DISTRIBUTED
LEARNING
|2021

USING BRIGHTSPACE TOOLS

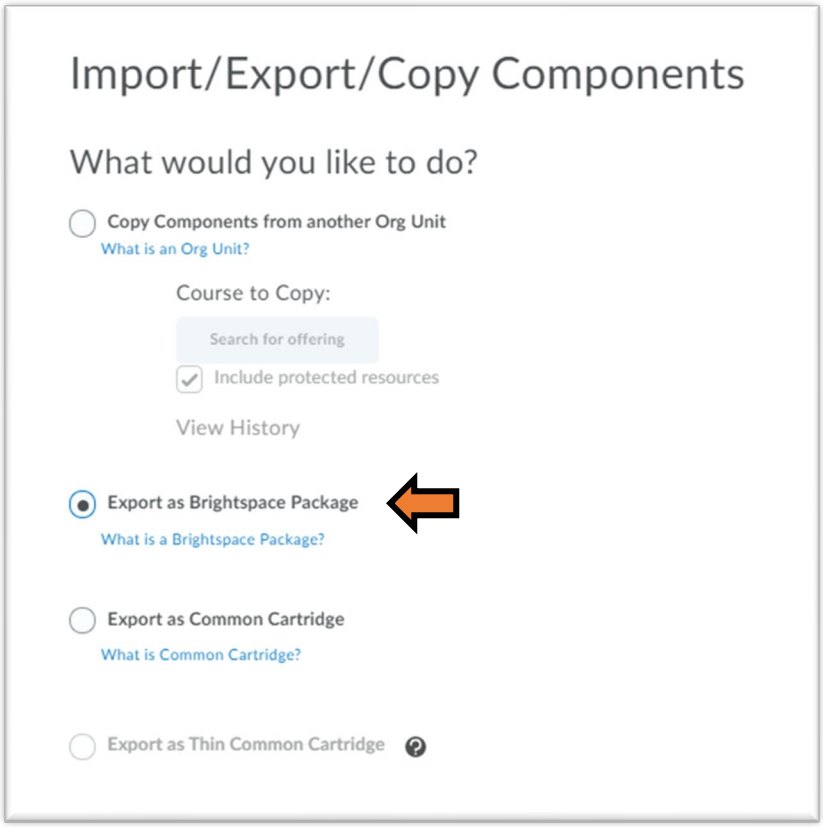
Exporting Course Materials As A Brightspace Package

cna

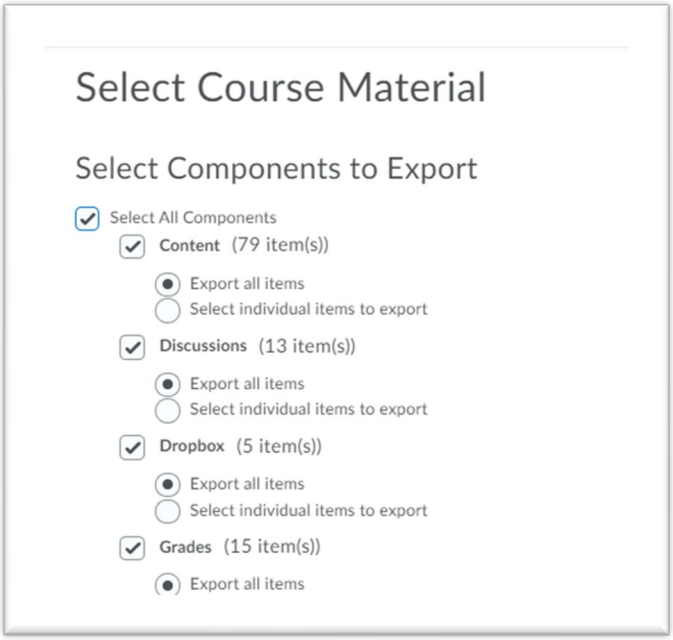
To export your course content please do the following.

