

Uploading Syllabi and other Files into D2L

D2L allows the upload of common file types such as PDF, DOC, DOCX, PPT, and PPTX. These files are displayed within a document viewer in the Content area. Please note that a [module must be created](#) first before files can be added.

1. Go to a module in content.
2. Select the **Upload/Create** button.
3. Select **Upload Files** from the dropdown menu.
4. The Add a File pop-up window will open. Select the **Upload** button to locate the file or drag the file from the computer's desktop and drop it within the dotted box.
5. Select the **Add** button.

Adapted from [DePaul Teaching Commons](#)