

Importing SCORM Packages into My Course

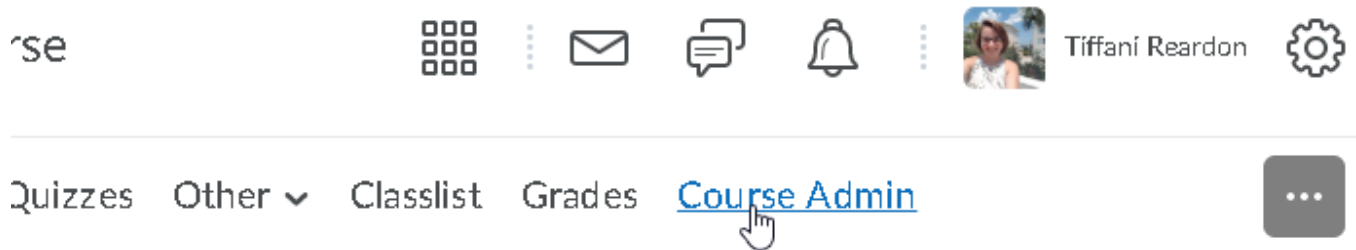
1. Download the package for the lesson you want to import into your course.

SCORM Packages For Your Courses

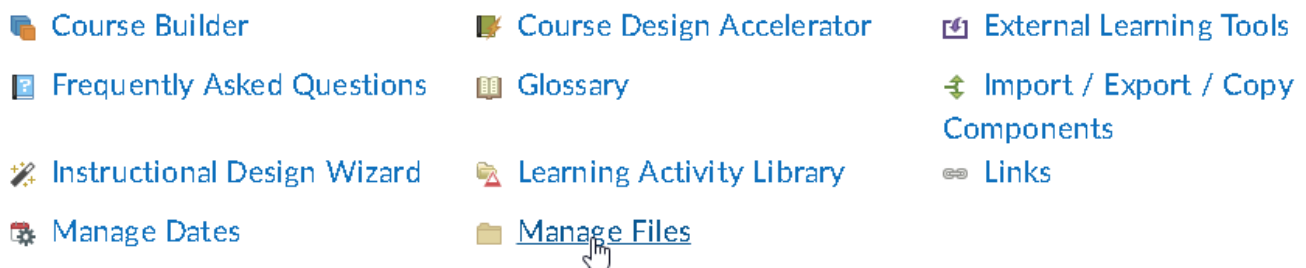
How to Import these SCORM Packages into My Course

- > [Are You Ready for an Online Course?](#)
- > [Plagiarism and Documentation: APA](#)
- > [Plagiarism and Documentation: MLA](#)
- > [Academic Honesty and Social Media](#)

2. Your computer will download a zipped file. Move that zipped file to somewhere you'll be able to find it later (such as the Desktop).
3. In your D2L course, click "Course Admin."

