DL KNOW HOW - Exporting Course Components

The following documentation demonstrates the process of exporting course components/content into a zip folder.

STEP 01	Log into the course you wish to copy content into.

STEP 02	Click the **Edit Course** link located in **Course Tools** on the navigation bar.

STEP 03	The **Course Administration** page is displayed. Under the **Site Resources** section heading, click the **Import / Export / Copy Components** option.

STEP 04	Choose **Export Components** and click the **Start** button. Select the components you want to export and click the **Continue** button. Confirm the components to export and click the **Continue** button again.

STEP 05	Wait for your course components to export, click the **Finish** button and then click the link to download the export Zip package. Then click the **Done** button.

If you need further assistance or have any questions related to Importing Course Components, please do not hesitate to contact our **DL Help Desk**, using the contact information below.

Email:	dlshelp@cna.nl.ca
Phone:	1.877.465.2250 option 1 (toll free) / 1.709.466.6961 (local)
Live Chat:	http://livechat.cna.nl.ca