

eLearning



Exporting and Importing a Course from D2L Brightspace

D2L Brightspace allows you to Export and Import a course. This allows you to preserve the course elements outside of D2L in a ZIP file. **Student data WILL NOT BE SAVED.** Once the course elements are saved in a ZIP file, they can be imported into a course shell for future use.

- Log into the course you wish to copy content into.
- Click **“Course Admin”** from your course navigation bar:



Course Home Materials ▾ Communication ▾ Assessment ▾ Resources ▾ **Course Admin**

- Under the **“Site Resources”** section heading, click the **“Import/Export/Copy Components”** option:

Site Resources

 Book Management

 Calendar

 Content

 Course Builder

 Course Design Accelerator

 External Learning Tools

 Forms

 Frequently Asked Questions

 Glossary

 **Import / Export / Copy Components**

 Instructional Design Wizard

 Links

 Manage Dates

 Manage Files

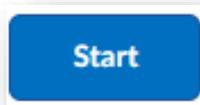
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- Select **“Export Components”**:
 - Ensure that **“Include course files in the export package”** is checked:

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

- Click the **“Start”** Button:



- Check the components you wish to export:

Select Components to Export

- Select All Components**
 - Calendar** (13 item(s))
 - Export all items
 - Select individual items to export
 - Checklists** (1 item(s))
 - Export all items
 - Select individual items to export
 - Competencies** (4 item(s))
 - Export all items

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- Click the **“Continue”** button:
- Click the **“Continue”** button again:
 - Ensure that **“Include course files in the export package”** is checked

A screenshot of a dialog box titled "Additional Components to Export". The dialog box has a white background and a thin grey border. At the top, the title "Additional Components to Export" is centered. Below the title, the question "Should I include course files?" is displayed in a small blue font. Underneath this question is a checkbox with a checkmark inside, followed by the text "Include course files in the export package". This entire checkbox area is enclosed in a red rectangular border. At the bottom of the dialog box, there are three buttons: a blue button with the text "Continue", a white button with the text "Go Back", and a white button with the text "Cancel". The "Continue" button is also enclosed in a red rectangular border.

- Click the **“Finish”** button:



- Click the link to download the Zip File to your computer:
[Click here to download the export Zip package](#)

- Click the **“Done”** button:



To Import a D2L to a Site From a Saved Location on your Computer

- From inside the course, click **“Course Admin”** :

Course Home Materials ▾ Communication ▾ Assessment ▾ Resources ▾ **Course Admin**

- Click the **“Import / Export / Copy Components”** link:

 **Import / Export / Copy
Components**

- Click **“Import Components”**:
 - Ensure that **“from a course package”** is selected

Import Components

Select a component source:

from Learning Object Repository

from a course package

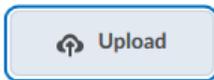
- Click the **“Start”** button:

Start

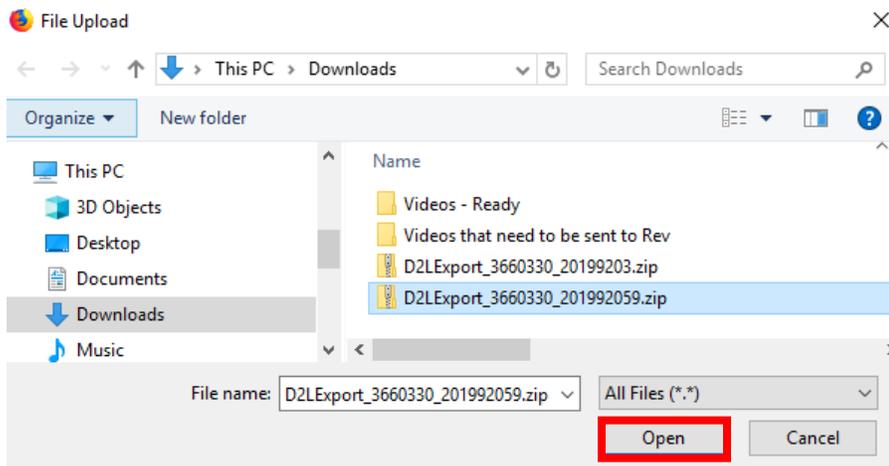
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- Click the **“Upload”** button to select your .ZIP file:



- Select the file and click the **“Open”** button:



- Click the **“Import All Components”** button:



- When the import was successful, you should see the following:

