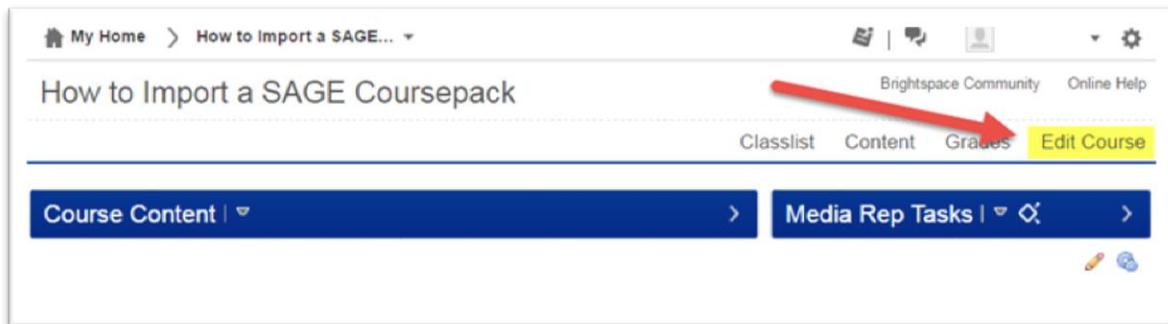


How to Import SAGE Coursepacks: D2L

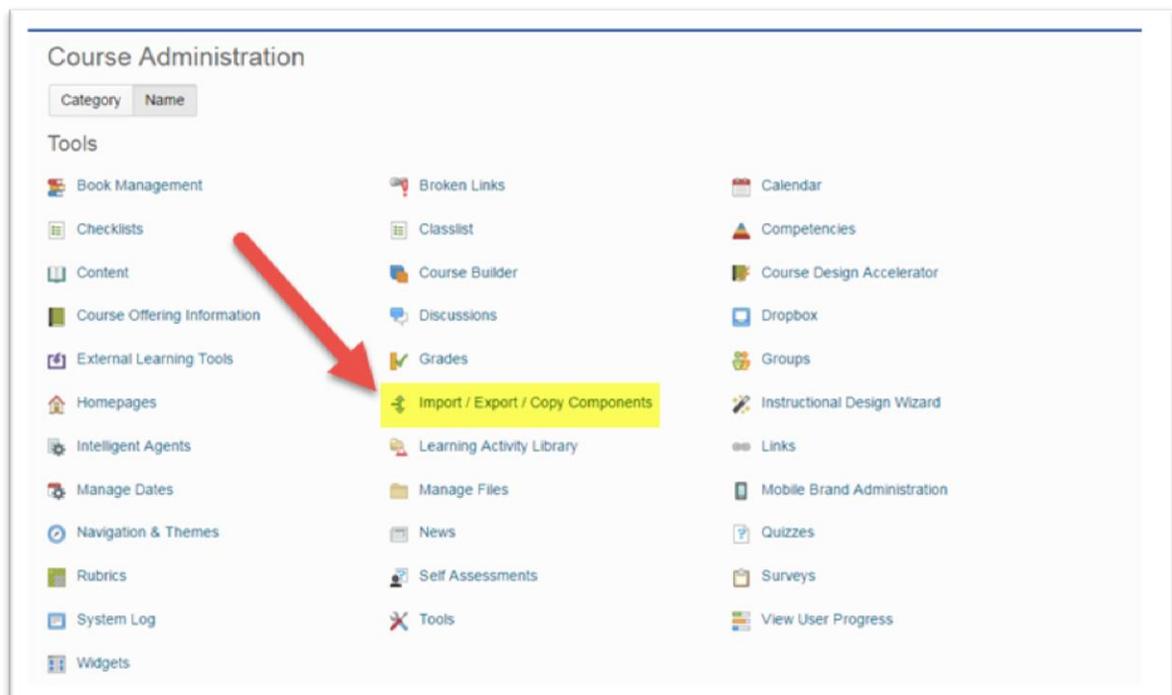
How to Import a SAGE Coursepack into Your LMS

With the SAGE Publishing Coursepack file on your computer, navigate to the course you'd like to add the Coursepack to. Look to the far right-hand side of the screen and follow these steps:

1. Click "Edit Course".



2. Under "Course Administration", find and click on "Import/Export/Copy Components".



3. Select “Import Components”, then click “Start”.

Import/Export/Copy Components Help

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

 Include protected resources

Copy Components from Parent Template
What is a Parent Template?

