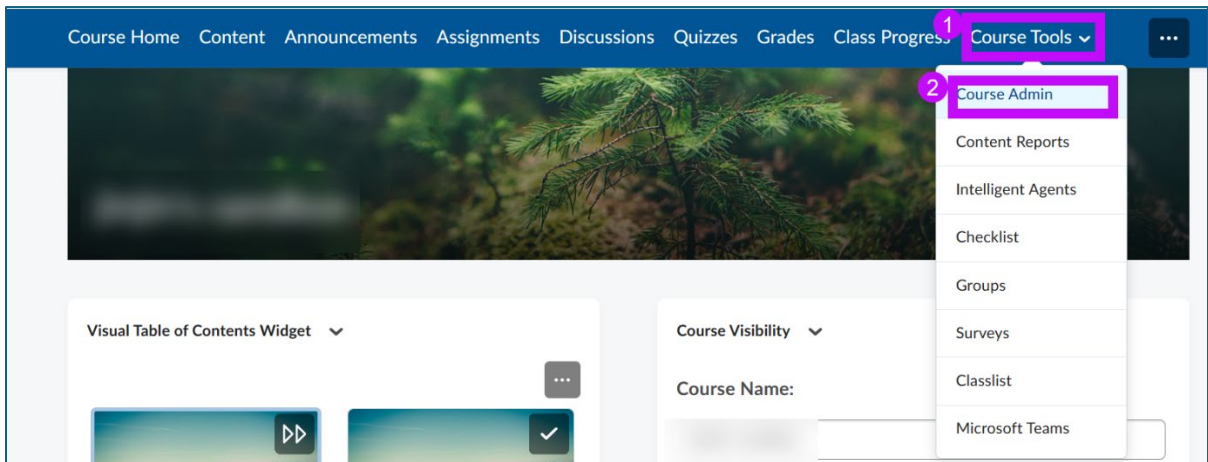




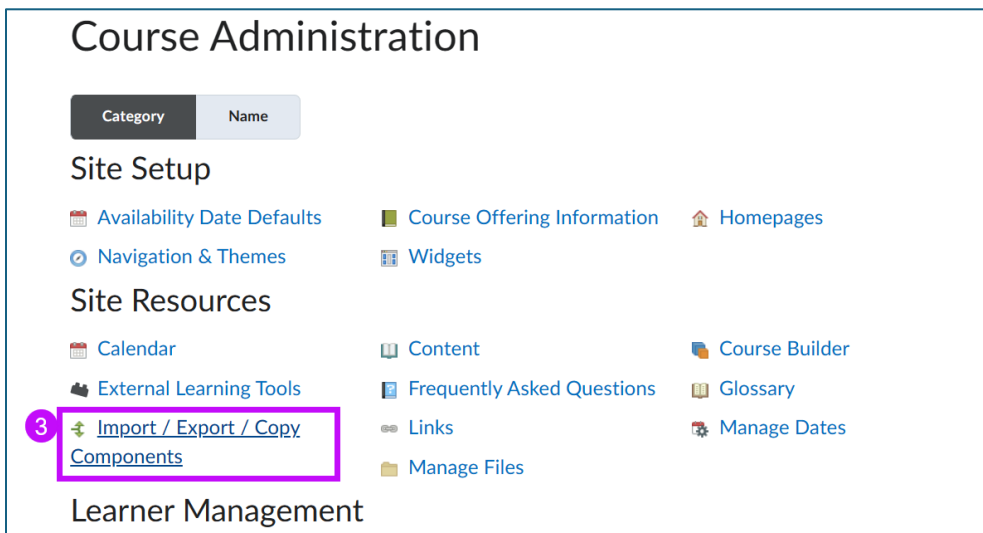
Export Course Content for Archiving

Export course components:

1. Log into Brightspace and open your course.
2. Click **Course Tools** in the navbar, and select **Course Admin**.



3. Click **Import/ Export/ Copy Components**.



4. Select **Export as Brightspace Package**
5. Click **Start**.

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

Include protected resources

4 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

5 Select a component source:

6. Select which components you want to export. Select a tool to export from and then either **Export all items** within the tool or **Select individual items to export**. If you choose a “**Select individual items to export**” you will be able to select the individual items in the next step.
7. Click **Continue**.

