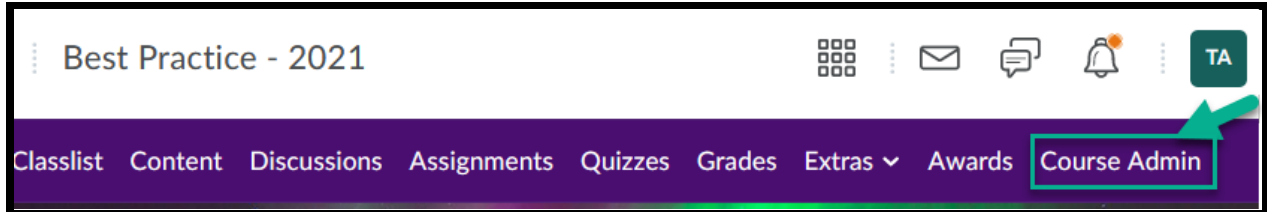


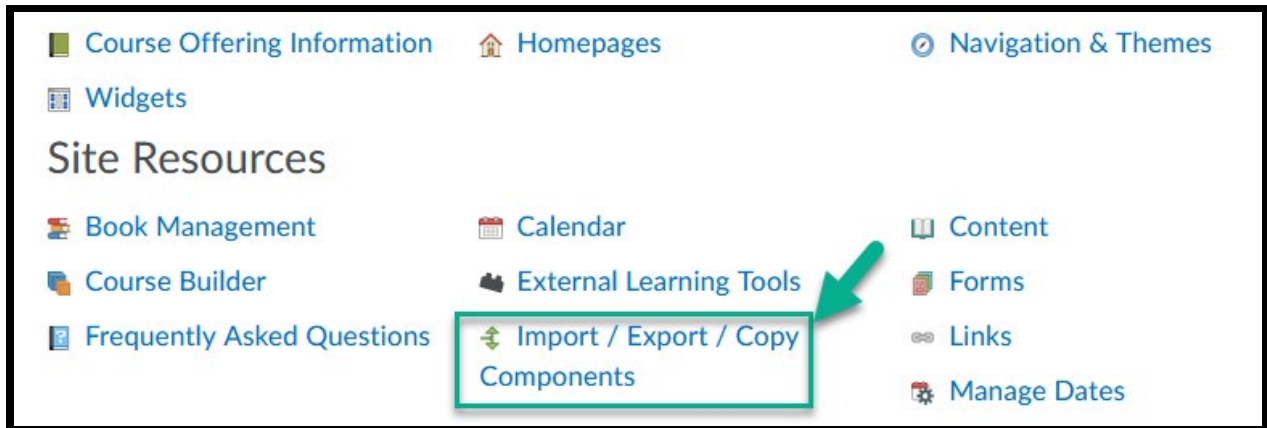


Exporting your Course into a Zip File

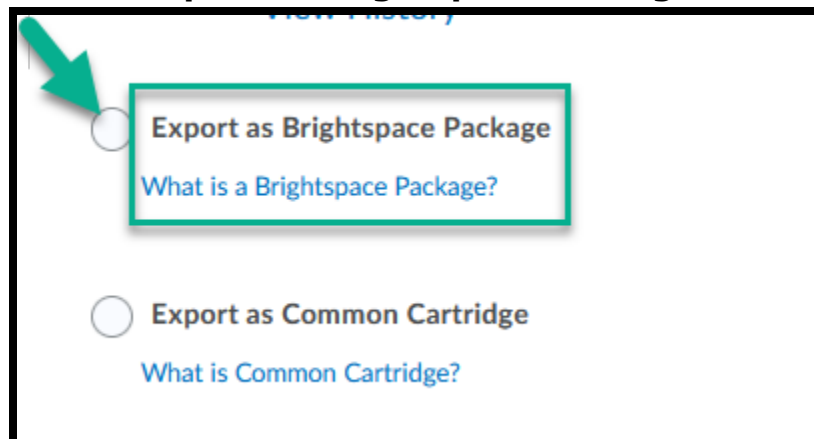
1. Click on **Course Admin** of your D2L course.



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



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



Exporting your Course into a Zip File

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

The screenshot shows a web interface titled "Select Components to Export". It features a list of course components, each with a checkbox and a sub-menu of radio button options. A green box highlights the "Select All Components" checkbox, with a green arrow pointing to it from the right. Another green box highlights the "Or, choose items individually" text, with a green arrow pointing to it from the left. A third green box highlights the "Continue" button at the bottom, with a green arrow pointing to it from the left. The components listed are: Content (6 item(s)), Discussions (2 item(s)), Assignments (4 item(s)), Grades (3 item(s)), Announcements (1 item(s)), Rubrics (5 item(s)), and Course Appearance. Each component has a radio button for "Export all items" and a radio button for "Select individual items to export".

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

Exporting your Course into a Zip File

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](#)

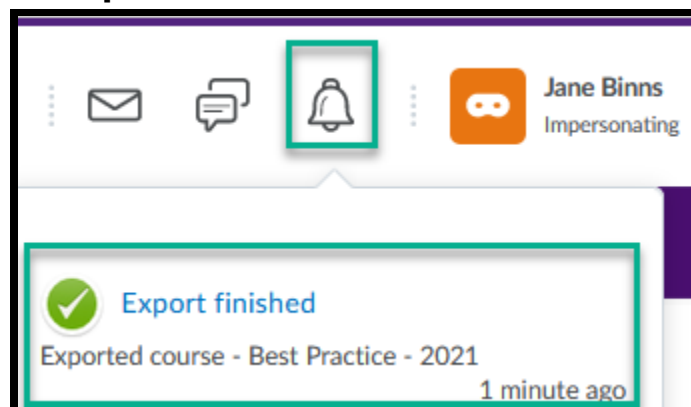
Additional Components to Export

Should I include course files?

Include course files in the export package

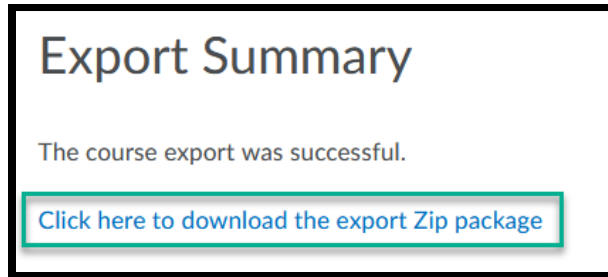
[Export](#) [Go Back](#) [Cancel](#)

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**.



Exporting your Course into a Zip File

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



8. Save your zip file.

