

# Importing a Pilot course template into a Pilot course

Follow the steps bellow to add a pilot course template to an individual pilot course

**Step 1:** Download a pilot course template by clicking on the course template links provided on the “Online and Remote Teaching Resources” page.

**Step 2:** Log in to Pilot and open the course you want to add the course template to

**Step 3:** Click on the “Course Admin” toolbar from the course home page

Home Content Communication ▾ Assessment ▾ Grades Classlist ▾ **Course Admin** Help

**Step 4:** Select the “Import / Export / Copy Components” option

## Course Administration

Category

Name

Site Setup

Course Offering Information

Homepages

Navigation & Themes

Widgets

Site Resources

Book Management

Course Builder

Forms

Manage Dates

Calendar

Course Design Accelerator

**Import / Export / Copy Components**

Manage Files

Content

External Learning Tools

Instructional Design Wizard

Learning Activity Library

**Step 5:** Scroll down the page and select “Import Components” Make sure the “from a course package” option is also selected and then click on the “Start” button

5.1 ☒ Import Components

Select a component source:

5.2 ☐ from Learning Object Repository  
☒ from a course package

5.3 **Start**


**Step 6:** Click the upload button and select the course template file you downloaded to your computer.

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

You can upload files up to a maximum of 2 GB.

Import All Components

Advanced Options...

Cancel


**Step 7:** Select the “Import All Components” option.

Import Course Package

## Select File

You are about to import a course from a file.


You can upload files up to a maximum of 2 GB.

 D2LExport\_629845\_Wright Stat... (302.34 KB) X

What is a course package? >

What is supported? >

Can I import only parts of my course? >

 Import All Components

Advanced Options...


Cancel


**Step 8:** Select the “View Content” button and review the course template content added to your pilot course.


Import Course Package

## Importing

### "D2LExport\_629845\_Wright State\_20219111.zip"

 Uploaded


 Converted

 Imported

Your course package was successfully imported!

Check out the contents of your course and make sure everything is good to go.

[View Processing Logs](#)

 View Content

Import Another Package

Review and Manage Dates