

Exporting & Archiving your D2L Brightspace Course

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Links
- Manage Dates
- Manage Files

1

Access the course in D2L Brightspace then click on **Course Admin >> Import / Export / Copy Components**

Import/Export/Copy Components

What would you like to do?

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

Course to Copy:

Search for offering

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

Select a component source:

- from Learning Object Repository
- from a course package

Start

2

Select **Export Components** and leave the checkbox selected to **Include course files in the export package**

Select Course Material

Select Components to Export

Select All Components

- Calendar (210 item(s))
 - Export all items
 - Select individual items to export
- Checklists (4 item(s))
 - Export all items
 - Select individual items to export
- Competencies (1 item(s))
 - Export all items
 - Select individual items to export
- Content (500 item(s))
 - Export all items
 - Select individual items to export
- External Learning Tool Links (16 item(s))
 - Export all items
 - Select individual items to export
- Discussions (48 item(s))
 - Export all items
 - Select individual items to export
- Assignments (20 item(s))
 - Export all items
 - Select individual items to export
- External Links (3 item(s))
 - Export all items
 - Select individual items to export
- Grades (50 item(s))
 - Export all items
 - Select individual items to export
- Announcements (84 item(s))
 - Export all items
 - Select individual items to export
- Question Library (2685 item(s))
 - Export all items
 - Select individual items to export
- Quizzes (146 item(s))
 - Export all items
 - Select individual items to export
- Rubrics (6 item(s))
 - Export all items
 - Select individual items to export
- Self Assessments (2 item(s))
 - Export all items
 - Select individual items to export
- Surveys (2 item(s))
 - Export all items
 - Select individual items to export

Continue Go Back Cancel

3

Select **Components to Export** then click **Continue** button

Confirm Components to Export

Confirm Components to Export

- Checklists
Export all items. Modify
- Competencies
Export all items. Modify
- Content
Export all items. Modify
- Discussions
Export all items. Modify
- Assignments
Export all items. Modify
- External Links
Export all items. Modify
- Grades Items/Categories
Export all items. Modify
- Announcements
Export all items. Modify
- Question Libraries
Export all items. Modify
- Quizzes
Export all items. Modify
- Rubrics
Export all items. Modify
- Self Assessments
Export all items. Modify
- Surveys
Export all items. Modify
- External Learning Tool Links
Export all items. Modify

Additional Components to Export

Should I include course files?

Include course files in the export package

Continue Go Back Cancel

Confirm **Components to Export** then click **Continue** button

4

Export Course Components

Export Summary

- ✓ **Export Course Components**
Export finished
- ✓ **Content**
Export of components was successful.
- ✓ **Discussion Forums and Topics**
Export of components was successful.
- ✓ **Announcements**
Export of components was successful.
- ✓ **Assignment Submission Folders**
Export of components was successful.
- ✓ **Grade Items and Categories**
Export of components was successful.

Finish

5

View the **Export Course Components Export Summary** and click the **Finish** button

Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

Done

6

Click the **Click here to download the export Zip package** link to save the file to the desired location

Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

Done

7

Click the **Done** button once you have saved the export file

