



## 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.

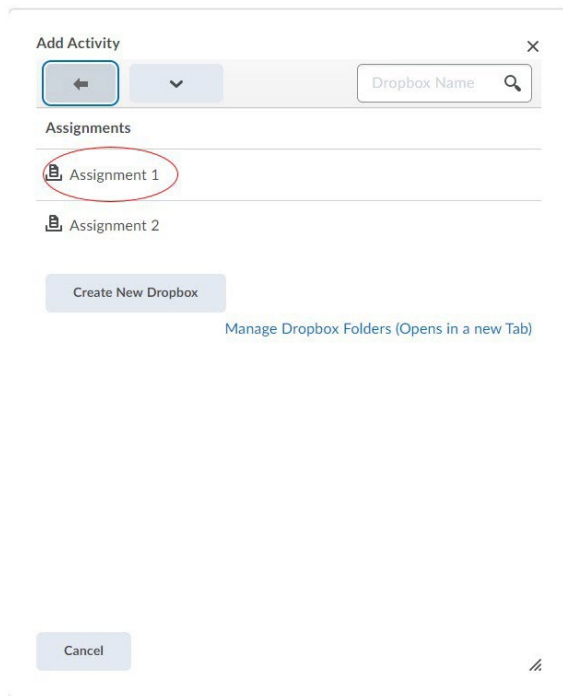
1. Navigate to the Module you want to put the activity in. Note: when you do this in your course, you would have to build the activity first. An activity may be an assignment you have saved on your computer.
2. Click Add Existing Activities and select the activity you want to add:  
Read Me First! ▾

Add dates and restrictions...

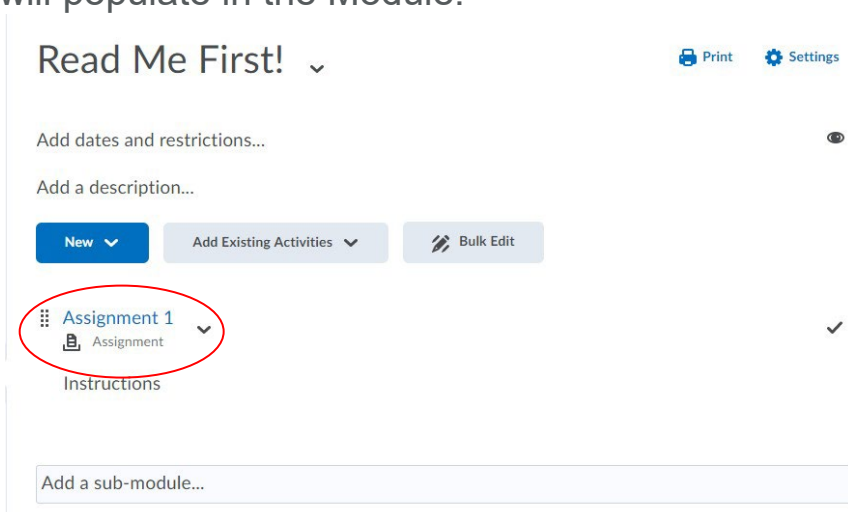
Add a description...

The screenshot shows a user interface for adding activities. At the top, there are three buttons: 'New' (with a dropdown arrow), 'Add Existing Activities' (with a dropdown arrow and circled in red), and 'Bulk Edit' (with a pencil icon). Below these buttons is a list of activity types: Assignments, Chat, Checklist, Discussions, External Learning Tools, Google Drive, OneDrive, and Self Assessments. A red arrow points to the 'Assignments' option. To the left of the list, there is a dashed box containing the text 'Add a sub-modu' and another dashed box containing the text 'here to create and'.

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



3. It will populate in the 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.

