eLearning

Inver Hills Community College

DAKOTA COUNTY TECHNICAL COLLEGE

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

Exporting and Importing a Course from D2L Brightspace
Ver. 2.0 9/20/19
For further assistance: Create a JIRA ticket

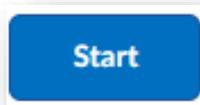# eLearning

> Select **"Export Components"**:

> o Ensure that **"Include course files in the export package"** is checked:

> Click the **"Start"** Button:

> Check the components you wish to export:

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- ➢ Click the **"Continue"** button:
- ➢ Click the **"Continue"** button again:
  - ○ Ensure that **"Include course files in the export package"** is checked

- ➢ 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:

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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" l**ink:

⇕ Import / Export / Copy Components

➢ Click **"Import Components":**

  o Ensure that "from a course package" is selected

   ⦿ Import Components

   Select a component source:

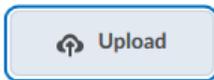   ◯ from Learning Object Repository

   ⦿ from a course package

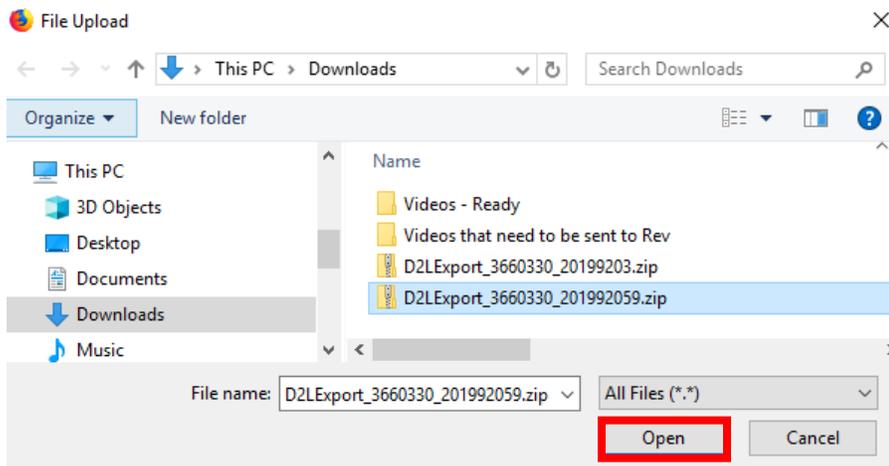➢ Click the **"Start"** button:

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:

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