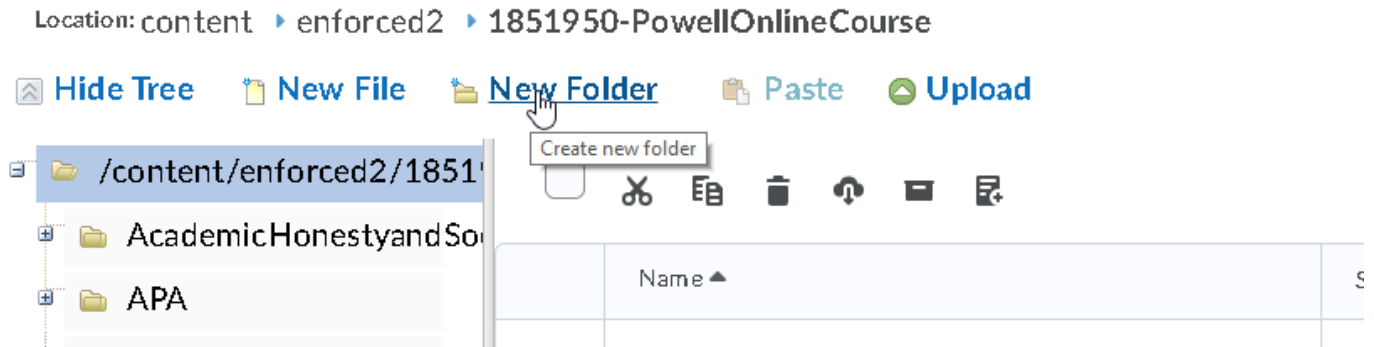


4. Click "Manage Files."

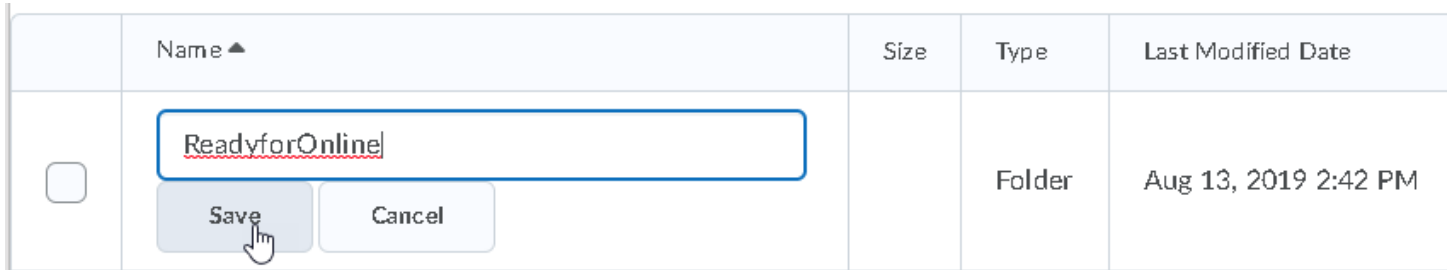


Learner Management

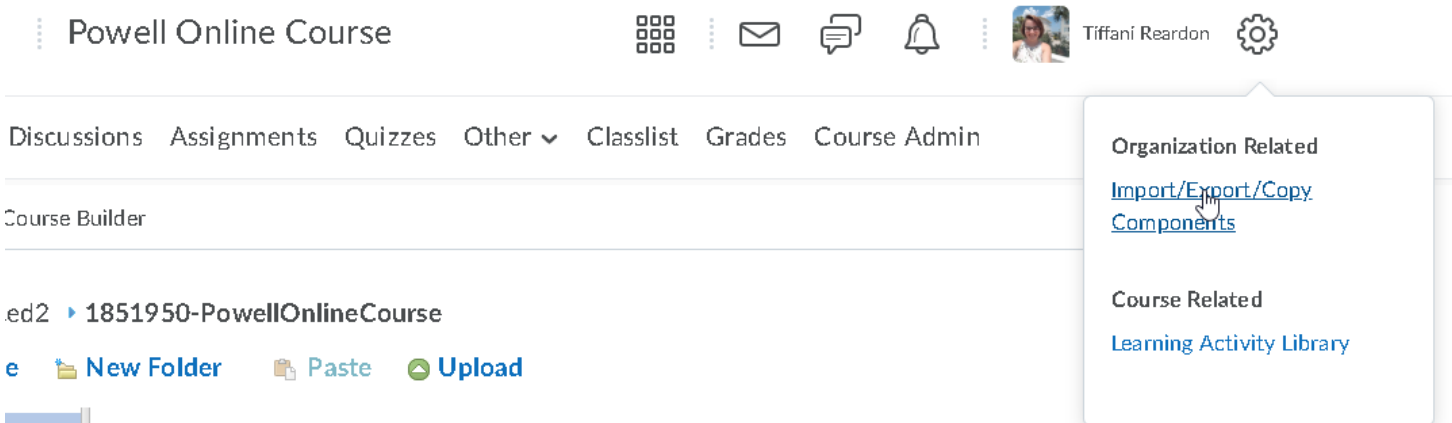
5. Click "New Folder."



6. Name the new folder, then click "Save." Remember the name you gave this folder. You will need it later.



7. Click the admin tools cog in the top right corner. Then click "Import/Export/Copy Components."



8. Select "Import Components," and then click "Start."

Import Components

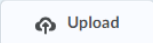
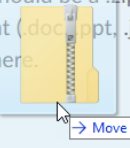



9. Find the zipped file you downloaded earlier. Drag and drop that file into the box provided.

Import Course Package

You are about to import a course from a file.

Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

You can upload files up to a maximum of 1 GB.

 Help

10. Let the file upload. When it is finished, click "Advanced Options."

Import Course Package

Select File

You are about to import a course from a file.

You can upload files up to a maximum of 1 GB.

 ReadyforOnline.zip (19.89 MB) 

What is a course package? >

What is supported? >

Can I import only parts of my course? >







 Help

11. Let the system load. When it is finished, click "Continue."

Reading Your Course Package (Step 2 of 5)

Status:

Your course package is being analyzed to discover available components for import.

- ✓ Downloading the file
- ✓ Reading the package







12. Check the box next to “Select All Components.” In the text box provided for the file location, type in the name you gave the folder earlier. Then click “Continue.”

Customize Your Course Package (Step 3 of 5)

Select Components to Import

- Select All Components
 - Content** (2 item(s))
 - Import all items
 - Select individual items to import

Advanced Options

Import file to:

/content/enforced2/1851950-PowellOnlineCourse/ **ReadyforOnline**

[How do I select where to import the file to?](#)

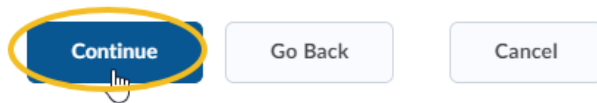
When an existing file is encountered:

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

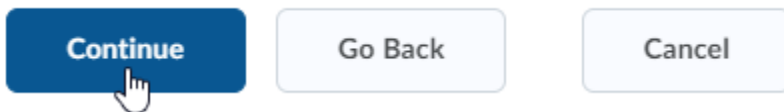
[What happens if I overwrite the file?](#)

Import metadata
[What is metadata?](#)

- Offset all dates of imported components
 - Offset by direction and range
 - Calculate range between two dates



