

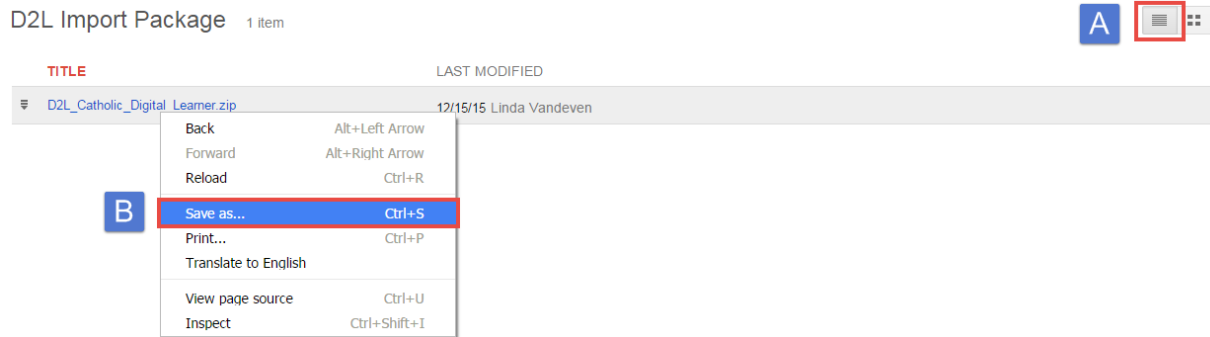
CCC The Catholic Digital Learner

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

1. Download the CCC **The Catholic Digital Learner zip** file located at:
<https://drive.google.com/folderview?id=0B3pGfFfINpvNyX0NnbHdISHlpSVU&usp=sharing>
(Save the downloaded file in an easily accessible location. Leave it zipped.)

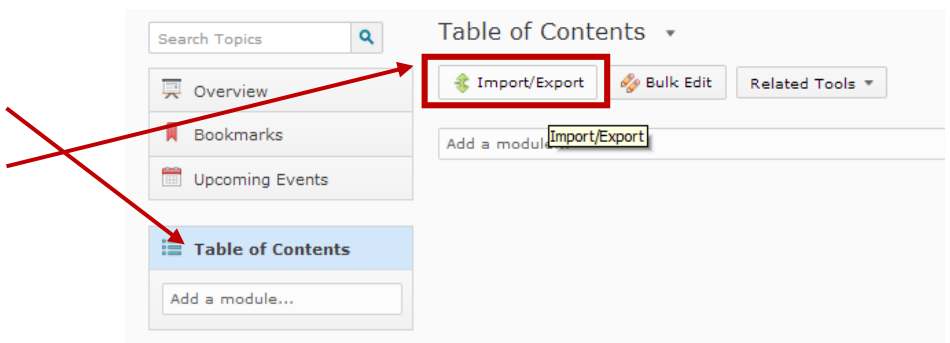
Do this by:

- A. Clicking on the List icon near the top right of the screen
- B. Right Click and choose Save as, then save to an easily accessible location.



2. Log into your Board's incidence of the provincial virtual Learning Environment provided by D2L, 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 Teacher and Learning Contact for more information.
4. To access your course, go to the **My Courses** widget on your My Home page. Click on the blue link with the course name.
5. Access the **Content** area. Again, this may vary depending on your Boards menu bars and navigation structure.

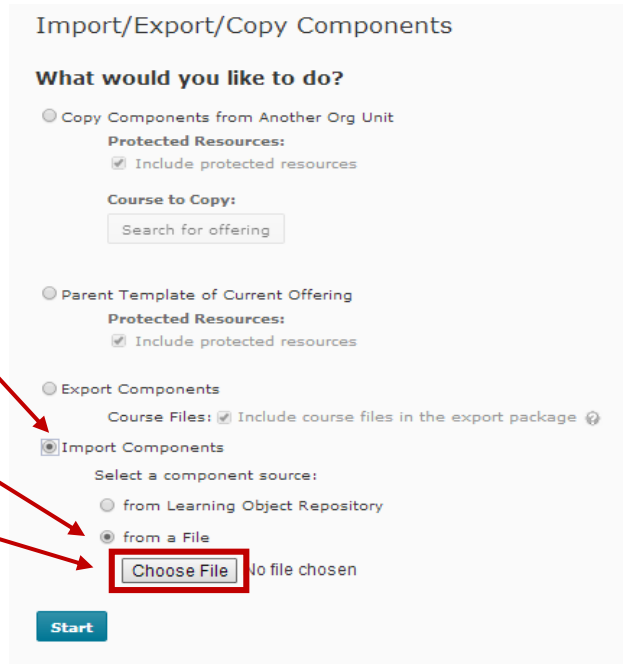
6. Click on **Table of Contents** in the left menu, then click on the **Import/Export** button.



