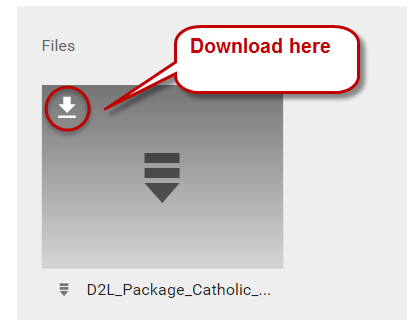


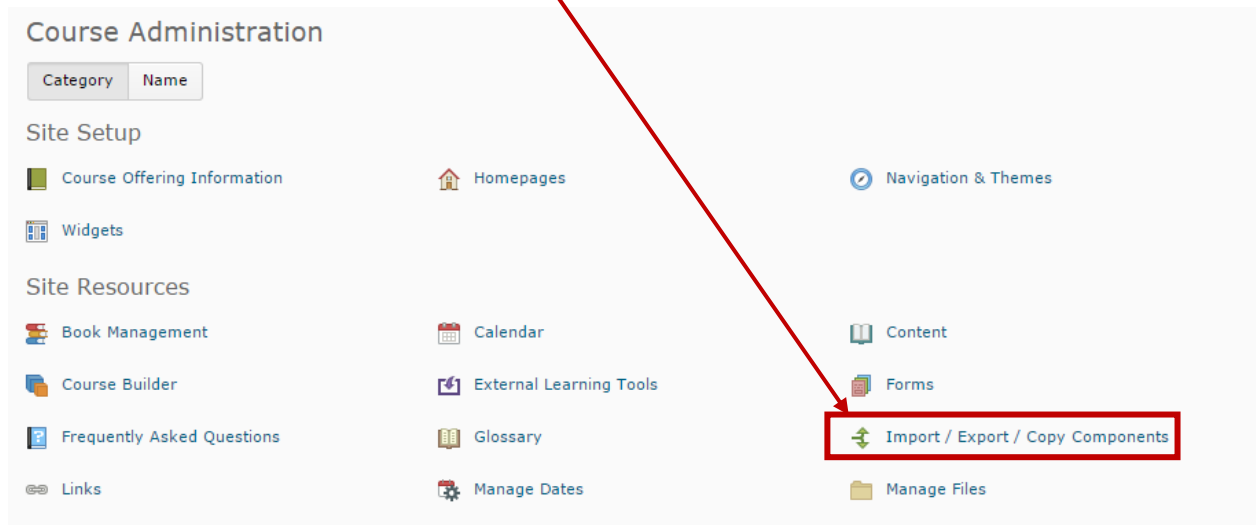
CCC The Catholic Filmmaker

Importing the Course Package into the Virtual Learning Environment (D2L/Brightspace)

1. Download the CCC **The Catholic Filmmaker zip** file located at:
<https://drive.google.com/drive/folders/0B3pGFFiNpvNyQWZ3WHZjaFlaRWM?usp=sharing>
(Save the downloaded file in an easily accessible location. Leave it zipped.
Macs may want to automatically unzip the folder.)



2. Log into your Board's incidence of the provincial virtual Learning Environment provided by D2L/Brightspace, e.g., ldcsb.elearningontario.ca
3. Ensure that you have a course shell available to you. Procedures vary depending on your Board. Please contact your Board's Technology Enabled Learning and Teaching (TELT) Contact for more information.
4. To access your course, go to the **My Courses** widget on your My Home page. Click your course name to enter your online classroom.
5. Access the **Course Admin** or **Edit Course** area. Again, this may vary depending on your Board's menu bars and navigation structure.
6. Click on **Import / Export / Copy Components**



7. Click **Import Components** and choose **from a course package**

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit

What is an Org Unit?

Course to Copy:

Search for offering

Include protected resources

[View History](#)

Copy Components from Parent Template

What is a Parent Template?

Include protected resources

Export Components

Should I include course files?

Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a course package

Start

8. Click **Start**

9. Click **Upload**

Select File

You are about to import a course from a file.

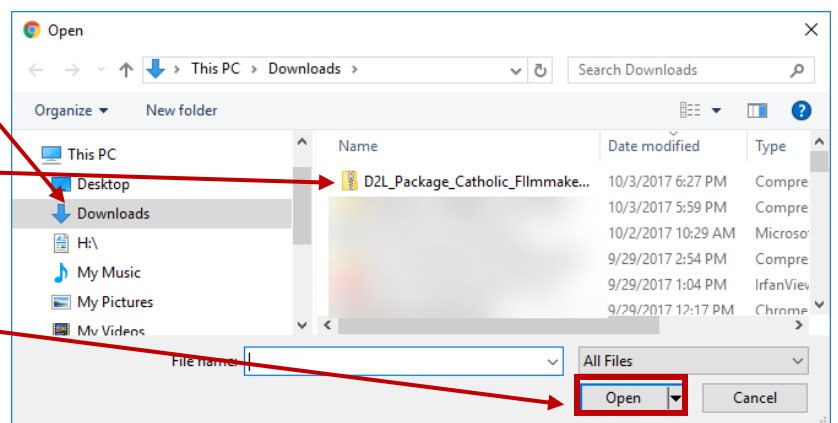
Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

Upload

10. Navigate to the saved file location

11. Select the file

12. Click **Open**



13. Once the file has completed uploading, click **Import All Components**

Import Course Package

Select File

You are about to import a course from a file.

D2L_Package_Catholic_Filmm... (22.38 MB) X

[What is a course package? >](#)
[What formats are supported? >](#)
[Can I import only parts of my course? >](#)

Import All Components Advanced Options... Cancel

14. Once the course package has uploaded, converted and imported, you will see the following screen. Click **View Content**

Import Course Package

Importing "D2L_Package_Catholic_Filmmaker_for_Importing.zip"

Uploaded > Converted > Imported

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

15. If you click on **Table of Contents** at left, you will see the **Modules** and **individual pages** displayed on the right.

Search Topics

Overview
Bookmarks
Course Schedule
Table of Contents 16
CCC Introductory Message 1
The Catholic Filmmaker Overview 1
The Catholic Film Reader Part 2 2
Gospel Values and Production 3
Reading Materials and Module Files 9

Table of Contents

Print Settings

Import Course Bulk Edit Related Tools Expand All Collapse All

CCC Introductory Message
Upload / Create Existing Activities

Introductory Message from Michael Bator Web Page ✓

The Catholic Filmmaker Overview
Upload / Create Existing Activities

The Catholic Filmmaker Overview Web Page ✓