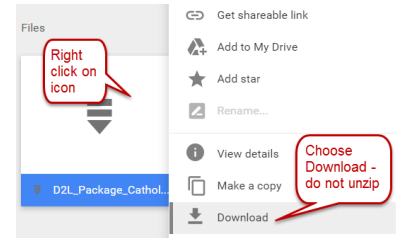


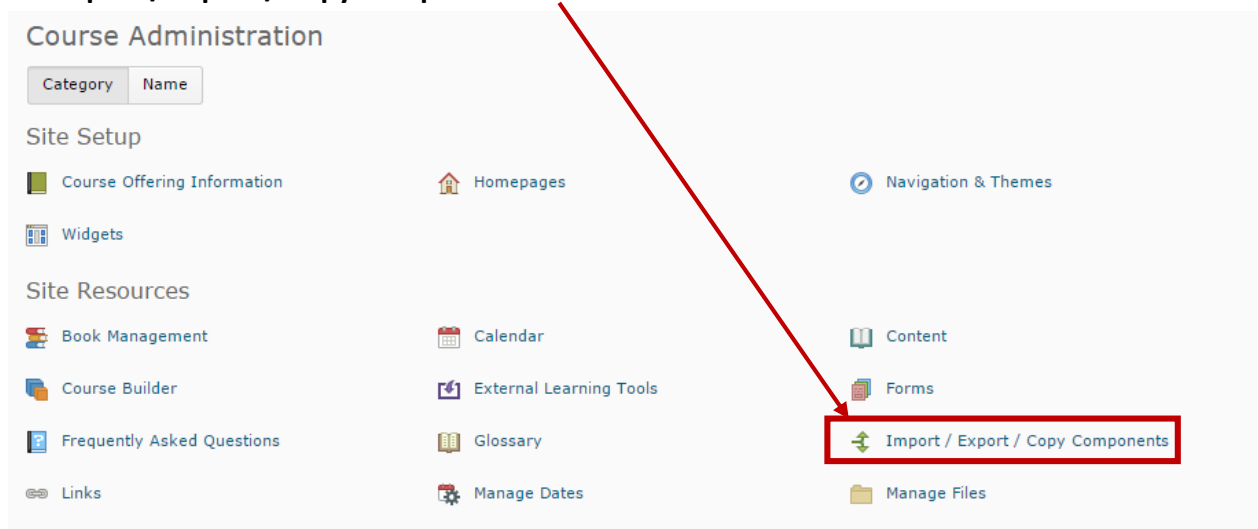
CCC The Catholic Film Reader

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

1. Download the CCC **The Catholic Film Reader zip** file located at:
<https://drive.google.com/drive/folders/0B3pGfFlNpvNycEhRcEISODlxNWM?usp=sharing>
(Save the downloaded file in an easily accessible location. Leave it zipped.)

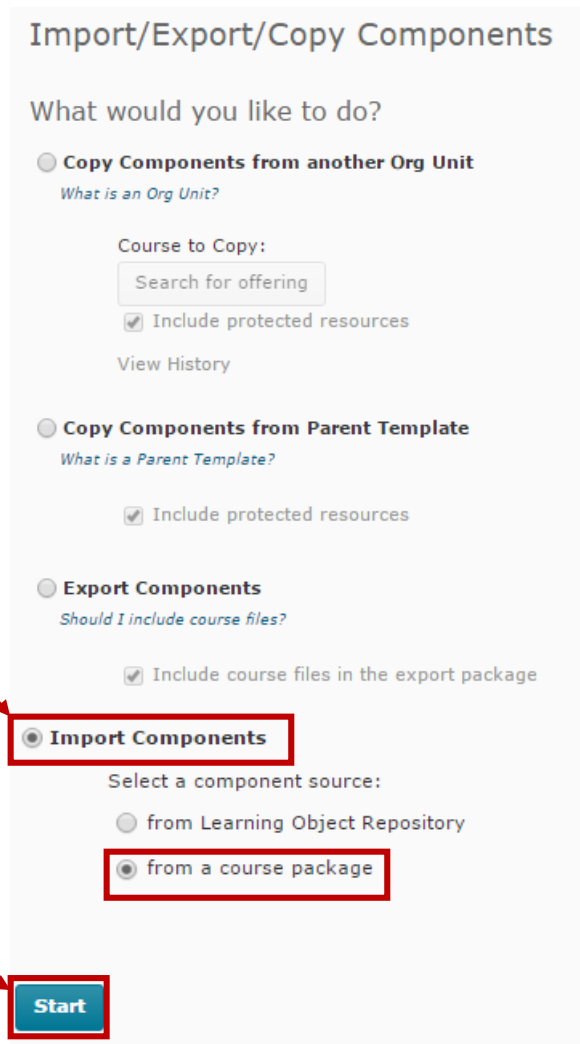


2. Log into your Board's incidence of the provincial virtual Learning Environment provided by D2L, e.g., ldcsb.elearningontario.ca
3. Ensure that you have a course shell available to you. Procedures vary depending on your Board. Please contact your Board's Technology Enabled Teacher and Learning Contact 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 **Edit Course** area. Again, this may vary depending on your Board's menu bars and navigation structure.
6. Click on **Import / Export / Copy Components**

