

Export Components

In this tutorial, you will learn how to utilize the “Export” portion of the “Import/Export/Copy Components” tool in D2L. The Export Components tool allows you to export Content, Quizzes, Discussion Forums, Dropbox Folders and Grade Items and almost every other type of component from your course to your computer as a zipped file. This feature is very useful to backup your course. Please note that this back up can only be imported into another D2L system rather than a different course management system.

Step 1. Navigating to Export Components



1a. From the course home page, click the “Edit Course” button on the right side of the page.

Tools



[Manage Dates](#)

View, edit, offset, and remove availability dates, and manage the Calendar display status for your course objects.



[Import / Export / Copy Components](#)

1B. Under “tools” select the “Import/Export/Copy Components” button.

Step 2. Exporting with D2L

What would you like to do?

Copy Components from Another Org Unit

Protected Resources: Include protected resources

Export Components

2A. From here, click the "Export Components" radio button.

Course Files: Include course files in the export package

2B. You will see a box under this option, "Include course files in the export package".

Course Files: Include course files in the export package

If this is checked, related course files for the course object such as images, word and pdf files that you have created links for in other components will be included in the course package. In this way, you will not have any broken links.

Next

2C. Click "Next."

The next page will display a list of all of your components.

Select individual items to export

News (3 item(s))

2D. Select which components you wish to export.

Export all items

Select individual items to export

2E. There are 2 buttons under each component which you can select to either export all the items of the component or individual items.

Next

2F. Select which one you would like to use and then click "Next".

Confirm Components to Export

News
Export all items. [Modify](#)

The next page displays your selected components. You will notice a link called "Modify".

Additional Components to Export

Course Files: Include course files in the export package

Confirm Components to Export

News
Export all items. [Modify](#)

2G. This button simply brings you back to your list of components if you wish to export more components.

Additional Components to Export

Course Files: Include course files in the export package

Back

2H. Click "Next."

Next

Export Course Components

The next page is the "Export Summary" page that downloads your components.

Export Summary

✔ **Export Course Components**

Export finished

2I. Once the component(s) has been exported, a green check mark will be displayed.

✔ **News**

Export of component

2J. Click "done" and you will be brought to a page with a link to your exported zip file or to return to your import/export/copy components page.

Done

Step 3. Downloading Exported Files

Export Summary

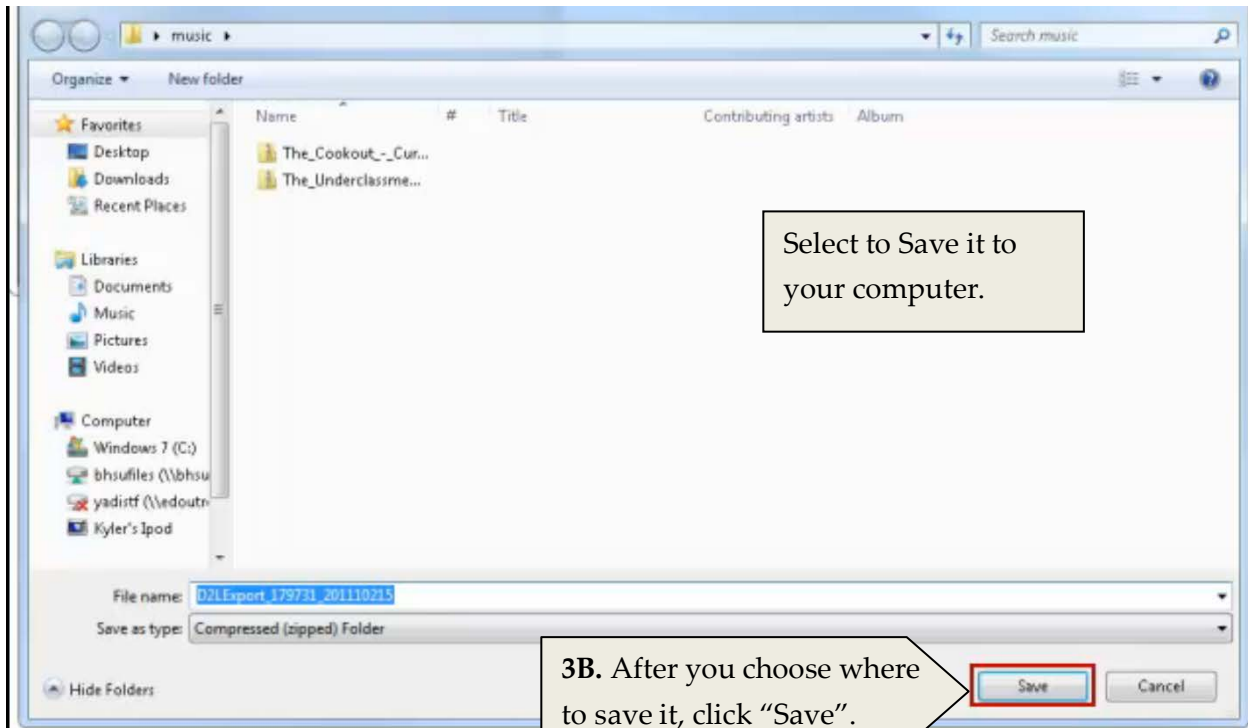
The course export was successful.

3A. Click the top link to download your file.

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

A File Download window will appear.





The zip file includes encoded files which can only be interpreted by D2L course management system. Unzipping the file will not help you to access your course components individually.

In this tutorial, we learned how to Export components from your D2L course to your computer.