1. Go to **Course Tools** and select **Edit Course**. Then, click **Import, Export, Copy Components**.

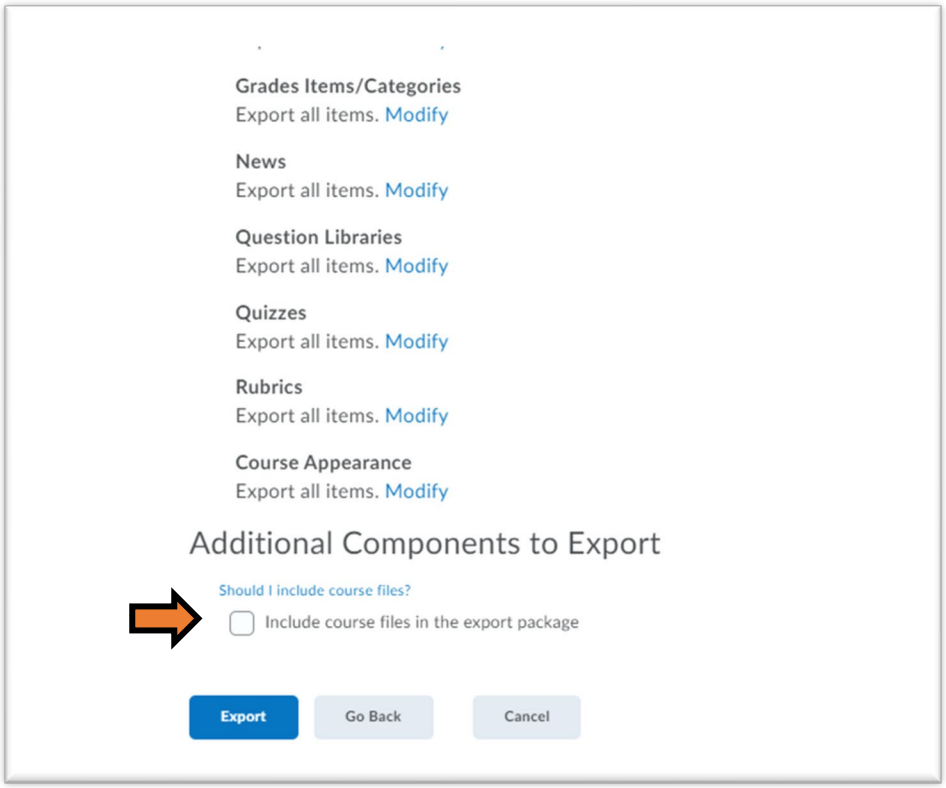
2. Select the **Export as Brightspace Package**.