Include protected resources

Export Components
Should I include course files?

Include course files in the export package

Import Components

Start ←

4. On the next screen, click “Upload”.

Import Course Package

Select File

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.

Upload ←

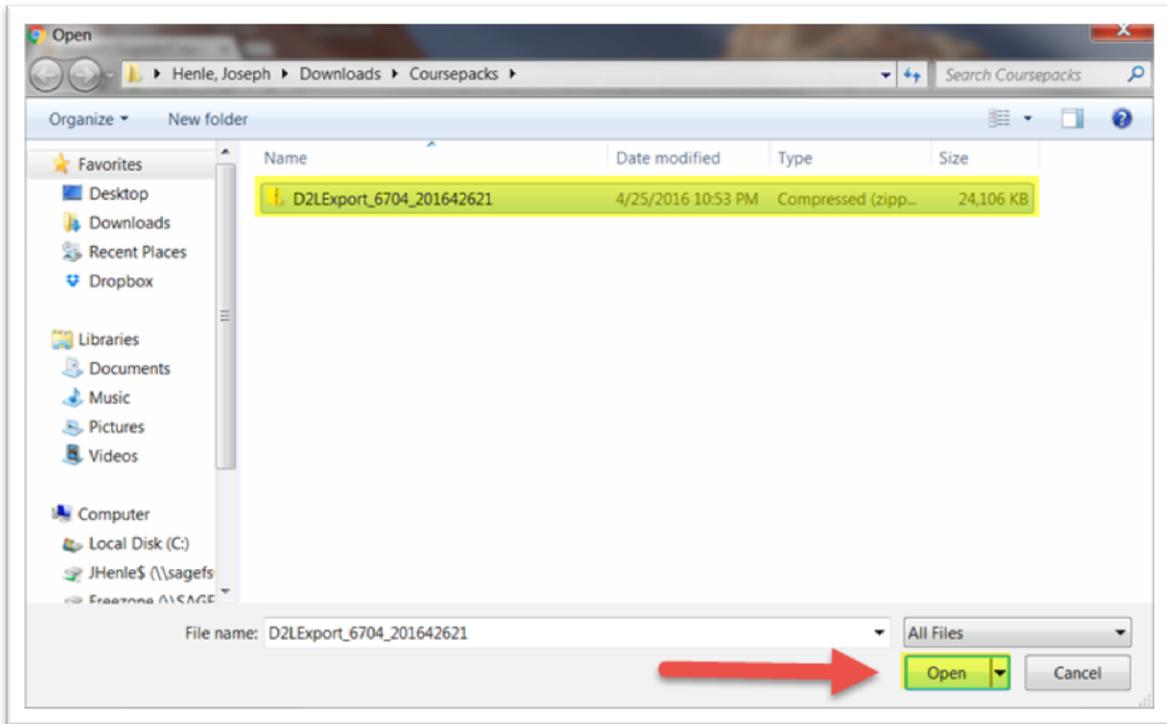
What is a course package? >

What formats are supported? >

