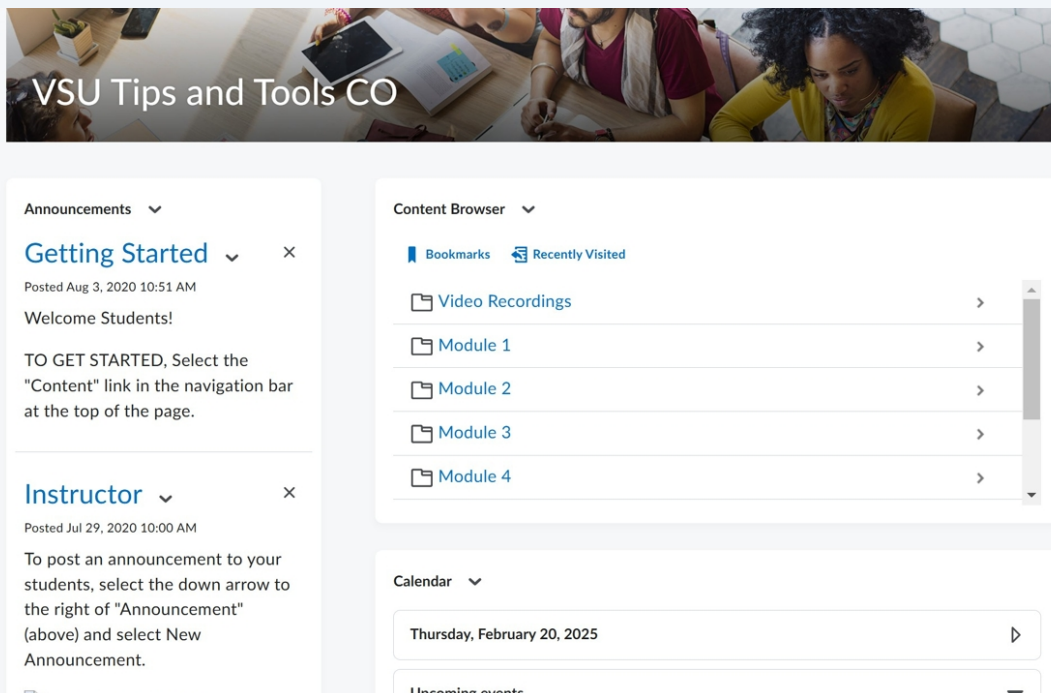


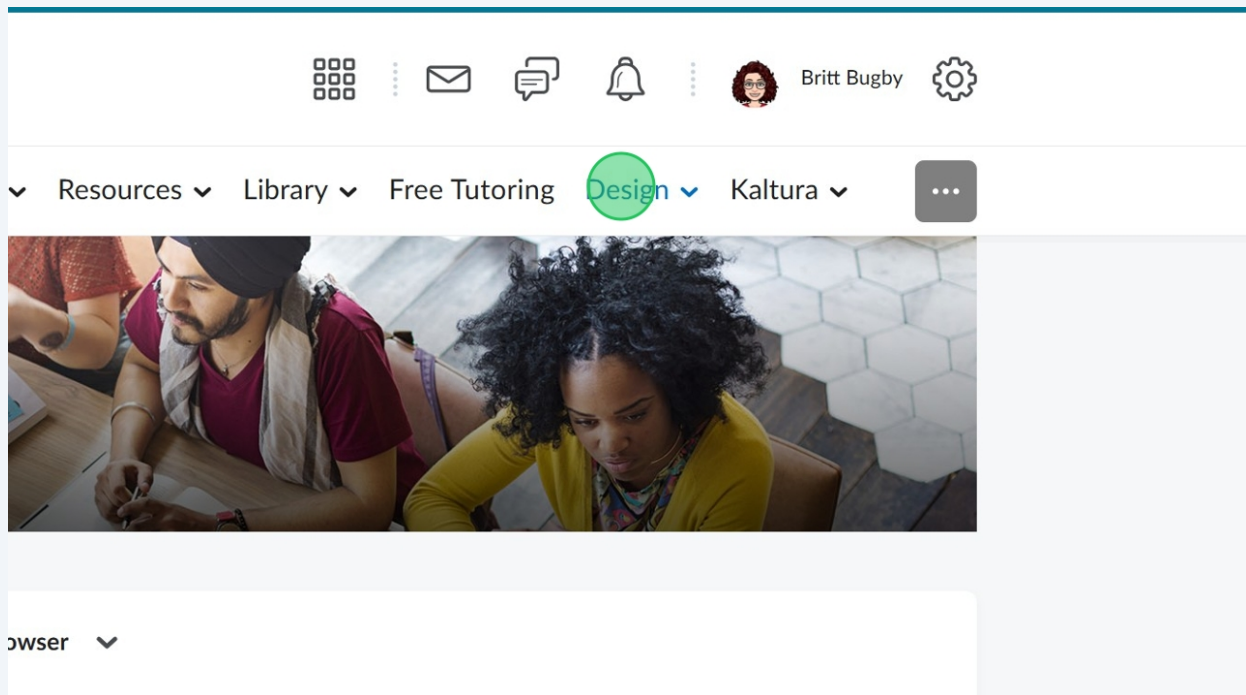
Exporting Your Course as a Zip File

Most of your course materials can be downloaded into a .zip file by following these steps

