



## Add an Existing Activity

Activities in D2L include items such as Discussion, Assignment, and Test functions. These activities are covered in depth in other Modules, however, here the focus is on how to add an existing activity to the content page to help learners easily navigate to required items.

1. Navigate to the Module you want to put the activity in. Note: when you do this in your course, you would have to build the activity first. An activity may be an assignment you have saved on your computer.
2. Click Add Existing Activities and select the activity you want to add:  
Read Me First! ▾

Add dates and restrictions...

Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

Assignments

Chat

Checklist

Discussions

External Learning Tools

Google Drive

OneDrive

Self Assessments

Select the specific activity from the list that populates, in this example, we are adding Assignment 1:

Add Activity ✕

← ▾ Dropbox Name 🔍

Assignments

📄 Assignment 1

📄 Assignment 2

Create New Dropbox

Manage Dropbox Folders (Opens in a new Tab)

Cancel ⌵

3. It will populate in the Module:

Read Me First! ▾ Print Settings

Add dates and restrictions... 🔍

Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

📄 Assignment 1 ▾ ✓  
📄 Assignment

Instructions

Add a sub-module...

### Best Practice:

Add the activity to the Module that contains the course material pertaining to the activity. It is NOT recommended to have a separate Module just for activities. The purpose of adding it to the Module with the pertinent course material is to help keep the student on track.

This means you would **not** want a folder that had all assignments, then one for all discussions, and one for all tests. You would want Week One, Module One, etc to include the assignment, a discussion, and a test or quiz if appropriate.