3. Select the Components you want to Export.

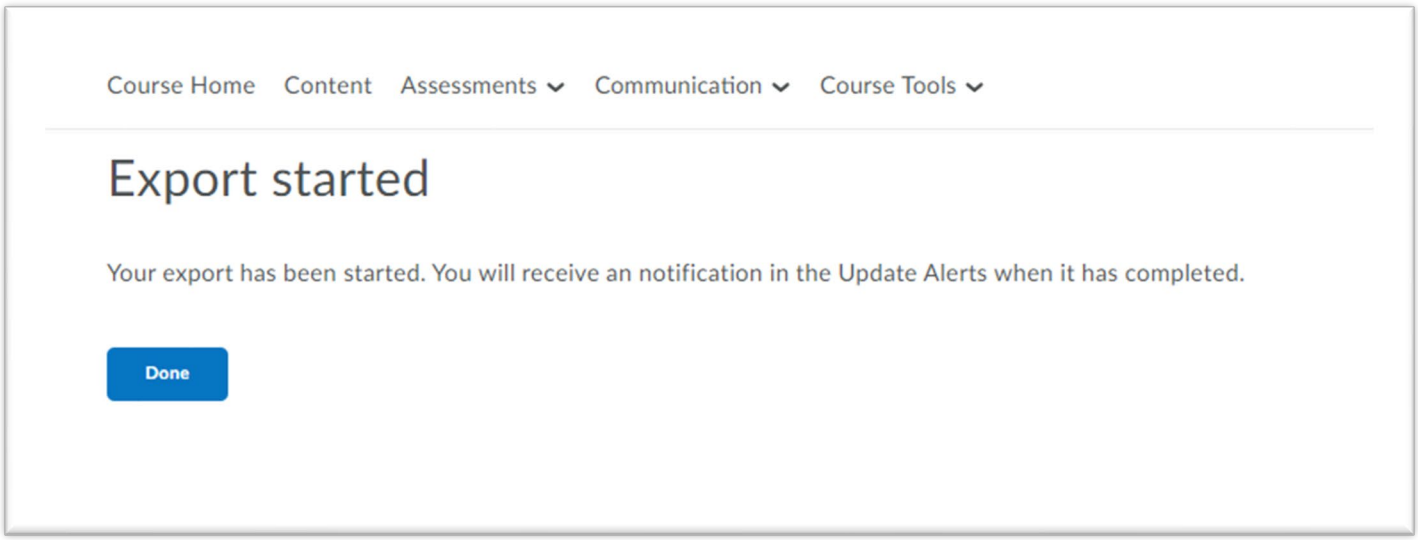


4. **DO NOT** select the "**Include course files in the export package**" option, unless you want your complete course exported.

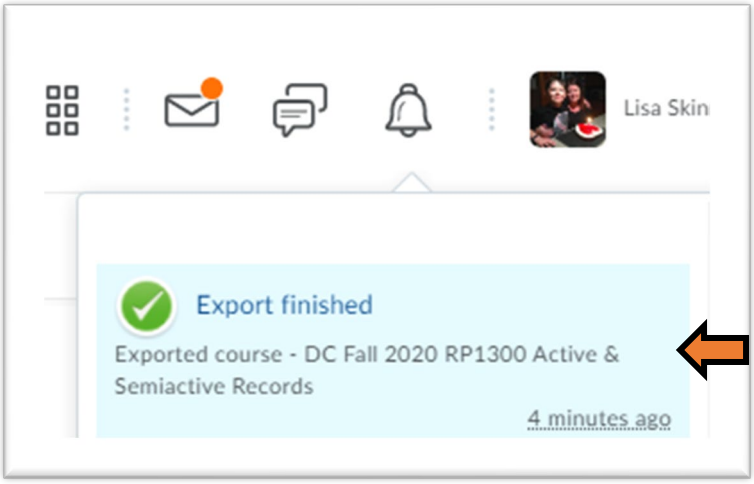


5. Click **Export** to start exporting your package.

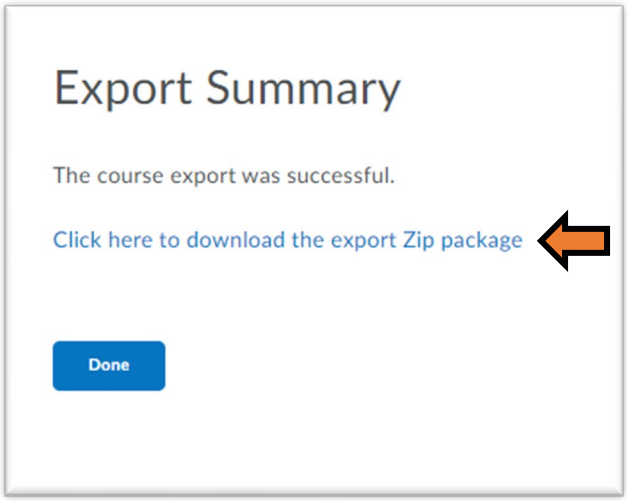
6. On the Export Started page, click **Done**. You will receive a notification in the Update Alerts when it has completed and you can retrieve your Zip file.



7. Once you receive the notification that the Export is finished, click on the box to close the window.



8. On the Export Summary page, you will be given the option to **download the Zip package**.



9. After you downloaded the file, click **Done**.