



## Importing Course Components in D2L

### Importing Course Components in D2L

If you have been provided with a zip file containing course materials (i.e. course evaluations, test banks, or publisher materials), you need to save the zip file to your computer and then import the file into your D2L shell.

#### *Import a zip file into a D2L Shell*

1. **Save the zip file to your computer**
2. Enter your course in D2L
3. Click **Course Admin**, then click **Import/Export/Copy Components**
4. Click **Import Components** (from a course package)
5. Click **Start**, then **Upload**
6. **Select the .zip file** and click **Open**
7. Click **Import All Components**, then click **View Content**

#### **NOTES:**

- **Once the materials are imported in your D2L shell you can make changes as needed (i.e. edit survey or quiz questions, add date restrictions, etc.)**
- If you have imported an evaluation, click the **Assessments** menu, and then click **Surveys** to find the evaluation.
- If you have imported a test bank, click the **Assessments** menu, and then click **Quizzes**. Next, click the **Question Library** button.

#### **Additional Resources**

Go to [eLearning Website](https://www.bemidjistate.edu/academics/distance/elearning/d2l-handouts-and-videos/) for detailed tutorials on many D2L topics.

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