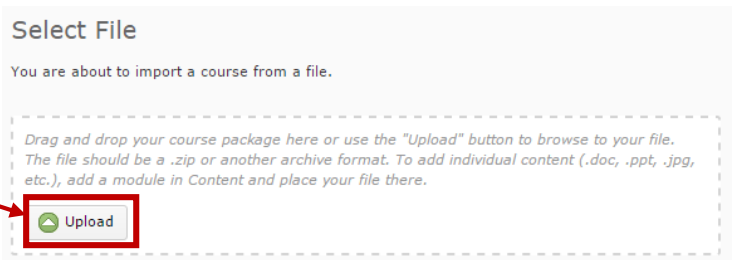


7. Click **Import Components** and choose **from a course package**

8. Click **Start**



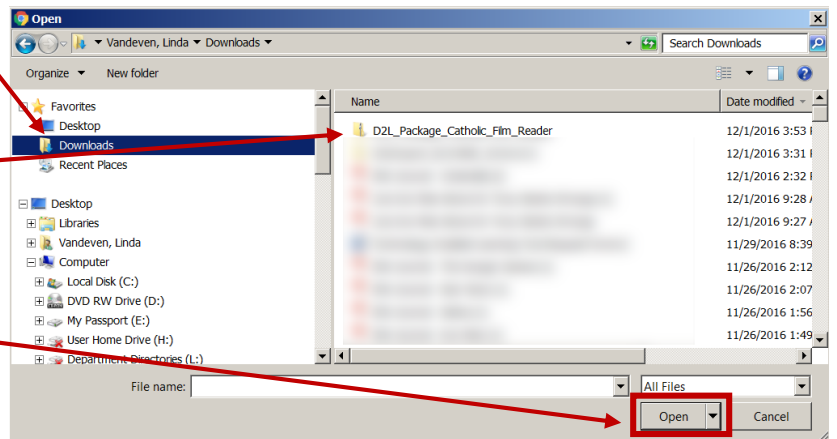
9. Click **Upload**



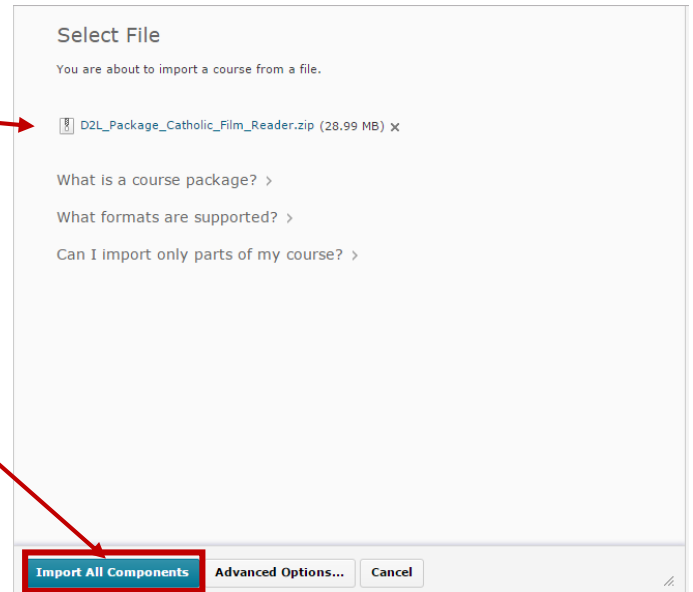
10. Navigate to the saved file location

11. Select the file

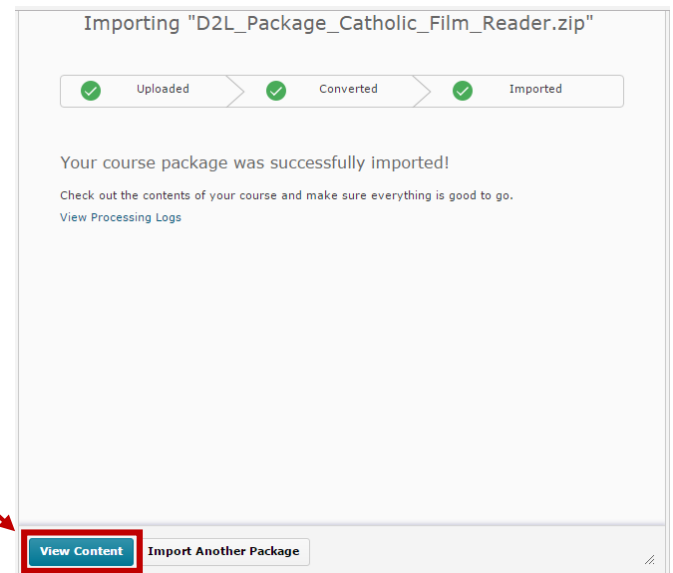
12. Click **Open**



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



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



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

