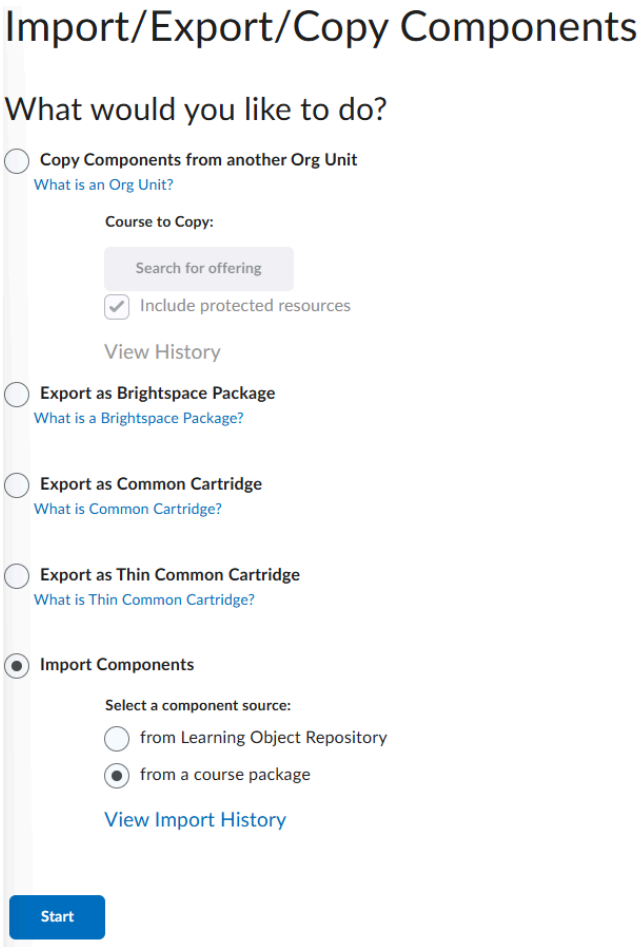
How to Upload OCTE .zip Files to Brightspace LMS

One of the major advantages of using Brightspace is that everything is already completed and ready to go. All you need to do is import the .zip file into your Brightspace system and you will have access to all of the OCTE resources. To import the OCTE Brightspace shell into your school board's LMS, follow these steps:



1. Download the .zip file from the OCTE website.
2. On the navbar, click Course Admin > Import/Export/Copy Components.
3. On the Import/Export/Copy Components page, select Import Components.
4. Click the Import Components option of the Import/Export/Copy Components page. *You may have an additional selection - click From A Course Package.
5. Click Start.
6. From the Import Course Package dialog, click **Upload** to select the file you want to import. At this step, you will navigate to the .zip file that you downloaded from the OCTE website.
   Note: Scroll down on the Import Course Package dialog to review information about course packages and what is supported.
7. Click Import All Components to begin the import. You will want to ensure that you import all components of the course package so that you have the content, quizzes, and awards in your new Brightspace shell.
8. You can also click Advanced Options to access additional options before importing course components (i.e. choosing *specific* modules to import).
9. When it is finished, you can click View Content to access the course material

More information and support about importing a course can be found on the D2L website or by contacting your TELT/DELC.