# CATHOLIC CURRICULUM CORPORATION
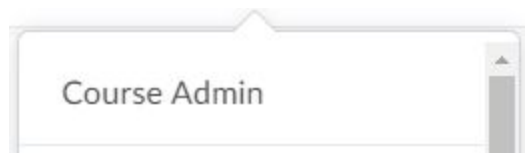# Elementary Faith & Science
# INSTRUCTIONS



This resource was designed to be used in Brightspace by D2L. Instructions for how to import it into Brightspace are found below. For those classes not using Brightspace as their primary virtual learning environment, we've created a version compatible with Google Docs (linked below). Please note that this Google version is limited and does not include the richness of the Brightspace version (embedded videos, links to discussions, assignment folders, etc.)

## Access Through Brightspace (by D2L)

The instructions below will explain how to import the zip file into Brightspace. Do NOT unzip this file - you will upload the zipped file directly into a D2L course as described below.

1) Download the zip file from the CCC website to your computer.
2) From within the D2L course you'd like to import into, find "Course Admin"



3) From within the Course Admin section, select "Import/Export/Copy Components"

4) Scroll down and select "Import Components". Click "Start".



What is included in Common Cartridge?

○ Export as Thin Common Cartridge

What is included in Thin Common Cartridge?
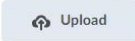
● Import Components

Start

5) Click the "Upload" button, and select the zip file. Alternatively, you could simply drag the zip file onto the hashed box.

Import Course Package

Select File

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

⚙ Upload

You can upload files up to a maximum of 1 GB.

Import All Components    Advanced Options...    Cancel

6) Select "Import All Components

Select File

You are about to import a course from a file.

You can upload files up to a maximum of 1 GB.

▣ Elementary Faith and Science Bri... (8.69 MB) ✕

What is a course package?  ›
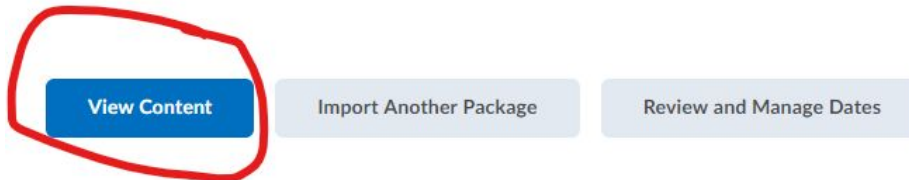What is supported?  ›
Can I import only parts of my course?  ›

Import All Components    Advanced Options...    Cancel

This document is part of *Elementary Faith & Science*, produced by the Catholic Curriculum Corporation, 2020.

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CORPORATION

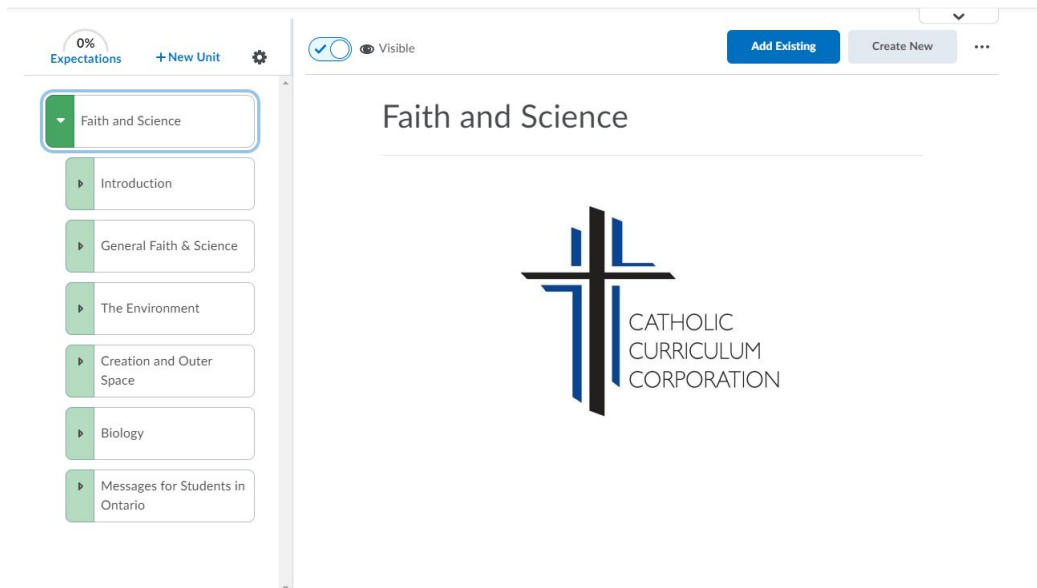7) When you get the confirmation screen, you can exit (and check everything is there), by selecting "View Content"

Your course package was successfully imported!

Check out the contents of your course and make sure everything is good to go.

View Processing Logs

View Content     Import Another Package     Review and Manage Dates

8) All of the modules are initially visible, however you are welcome to hide anything you are not using. This includes the content pieces, assignment folders, and discussion forums.

**Access Through Google Docs (limited)**

As mentioned above, there is a version of this resource for G-Suite users. It has the main content, but is missing embedded video and links to the various tools found in Brightspace. We hope, however, that it will be useful.

Access Google Doc Version