it says “Add a module...” and type what you want your module to be called. I called mine Doc Sharing, but you could also call it Resources, Supplemental Materials, or anything else you want. Hit enter and your module will be created.



Now open your computer’s Downloads folder and drag your resources into the Doc Sharing module. You can use sub-modules for organization if you like, or you can leave everything as individual topics – D2L can be organized in a variety of ways.

Now your students will have access to all the materials that were in your Doc Sharing in eCollege!