13. The screen will save your selections. Click “Continue” again.



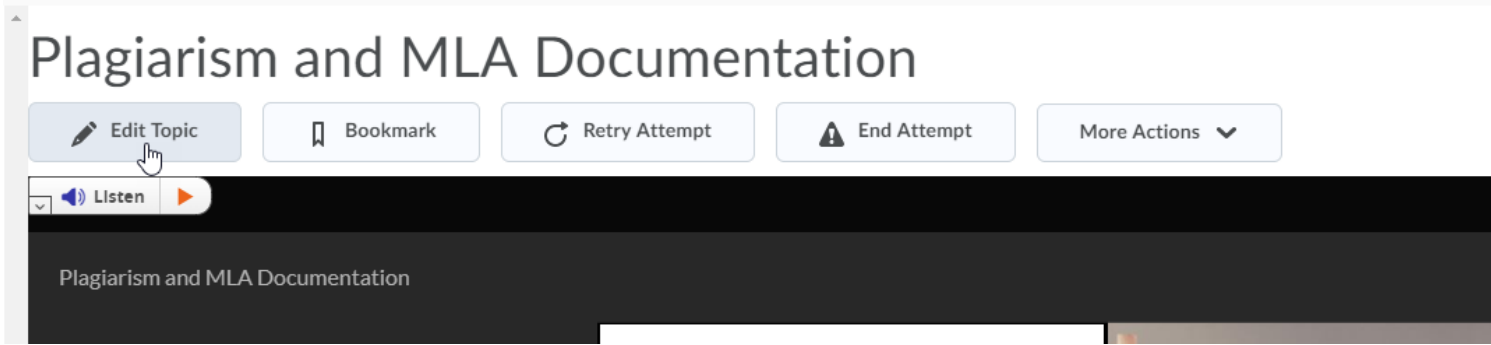
14. Let the system load. When it is finished, click "View Content."

The screenshot shows a web interface titled "Import Course Package" with a sub-header "Importing 'ReadyforOnline.zip'". A progress bar at the top indicates three steps: "Uploaded", "Converted", and "Imported", each with a green checkmark. Below the progress bar, a message states: "Your course package was successfully imported! Check out the contents of your course and make sure everything is good to go." A link "View Processing Logs" is provided. At the bottom, there are three buttons: "View Content" (highlighted with a mouse cursor), "Import Another Package", and "Review and Manage Dates".

15. There will be a new module in your "Content" area for the SCORM lesson. Click on the new module, then click the lesson inside it.

The screenshot displays a course content management interface. On the left is a sidebar with a search bar and a list of topics: "Overview", "Bookmarks", "Course Schedule", "Table of Contents" (with a count of 4), "Plagiarism and MLA Documentation" (1), "Plagiarism and Documentation: APA" (1), "Academic Honesty and Social Media" (1), and "Are You Ready for an Online Course?" (1), which is circled in yellow. The main content area is titled "Are You Ready for an Online Course?" and includes options for "Print" and "Settings". Below the title, there are fields for "Add dates and restrictions..." (with a "Published" dropdown), "Add a description...", and buttons for "Upload / Create" and "Existing Activities". A new SCORM object is listed: "Are You Ready for an Online Course?" (SCORM Object), which is also circled in yellow. Below this is a field for "Add a sub-module...".

16. You should see the SCORM lesson. To add it to the grade book, click “Edit Topic” above it.



17. Scroll down and click “New Grade Item.”

Assessment

Grade Item

No Grade Item

18. Give the grade item a name.

Name *

Plagiarism and Documentation: MLA

19. Scroll down and set the points.

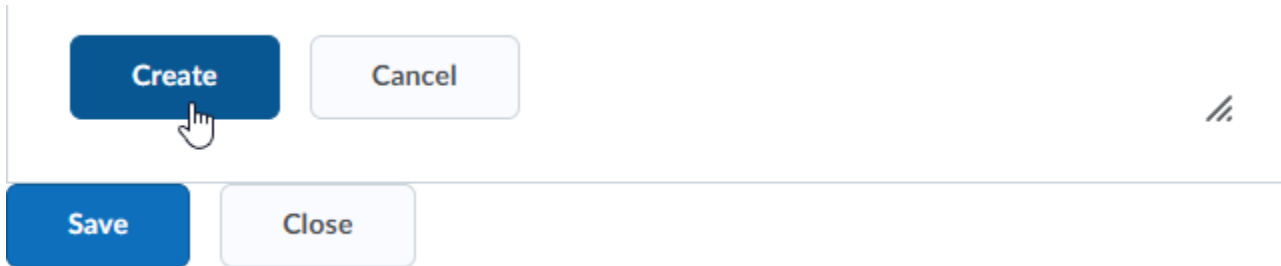
Maximum Points *

10

20. **This is really important.** If you don't see a "Create" button at the bottom of the window, you need to expand the window down. Do not click "Save" before you click "Create." Click "Create" first.



See how the "Create" button is kind of hidden? Make sure you click it first. If you don't see it, expand the window bigger so you can see it. Click "Create."



21. NOW you can click "Save."



In the grade book, you can now see whether students have completed the lesson or not.

Created by Tiffani Reardon, August 2019