

# Importing Course Components from a file into your D2L Brightspace Course

**1** Access the course in D2L Brightspace then click on **Course Admin >> Import / Export / Copy Components**

**2** Select **Import Components** and leave the radio button selected **from a course package** and click the **Start** button

**3** Click **Upload** button

**4** Select a file and click **Open**

**5** Click the **Import All Components**

**6** Click the **View Content** button once imported

The screenshots show the following steps in detail:

- Step 1:** The 'Course Administration' page with 'Import / Export / Copy Components' highlighted in the 'Site Resources' section.
- Step 2:** The 'Import/Export/Copy Components' page with 'Import Components' selected and the 'Start' button highlighted.
- Step 3:** The 'Import Course Package' 'Select File' dialog with the 'Upload' button highlighted.
- Step 4:** A Windows file explorer showing the file 'D2LExport\_401275\_201713114' selected and the 'Open' button highlighted.
- Step 5:** The 'Import Course Package' dialog with the 'Import All Components' button highlighted.
- Step 6:** The 'Import Course Package' 'View Content' dialog with the 'View Content' button highlighted.