Select Course Material

Select Components to Export

Select All Components

6 Checklists (2 item(s))

Export all items

Select individual items to export

Content (9 item(s))

Export all items

Select individual items to export

Discussions (9 item(s))

Export all items

Select individual items to export

Assignments (3 item(s))

Export all items

Select individual items to export

7

8. Select the item(s) you want to export by clicking in the appropriate boxes.
9. Click **Continue**. (You can click **Expand All** to show all the items nested under folders or subfolders.)

Select Checklists

Select Checklists to Export

Select All

[Expand All](#) [Collapse All](#)

Checklist 1

Checklist 2

10. Check the box to the left of **Include course files in the export package** to add the files for exporting as well.
11. Click **Export**.

Modify' and 'Additional Components to Export'. Under 'Additional Components to Export', there is a question 'Should I include course files?' followed by a checked checkbox and the text 'Include course files in the export package' (highlighted with a purple box and a purple circle containing the number 10). At the bottom, there are three buttons: 'Export' (highlighted with a purple box and a purple circle containing the number 11), 'Go Back', and 'Cancel'."/>

Confirm Components to Export

Confirm Components to Export

Checklists

1 of 2 item(s) selected to export. [Modify](#)

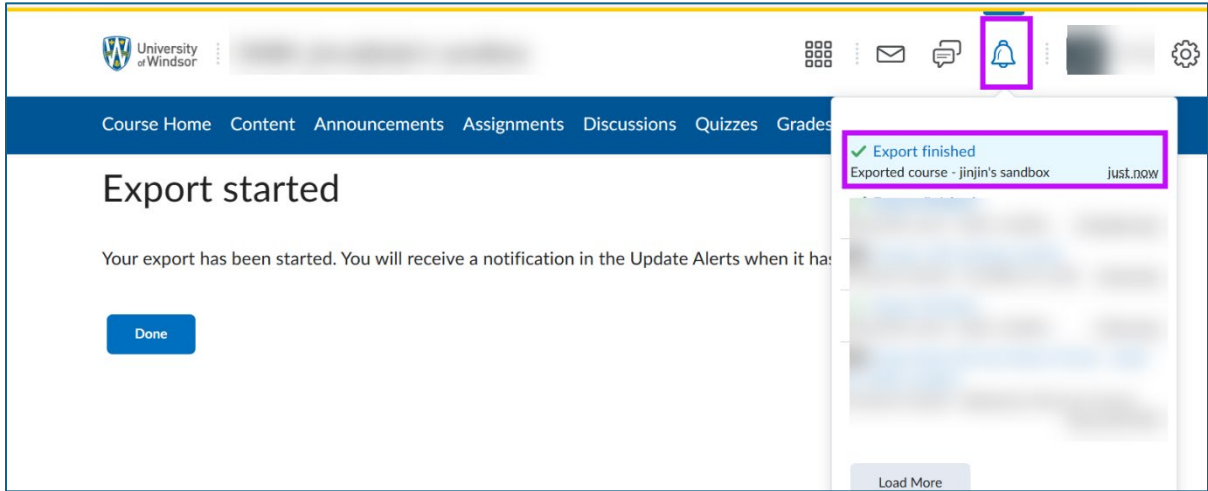
Additional Components to Export

Should I include course files?

Include course files in the export package

12. The **Export started** page will appear. It may take some time for the process to complete and the notification to appear in the **Update Alerts** icon. Click the **Update Alerts** icon and once you see the **Export Finished** notification with a green check

mark, click on it.



13. On the **Export Summary** page, click **Click here to download the export Zip package**.

