

Import Components

In this tutorial, you will learn how to utilize the “Import” portion of the “Import/Export/Copy Components” tool in D2L. The Import Components tool allows you to import D2L components which are previously exported from a D2L course shell. Some of these components are Content, Quizzes, Discussion Forums, Dropbox folders and grade items. Importing a file is different from uploading a file. You can only import files that are properly compressed for D2L. Properly compressed files will be in a zip format.

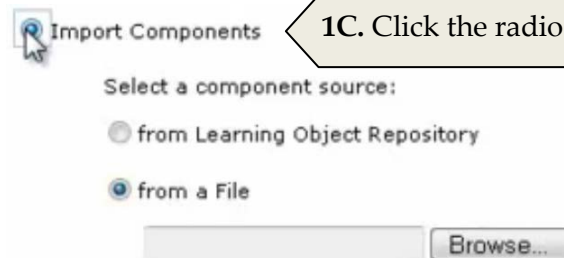
Step 1. How to Import a File



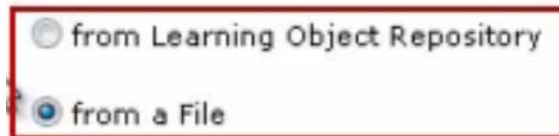
1A. From the course home page, click the “Edit Course” button on the right side of the page.



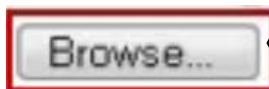
1B. Under “tools” select the “Import/Export/Copy Components” button.



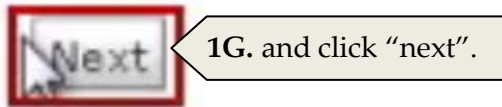
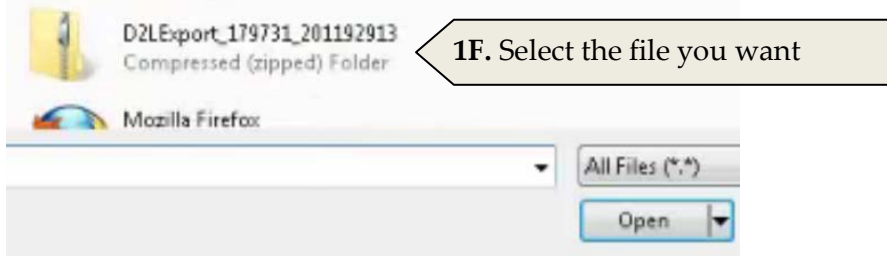
1C. Click the radio button for “Import Components.”



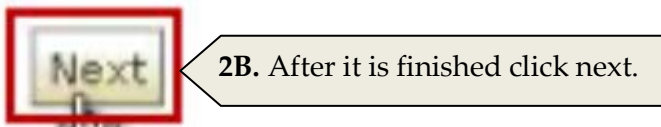
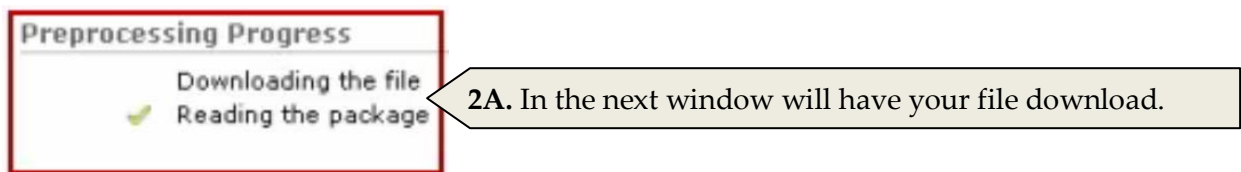
1D. There are two options to import from; the Learning Object Repository or from a computer file. If the exported file you are trying to import is located in the Learning Object Repository, please choose the “Learning Object Repository”. Otherwise, please choose from a computer file.



1E. Click browse and you will have a window appear from where you will search for your

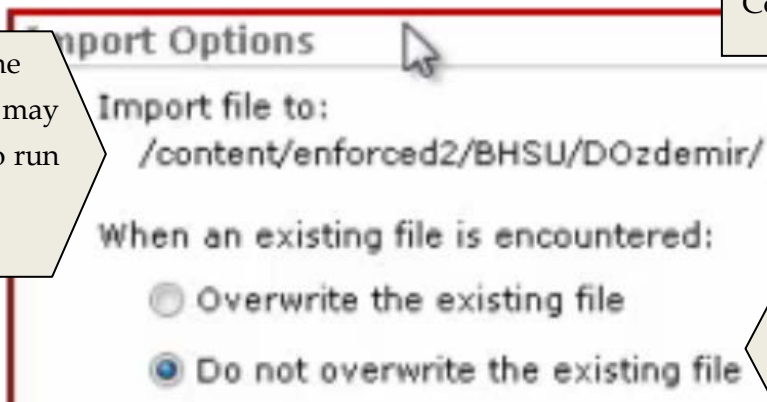


Step 2. Import Options and Select Components to Import



The next page will have 2 sections: "Import Options" and "Select Components to Import."

2C. Changing the default address may cause you not to run the components properly.



2D. You do not need to type any address unless you want to save the files into a separate folder.

2E. Also you have options to over write existing files. Do not over write your files unless you wish to remove duplicates if you have already imported files.



2F. We recommend you to utilize the "Select Component" box to import your items.



2G. Click "Next".

Step 3. Finishing Importing Files

News

Import all items

[Modify](#)

3A. This new page will allow you to modify your selection.

Import Options

Import file to:

/content/enforced2/BHSU/DOzdemir/

When an existing file is encountered:

- Overwrite the existing file
- Do not overwrite the existing file

Import metadata

3B. Once you modify you will be directed to the previous page.



3C. If you do not want to make any changes in your selection click next again.

Importing Course Material

- ✓ Recalculating Import Manifest
- ✓ Importing News Items
- ✓ Cleaning up Import Files

3D. The page you are brought to will take a few seconds to import your files.



3E. When they are finished, click "next."

The course import was successful.

[Return](#)

3F. The final page will say "The course import was successful" and the selected components will now be available in your course.

In this tutorial, we learned how to Import D2L components into your course.