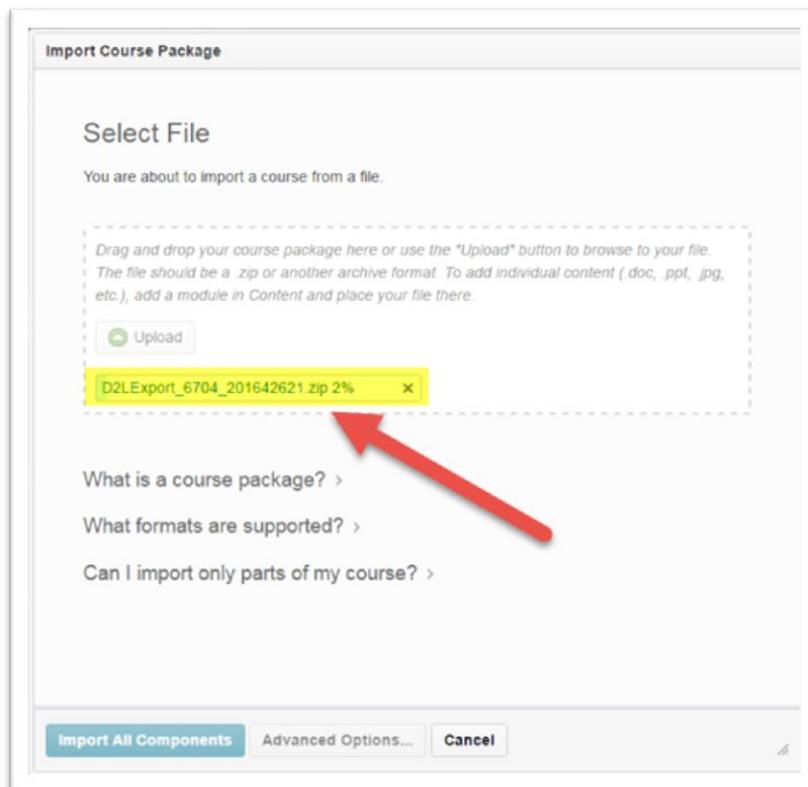
Can I import only parts of my course? >

Import All Components **Advanced Options...** **Cancel**

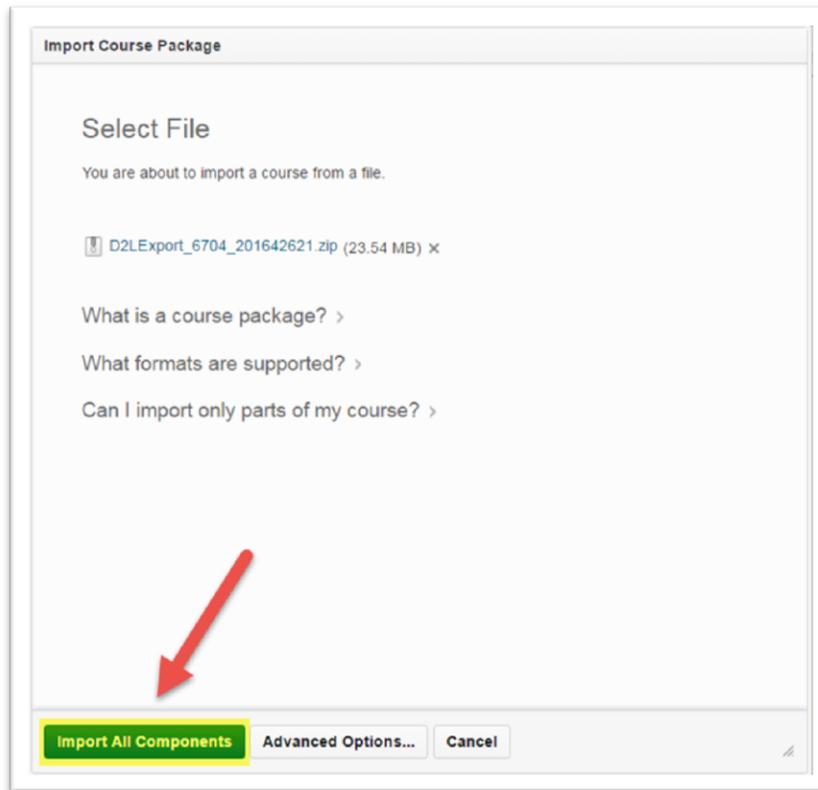
5. Select the Coursepack file you downloaded and click “Open”.



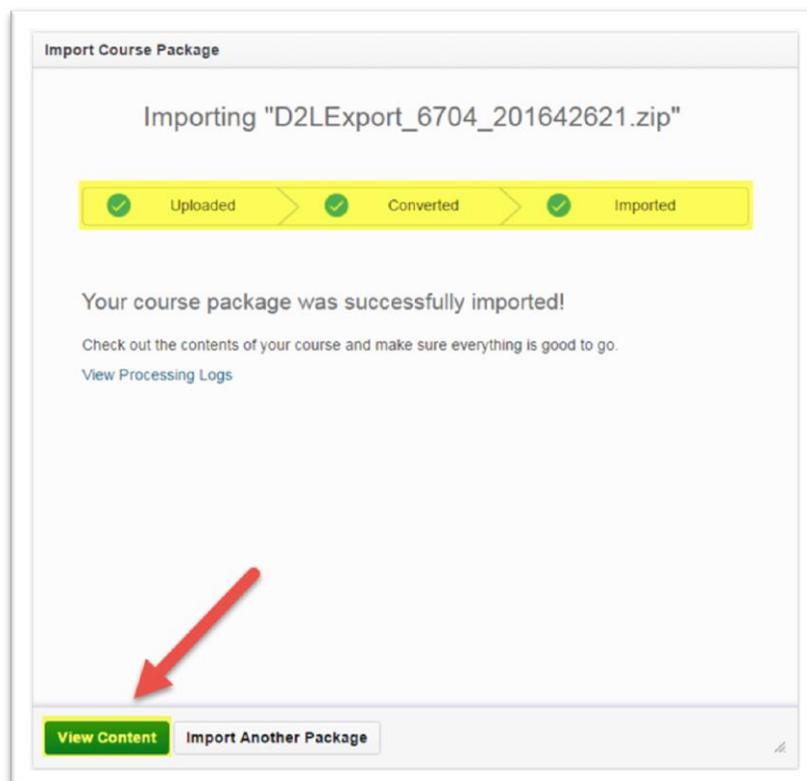
6. The file will begin loading into your course. You'll see a screen showing the progress of the import.