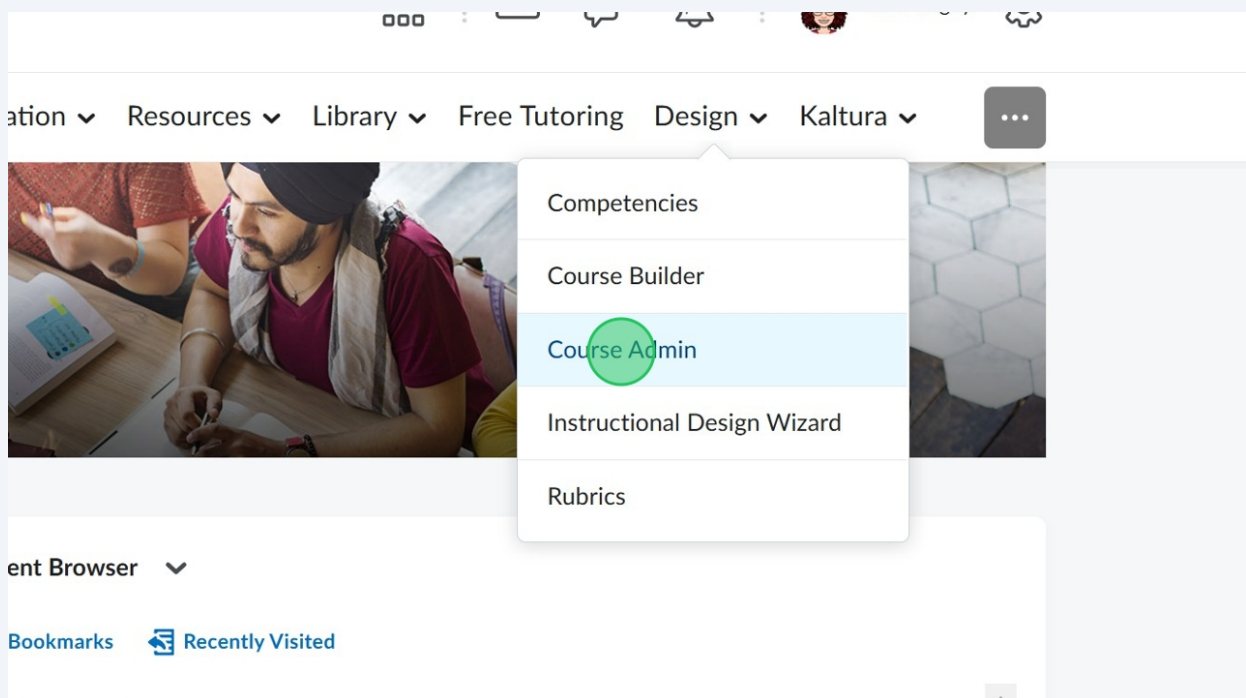
1 Navigate to your course.



2 Click "Design"



3 Click "Course Admin"



4 Click "Import / Export / Copy Components"

Site Setup

Availability Date Defaults

Navigation & Themes

Course Offering Information

Widgets

Homepages

Site Resources

Calendar

Course Design Accelerator

Links

Content

Import / Export / Copy Components

Manage Dates

Course Builder

Instructional Design Wizard

Learning Activity Library

Manage Files

Learner Management

Attendance

Groups

Class Progress

Locations

Classlist

5 Click the "Export as Brightspace Package" field.

Course to copy:

Search for offering

☒ Include protected resources

[View History](#)

☐ Copy Components from Parent Template
[What is a Parent Template?](#)

☒ Include protected resources

☒ Export as Brightspace Package
[What is a Brightspace Package?](#)

☐ Export as Common Cartridge
[What is Common Cartridge?](#)

☐ Export as Thin Common Cartridge
[What is Thin Common Cartridge?](#)

☐ Import Components

[View Import History](#)

6 Click "Start"

- ☐ **Export as Common Cartridge**
[What is Common Cartridge?](#)
- ☐ **Export as Thin Common Cartridge**
[What is Thin Common Cartridge?](#)
- ☐ **Import Components**
[View Import History](#)



7 Click the "Select All Components" field.

Select Course Material

Select Components to Export

- ☒ **Select All Components**
- ☐ **Checklists (1 item(s))**
 - ☒ Export all items
 - ☐ Select individual items to export
- ☐ **Competencies (1 item(s))**
 - ☒ Export all items
 - ☐ Select individual items to export
- ☐ **Content (54 item(s))**
 - ☒ Export all items
 - ☐ Select individual items to export

8 Click "Continue"

☐ Export all items
☐ Select individual items to export

☒ **Quizzes** (3 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Rubrics** (1 item(s))
☒ Export all items
☐ Select individual items to export

☒ **Course Appearance**
☒ Export all items
☐ Select individual items to export

☒ **Release Conditions**

9 Click the "Include course files in the export package" field.

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

Release Conditions
Export all items.

Intelligent Agents
Export all items.

Additional Components to Export

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

10 Click "Export"

Rubrics
Export all items. [Modify](#)

External Learning Tool Links
Export all items. [Modify](#)

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

Release Conditions
Export all items.

Intelligent Agents
Export all items.

Additional Components to Export

[Should I include course files?](#)

☒ Include course files in the export package

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

11 Click "Done"

Course Home Content Assessments Communication Resources

Export started

Your export has been started. You will receive a notification in the Update Alerts section.

[Done](#)