Exporting Course Materials

You can export components from your course offering to a file (zipped). User data is not exported. Associations between components will not be exported (for example, Quicklinks, links to grade items, release conditions, etc.).

The following components can be exported:

- checklists
- competencies
- content
- course files
- discussions
- Dropbox
- external links
- FAQ
- glossary
- grades (except calculated grade items)
- navigation bar templates (not navigation bars)
- news
- question library
- quizzes
- calendar
- self-assessments
- surveys

Export an Entire Course

1. Click on the Ed**it Course** link on the red navigation bar.
2. Click on **Import/Export/Copy Components** link.
3. Select Export Components. Click on the **Start** button.
4. Click on the Select All Components checkbox.
5. Click on the **Continue** button.

   The **Confirm Components to Export** page appears. This page lists all the components that are included in the export file along with the number of items selected for each component. You can change the items selected within a component by clicking Modify. This takes you to the Select Items page for that component.

6. Click on the **Continue** button to begin the export.
7. The **Export Course Components** page is displayed, showing the export progress.
8. When a component has been successfully exported, a green check mark appears beside it. If any component fails to export properly, a red X will appear beside it. Please call Donna at x3439 if a red X appears.
9. When the process is complete, click **Finish**.
10. A final Export Summary page is displayed where you can download the export file.
11. To download the file, click on the link that says Click here to download the export Zip package. Choose a location to save the file and save it.

Export components

1. Click on the **Edit Course** link on the red navigation bar.
2. Click on **Import/Export/Copy Components** link.
3. Select **Export Components**. If you want to include any files associated with components, select Include course files in the export package. Click **Start**.
4. Select the components you want to export using the check box next to each component.
5. To export only certain items from a component, choose Select individual items to export. This allows you to select, for example, individual quizzes, FAQ sections, dropbox folders, etc.
6. When you are finished selecting components, click **Continue**.
7. If you chose "Select individual items to export" for any component in the previous step, the Select Items page appears. This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the Dropbox folders and categories.)
8. Select the individual items and sub-items you want to export and click **Continue**.
9. To view sub-items, click the + icon next to an item or click Expand All at the top of the list. Not all components have sub-items.
10. Repeat the previous step for any other components for which you chose "Select individual items to export." The **Confirm Components to Export** page appears. This page lists all the components that are included in the export file along with the number of items selected for each component. You can change the items selected within a component by clicking Modify. This takes you to the Select Items page for that component.
11. Click **Continue** to begin the export.
12. The **Export Course Components** page is displayed, showing the export progress.
13. When a component has been successfully exported, a green check mark appears beside it. If any component fails to export properly, a red X will appear beside it.
14. When the process is complete, click **Finish**.
15. A final Export Summary page is displayed where you can download the export file.
16. To download the file, click on the link that says Click here to download the export Zip package. Choose a location to save the file and save it.

Note: If you do not download the file from this screen, it is lost. You cannot download it later.