7. Once the file is loaded, click “Import All Components”.

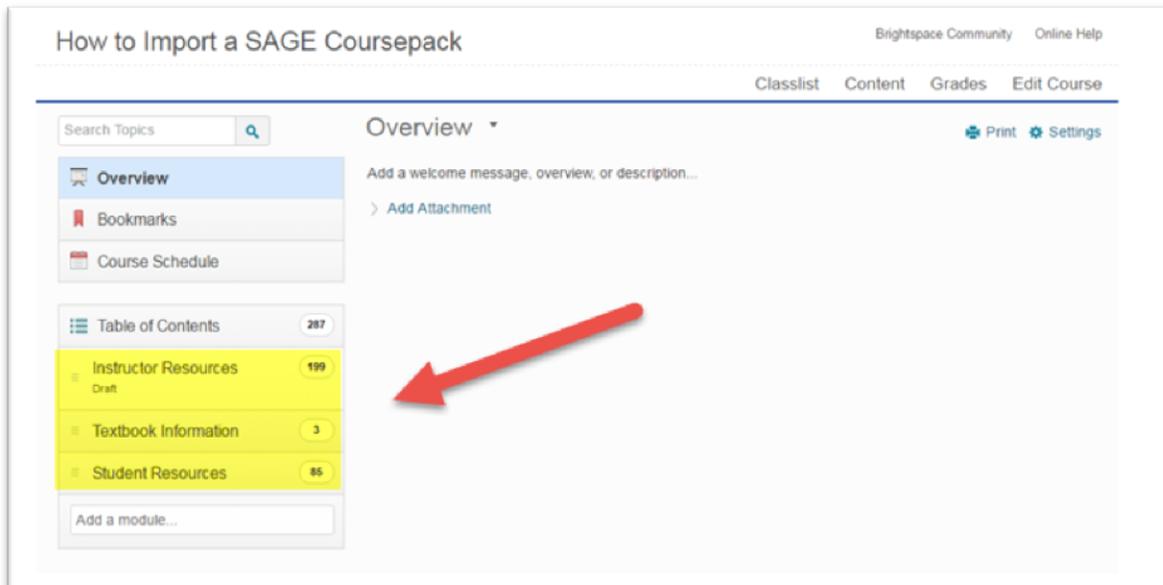


8. Click “View Content”.



Student Resources, Instructor Resources, and Textbook Information

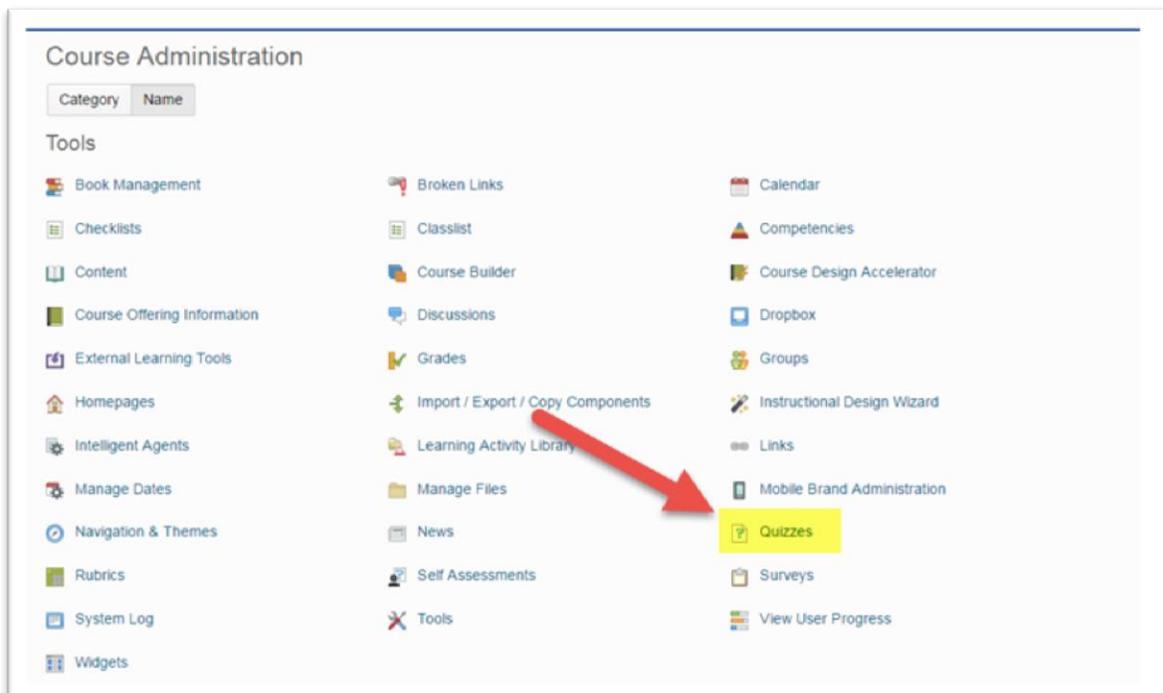
You now have access to the Coursepack assets. Under “Table of Contents” are modules for Instructor Resources, Textbook Information, and Student Resources. The Instructor Resources has “Draft” appearing below it, indicating that students cannot see it.



The screenshot shows the 'How to Import a SAGE Coursepack' page. At the top right, there are links for 'Brightspace Community' and 'Online Help'. Below that are navigation tabs: 'Classlist', 'Content', 'Grades', and 'Edit Course'. A search bar is on the left. The main content area is titled 'Overview' and includes a section for 'Table of Contents' with 287 items. Under this section, three items are listed: 'Instructor Resources' (199 items, marked as Draft), 'Textbook Information' (3 items), and 'Student Resources' (85 items). A red arrow points to the 'Instructor Resources' item.

Assessments

To find the assessments that have been loaded into your course, click on “Edit Course” in the top right-hand corner of the course page, then click “Quizzes”.



The screenshot shows the 'Course Administration' page. At the top, there are tabs for 'Category' and 'Name'. Below that is a section titled 'Tools' with a grid of icons and labels. The 'Quizzes' tool is highlighted in yellow, and a red arrow points to it. Other tools include Book Management, Checklists, Content, Course Offering Information, External Learning Tools, Homepages, Intelligent Agents, Manage Dates, Navigation & Themes, Rubrics, System Log, Widgets, Broken Links, Classlist, Course Builder, Discussions, Grades, Import / Export / Copy Components, Learning Activity Library, Manage Files, News, Self Assessments, Tools, Calendar, Competencies, Course Design Accelerator, Dropbox, Groups, Instructional Design Wizard, Links, Mobile Brand Administration, Surveys, and View User Progress.

