

DL KNOW HOW - Importing Course Components

The following documentation demonstrates the process of importing course components/content from a zip folder.

STEP

01

Log into the course you wish to copy content into.

STEP

02

Click the **Edit Course** link located in **Course Tools** on the navigation bar.

STEP

03

The **Course Administration** page is displayed. Under the **Site Resources** section heading, click the **Import / Export / Copy Components** option.

STEP

04

Choose **Import Components** and click the **Start** button.

STEP

05

Click the **Upload** button and search for the zip folder in your files. Once it uploads, click the **Import all Components** button. You will then receive a message saying, **"Your course package was successfully imported!"**

If you need further assistance or have any questions related to Importing Course Components, please do not hesitate to contact our **DL Help Desk**, using the contact information below.

Email: dlshep@cna.nl.ca

Phone: 1.877.465.2250 option 1 (toll free) / 1.709.466.6961 (local)

Live Chat: <http://livechat.cna.nl.ca>