7. Click on **Import Components** button

8. Click on **from a File** button

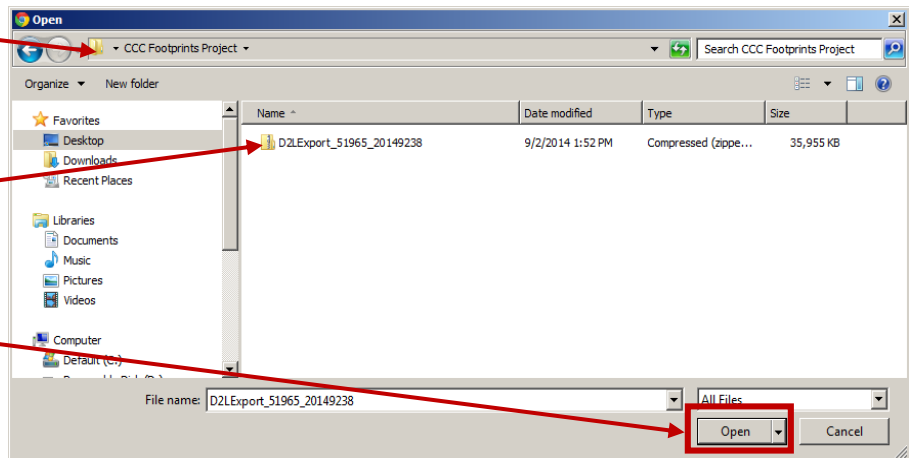
9. Click on **Choose File** button



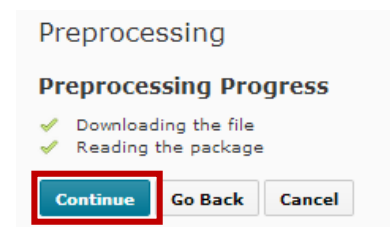
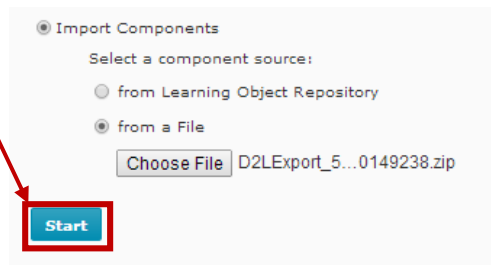
10. Navigate to the saved file location

11. Select the file

12. Click **Open**



13. Click **Start**



14. Once Preprocessing is completed you will see this message. Click **Continue**

15. Check off **Select All Components**

16. Ensure that **all Check Boxes** are activated

17. Click **Continue**

A message will be displayed allowing you to modify
Click **Continue** again.

Select Course Material

Import Options

Import file to:

When an existing file is encountered:

Overwrite the existing file

Do not overwrite the existing file

Import metadata

Select Components to Import

Select All Components

Content (40 item(s))

Import all items

Select individual items to import

Discussions (34 item(s))

Import all items

Select individual items to import

Dropbox (4 item(s))

Import all items

Select individual items to import

News (1 item(s))

Import all items

Select individual items to import

18. A message will be displayed showing that files have been imported successfully.
Click **Continue**

19. Click **View Content**

Importing Course Material

- ✓ Recalculating Import Manifest
- ✓ Importing Content Modules and Topics
- ✓ Importing Discussion Forums and Topics
- ✓ Importing News Items
- ✓ Importing Dropbox Folders
- ✓ Cleaning up Import Files

Import Summary

The course import was successful.