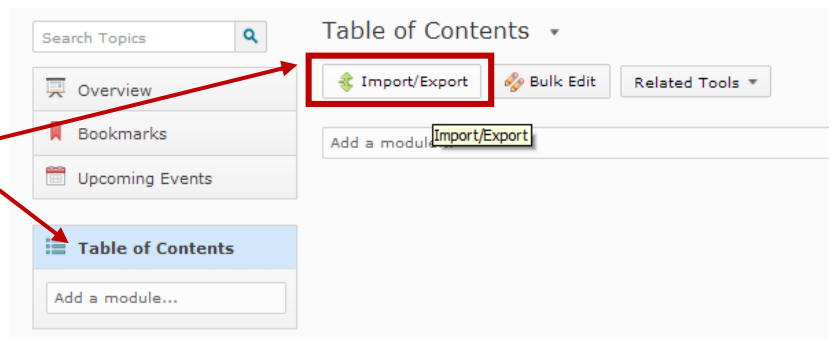


CCC Footprints – CGE's in the 21st Century

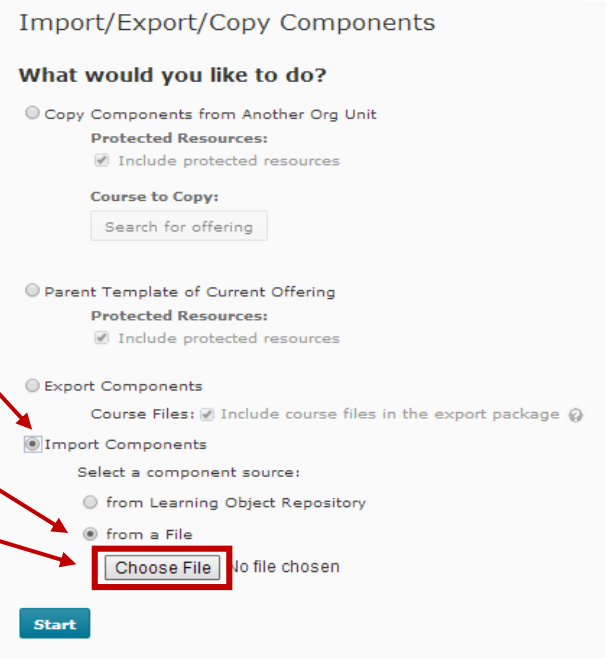
Importing the Course Package into D2L (The Provincial Learning Management System)

1. Download the **CCC_Elementary_Footprints_Master_Dec2014** or the **CCC_Secondary_Footprints_Master_Dec2014** zip folder located at:
Elementary – https://drive.google.com/folderview?id=0B3pGFFInPvNyS1NvaOpMeFJFWFk&usp=drive_web
Secondary – https://drive.google.com/folderview?id=0B3pGFFInPvNyX0VqeEd4S1g1U1E&usp=drive_web
(Save the downloaded folder in an easily accessible location. Leave it zipped.)
Other file packages are available in these folders, but the D2L Import package is the one that is needed for use in the virtual Learning Environment.
2. Log into your Board's incidence of the provincial Learning Management System, 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 e-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.



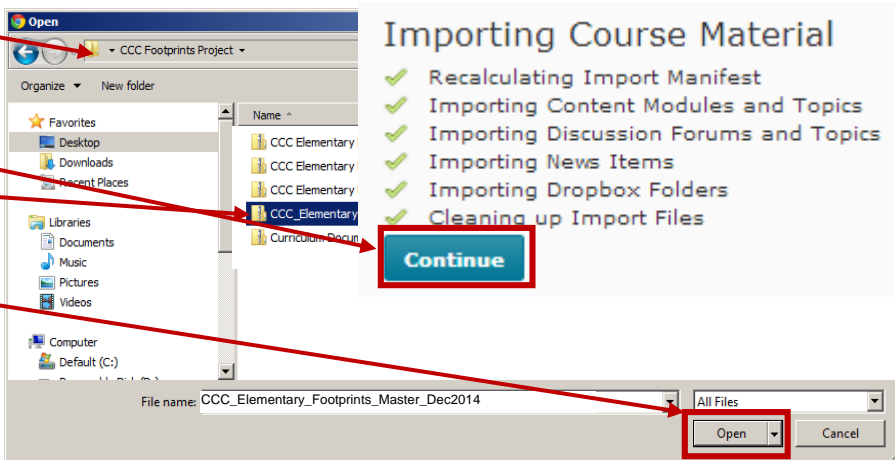
7. Click on **Import Components** button
8. Click on **from a File** button
9. Click on **Choose File** button



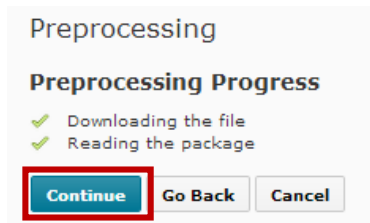
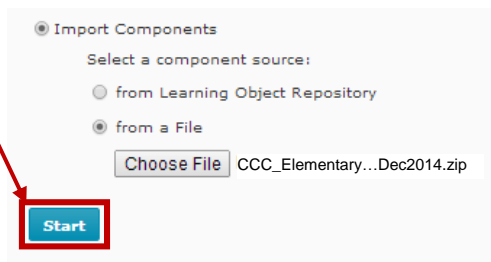
10. Navigate to the saving location

11. Select the folder

12. Click **Open**



13. Click **Start**

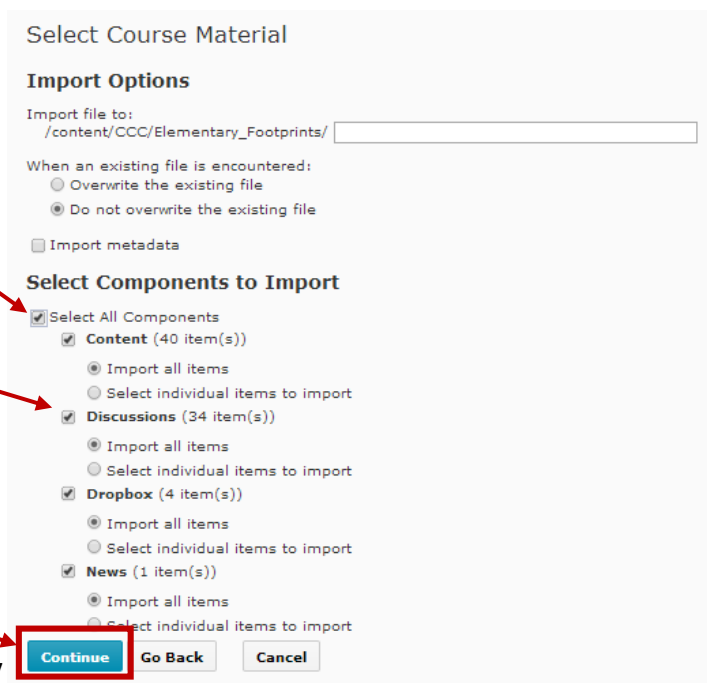


14. Once Preprocessing is completed you will see this message. Click **Continue**

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.

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

19. Click **View Content**