Here you will see a list of all Quizzes that have been loaded, as well as the Question Library where the questions are also located. Quizzes may be built or revised using questions from the Question Library.

The screenshot displays the Brightspace interface for managing quizzes. At the top, the page title is "How to Import a SAGE Coursepack". In the top right corner, there are links for "Brightspace Community" and "Online Help". Below this, a navigation bar includes "Classlist", "Content", "Grades", and "Edit Course". The main navigation area has three tabs: "Manage Quizzes", "Question Library" (which is highlighted in yellow and has a red arrow pointing to it), and "Statistics". To the right of these tabs is a "Help" icon. Below the navigation, there are three buttons: "New Quiz", "Edit Categories", and "More Actions". On the right side, there is a "View:" dropdown menu set to "By Availability" and an "Apply" button. A "Bulk Edit" option is visible on the left. The main content area is a table with a yellow header row "Current Quizzes" and a grey header row "Published". The table lists three quizzes, each with a dropdown menu and "(inactive)" status. The first quiz is "Chapter 01 Journal Article Open-Ended Questions", the second is "Chapter 01 Journal Article Quiz", and the third is "Chapter 01 Multimedia Quiz". Each quiz has a sub-row for "Always Available". A red arrow points to the "Bulk Edit" button.

Current Quizzes		Published
Chapter 01 Journal Article Open-Ended Questions	(inactive)	-
Always Available		-
Chapter 01 Journal Article Quiz	(inactive)	-
Always Available		-
Chapter 01 Multimedia Quiz	(inactive)	-
Always Available		-