Instruction Sheet

This guide walks you through finding and importing New Literacies Alliance (NLA) lessons into your LMS course. NLA lessons are interactive, self-paced modules designed to teach foundational research and information literacy skills.

# How to import from the IMSCC file to Blackboard

Blackboard provides instructions on importing from a file. <https://help.blackboard.com/Learn/Instructor/Ultra/Course_Content/Reuse_Content/Import_Course_Packages>

# How to import from the IMSCC file to Brightspace D2L

The D2L Brightspace Community has documentation on importing course components. <https://community.d2l.com/brightspace/kb/articles/16771-import-export-or-copy-course-components>

# How to import from the IMSCC file to Canvas

Canvas guides have good instructions on importing a course package. The IMSCC file is a course package. <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-a-Canvas-course-export-package/ta-p/795>

# How to Locate and Import NLA Lessons from Canvas Commons

### Part 1 – Access Canvas Commons

1. Log in to Canvas
 - Go to your institution’s Canvas site and log in with your faculty or staff credentials.

2. Open Canvas Commons
 - From the Global Navigation menu on the left, click Commons.
 

### Part 2 – Search for NLA Lessons

1. Use the Search Bar
 - In the Commons search box, type the lesson name. Example:
 NLA: Access Matters

2. If Too Many Results, Try Filters
 - Shared With: Select 'All of Canvas Commons' (unless restricted by your institution).
 - Type: Choose 'Modules'.
 - Filter by 'Latest' to find the most recent uploads.

3. Identify Official NLA Content
 - Look for titles beginning with 'NLA'.
 - The NLA logo is on the module.

### Part 3 – Preview and Select Lessons

1. Click on a Lesson Title to open its Commons description.

2. Read the Description to verify that the content matches your instructional goals.

### Part 4 – Import into Your Canvas Course

1. Click the “Import/Download” Button on the lesson’s Commons page.

2. Select Your Course(s) from the list that appears.
 - You can choose multiple courses if needed.

3. Click “Import into Course”.

4. Wait for Processing (usually less than a minute for modules).

### Part 5 – Locate and Customize in Your Course

1. Open the Course where you imported the lesson.

2. Go to Modules (or the area where the content was imported).

3. **Review the Lesson**:
 - Update instructions to match your class activities.
 - Add quizzes, discussions, or supplemental resources.

### Tips & Best Practices

- Link from Assignments – Connect the NLA lesson to a graded assignment so students have a clear reason to complete it.