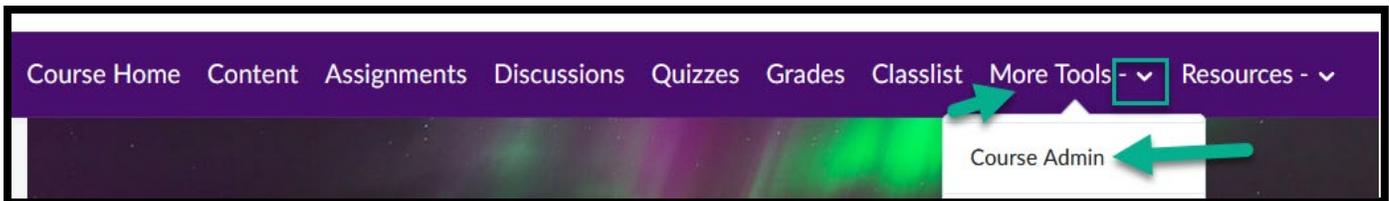
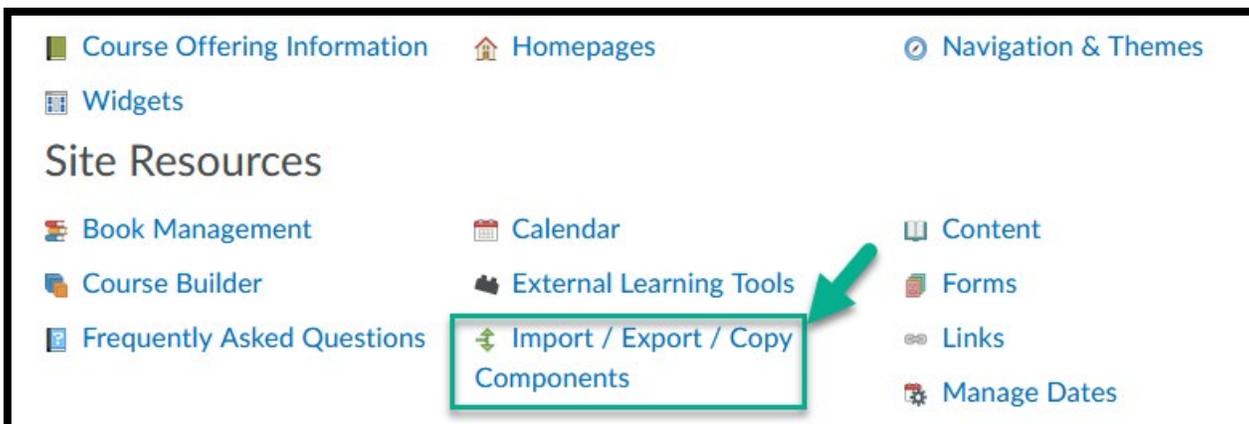


Exporting your Course into a Zip File

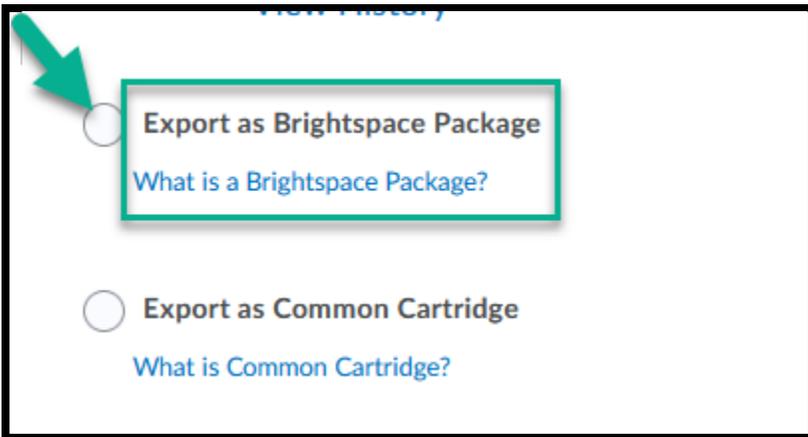
1. Click on **Course Admin** of your D2L course.



2. Choose **Import/Export/Copy Components**



3. Click on first bubble: **Export as Brightspace Package**



4. Two choices: **Select All Components** or choose individual components. **For larger classes, individual components will need to be chosen separately.**

Select Components to Export

Select All Components 

Content (6 item(s))
 Export all items
 Select individual items to export

Or, choose items individually

Discussions (2 item(s))
 Export all items
 Select individual items to export

Assignments (4 item(s))
 Export all items
 Select individual items to export

Grades (3 item(s))
 Export all items
 Select individual items to export

Announcements (1 item(s))
 Export all items
 Select individual items to export

Rubrics (5 item(s))
 Export all items
 Select individual items to export

Course Appearance
 Export all items
 Select individual items to export



5. Be sure to click on the box to **include course files in package**. You want ALL files to be zipped.

Confirm Components to Export

Confirm Components to Export

Content
Export all items. [Modify](#)

Discussions
Export all items. [Modify](#)

Assignments
Export all items. [Modify](#)

Grades Items/Categories
Export all items. [Modify](#)

Announcements
Export all items. [Modify](#)

Rubrics
Export all items. [Modify](#)

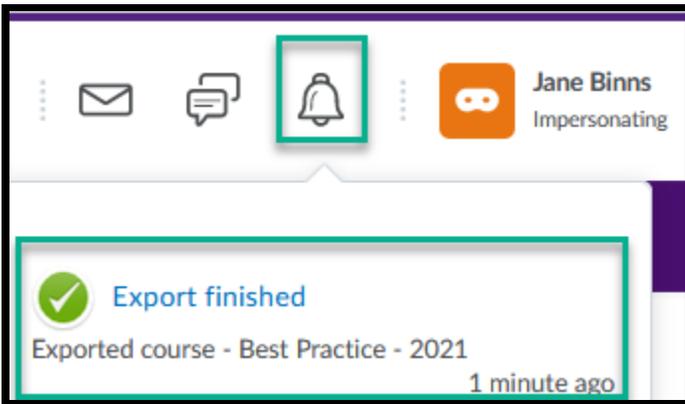
Course Appearance
Export all items. [Modify](#)

Additional Components to Export

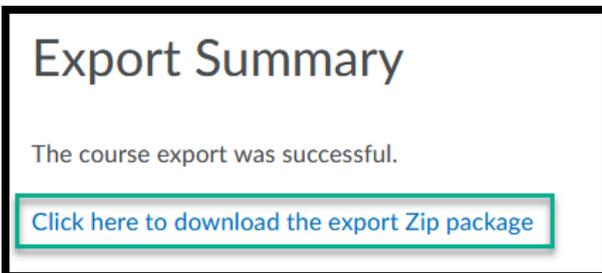
Should I include course files?
 Include course files in the export package

[Export](#) [Go Back](#) [Cancel](#)

6. Click on the bell when you see the orange dot next to it. Your export is finished. Click on the link for **Export finished**.



7. Click on blue link to **download export zip package**.



8. **Save your zip file.**

