Overview
Use this document if you have not yet created any content for your course. Course Builder is an organizational design tool that will allow you to set up the structure or outline of your course ahead of time. You can create placeholders for all of your course materials, activities, and assessments in one location. When you are ready to add content to your placeholders, see “D2L QuickGuide: Course Builder – Adding Content”.

How to Access Course Builder
1. From any page in your course, click Edit Course on the Navbar.
2. Click Course Builder under Site Resources. The first time you use Course Builder, you will be taken to a welcome page.
   • On the Course Builder welcome page, you can choose “Always see the welcome page” by clicking on the checkbox, or leave it unchecked to not view it again.
   • Click Start.

In This Guide
Building Your Course Structure

Building Your Course Structure
Use the Build Outline section of Course Builder to add modules and placeholders as you begin building your course structure. Modules or sub-modules are folders that will contain all of the materials and content for your course, organized in chronological order. Placeholders allow you to create a location for a content item (i.e. a file, a link to a discussion, dropbox, quiz, etc.) to go within those modules or sub-modules.
Create a Module

1. Under Build Outline, click on the **Create a module** icon (Figure 1).
2. Drag the icon directly over the box with your course name (Figure 2).
3. Enter the name of your module (Figure 3).

 **Note:** The Notes field is not viewable by students. It can be used to place notes viewable only by you and is optional.

4. Enter a start and/or end date (optional) (Figure 3).
5. Check the box **Display in Calendar** if you would like the dates of availability for this module viewable in the calendar. (Figure 3).

 **Note:** The start and end dates control visibility and availability of your course modules for the dates you indicate.

6. Click **Create** (Figure 3).
7. You will see your first module in the course (Figure 4) and a message will appear briefly at the bottom of the page stating that the module has been created successfully.

 **Note:** Modules are automatically set to “publish” when they are created. To change the setting to “draft”, click on the module you wish to edit. In the editing box, select **Draft** from the dropdown menu (Figure 5). Students will not see a draft module.

8. Continue these steps as necessary to continue building your course structure.

 **Note:** You can also create modules within modules, if needed. For instance, you might have a module for Unit 1 with weekly modules (sub-modules) created within it. The sub-modules will be indented under the parent module (Figure 6).

Add a Placeholder

Placeholders provide a location within a module for you to create or upload content when you are ready to do so. You can create placeholders for web links, files, Discussions, Dropboxes, Quizzes, etc. Placeholders are not visible to students until they
1. Under Build Outline, click on the type of placeholder you would like to create (Figure 7).
2. Drag the placeholder to the desired module (Figure 8).
3. Enter a name (required), and notes (optional) (Figure 9).
4. Click Create (Figure 9).
5. The placeholders will appear as indented within the module where they are located (Figure 10).
6. Continue these steps as necessary to continue to add placeholders to your course structure.

**Note:** Placeholders will have a broken line border to indicate that they have been created, but are not yet populated with content (Figure 10).

### Edit a Module or Placeholder

1. Click the module or placeholder you want to edit. An orange line will appear around the module or placeholder (Figure 10) and an editing box will appear on the right side of the screen (Figure 11).
2. Click Edit Placeholder (Figure 11) (or Edit Module if you are editing a module).
3. Make the desired changes to the placeholder or module name or notes (Figure 12).
4. Click Save (Figure 12).

**Note:** You can also drag and drop modules and placeholders to move them to another location.

To learn how to add content to your course structure, see “D2L QuickGuide: Course Builder – Adding Content”.