



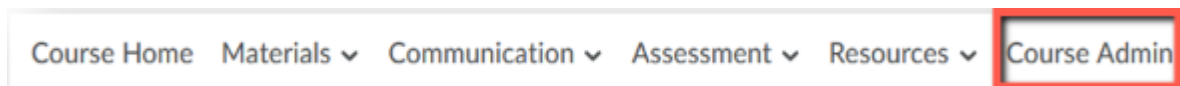
Exporting a Course Zip Package from D2L Brightspace

This document shares how to export a D2L Brightspace course as a zip package and save it to your computer.

Exporting your D2L Brightspace course as a zip package provides two benefits: it prevents your course contents from getting deleted during the purge process, and allows you to import the course package into another course, for future use. **Student data will not be saved or transferred during this process.**

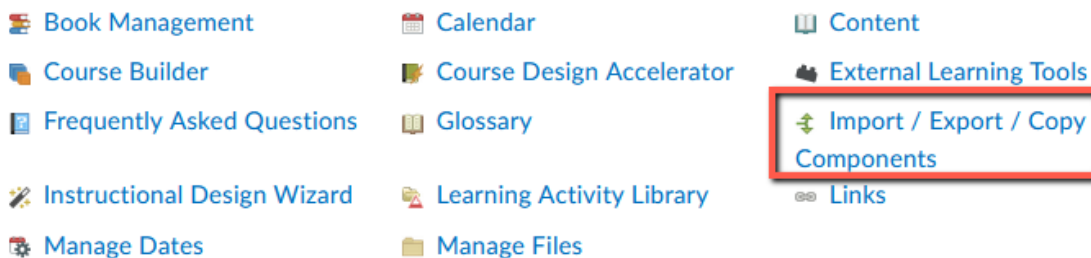
To begin:

1. Open the course you would like to save and export as a zip package
2. On your course navigation bar, click **Course Admin**:

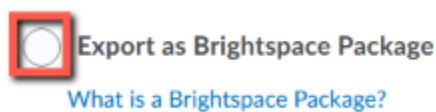


3. Under the **Site Resources** section heading, click the **Import/Export/Copy Components** option:

Site Resources



4. Select **Export as a Brightspace Package**:

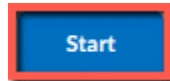


Export a D2L Brightspace course as a zip package
Ver. 3.0 Ver. 2.0 12/27/22

For further assistance: [Create a JIRA ticket](#)



5. Click **Start**:

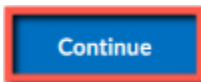


6. Select the components to export:

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

7. Click **Continue**:



8. Scroll down to the bottom of the page

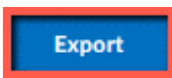
9. Check the box next to **Include course files in the export package**

Additional Components to Export

Should I include course files?



10. Click **Export**

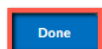


11. A message will appear, stating that the export started

12. Click **Done**

Export started

Your export has been started. You will receive a notification in the Update Alerts when it has completed.



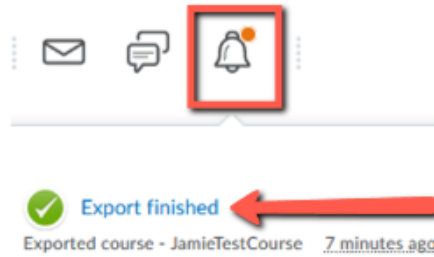
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Ver. 3.0 Ver. 2.0 12/27/22

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13. You will get an alert on your D2L page when the export has finished:



14. Click on the **Export finished** alert link

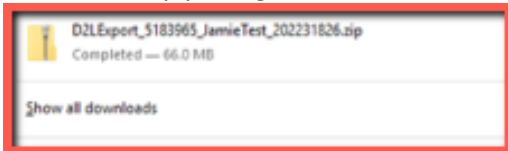
15. In the Export Summary, select: **Click here to download the export Zip package**

Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

16. The course zip package will be available in your Downloads folder



17. Click **Done**:

