

# Brightspace Course Package Use Instructions v1

Created: September 2024

The below instructions are for uploading a course package from the eCampusOntario Open Library to D2L's Brightspace LMS. All instructions below were created based on testing from July – August 2024 using a Brightspace v.20.24.x installation.

## English Instructions

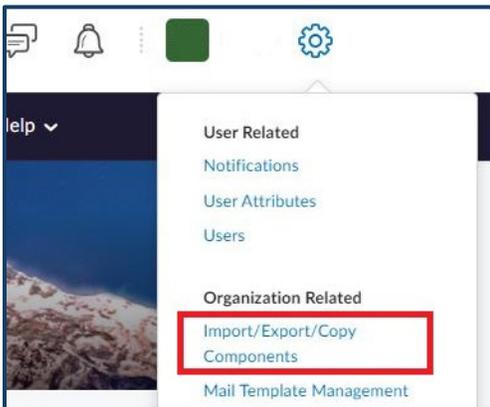
### Download Content

1. Open the record for the Open Library resource that you are interested in.
2. Download the course package file(s).
  - a. Course package files can be SCORM Packages or Common Cartridge
  - b. Download the zip file or file labeled for the specific type of course package file that you wish to import.
  - c. Some courses in the Open Library are zipped files that need to be unzipped to find the SCORM or Common Cartridge file that can be uploaded into LMS.

### Import Content

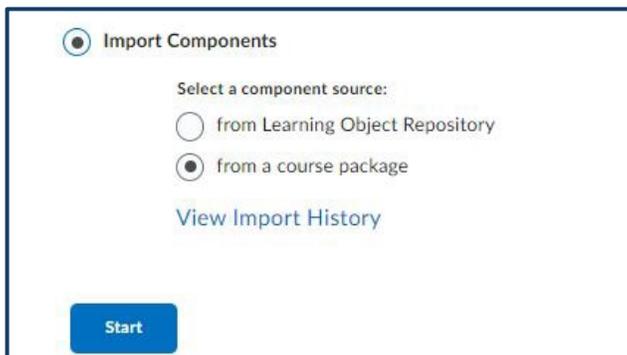
SCORM Packages & Common Cartridge (.IMSCC files)

1. Login to your Brightspace account.
2. Select the gear icon to open your settings and choose “Import/Export/Copy Components”.



Screenshot of D2L Brightspace taken September 24, 2024 © D2L Corporation.

3. In the new screen, select “Import Components” from “a course package and click Start.



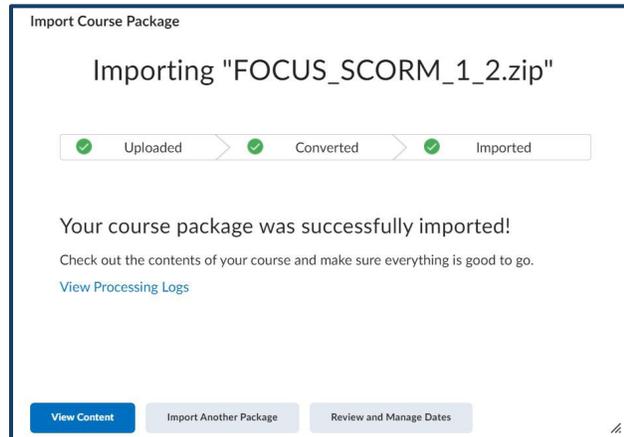
Screenshot of D2L Brightspace taken September 24, 2024 © D2L Corporation.

4. In the “Import Course Package” menu, either drag and drop the course package or browse using Upload.
  - a. Wait for the file to finish processing.
5. Choose how much of the course package you want to import by selecting “Import All Components” or “Advanced Options...” to choose specific parts.



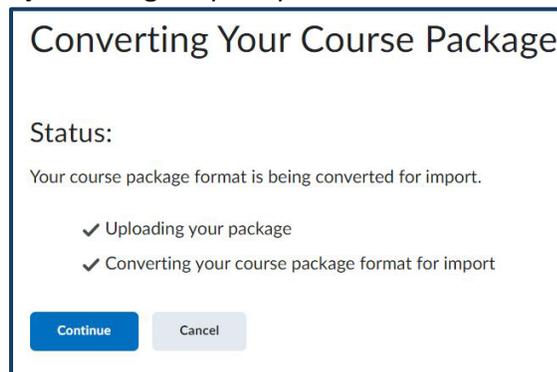
Screenshot of D2L Brightspace taken September 24, 2024 © D2L Corporation.

- a. If you choose “Import All Components”, the file will start uploading.



Screenshot of D2L Brightspace taken September 24, 2024 © D2L Corporation.

- b. If you choose to use “Advanced Options...”, you will need to select the specific parts by following the prompts.



Screenshot of D2L Brightspace taken September 24, 2024 © D2L Corporation.