

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**.

Import/Export/Copy Components


What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)


Course to Copy:

Include protected resources

[View History](#)

Export as Brightspace Package 
[What is a Brightspace Package?](#)

Export as Common Cartridge
[What is Common Cartridge?](#)

Export as Thin Common Cartridge 

3. Select the Components you want to Export.

Select Course Material

Select Components to Export

Select All Components

Content (79 item(s))

Export all items
 Select individual items to export

Discussions (13 item(s))

Export all items
 Select individual items to export

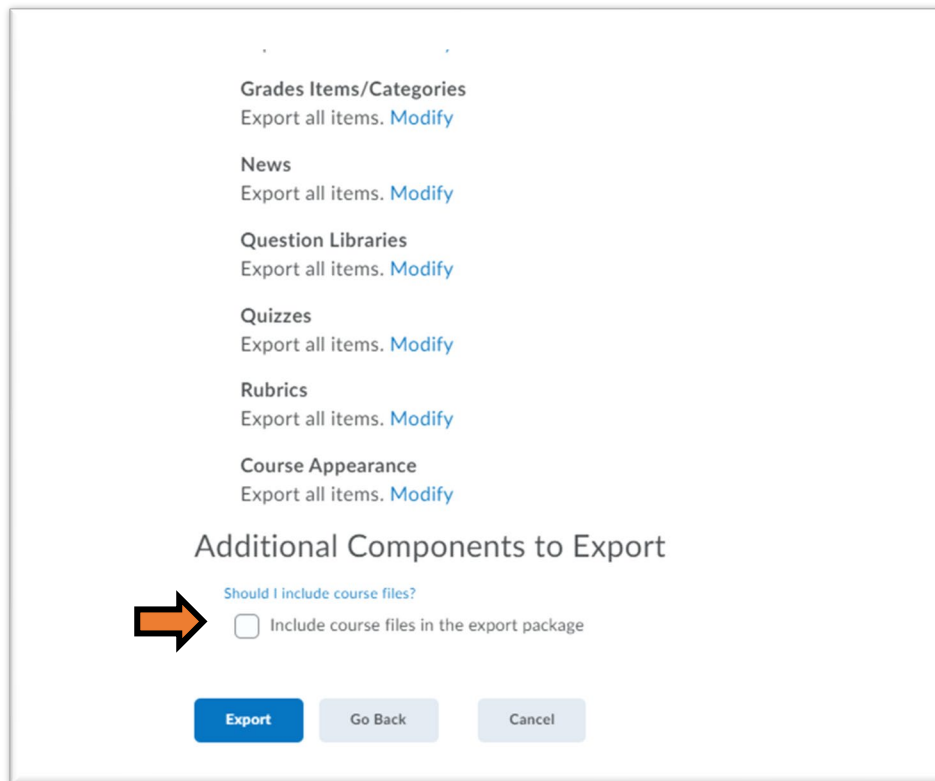
Dropbox (5 item(s))

Export all items
 Select individual items to export

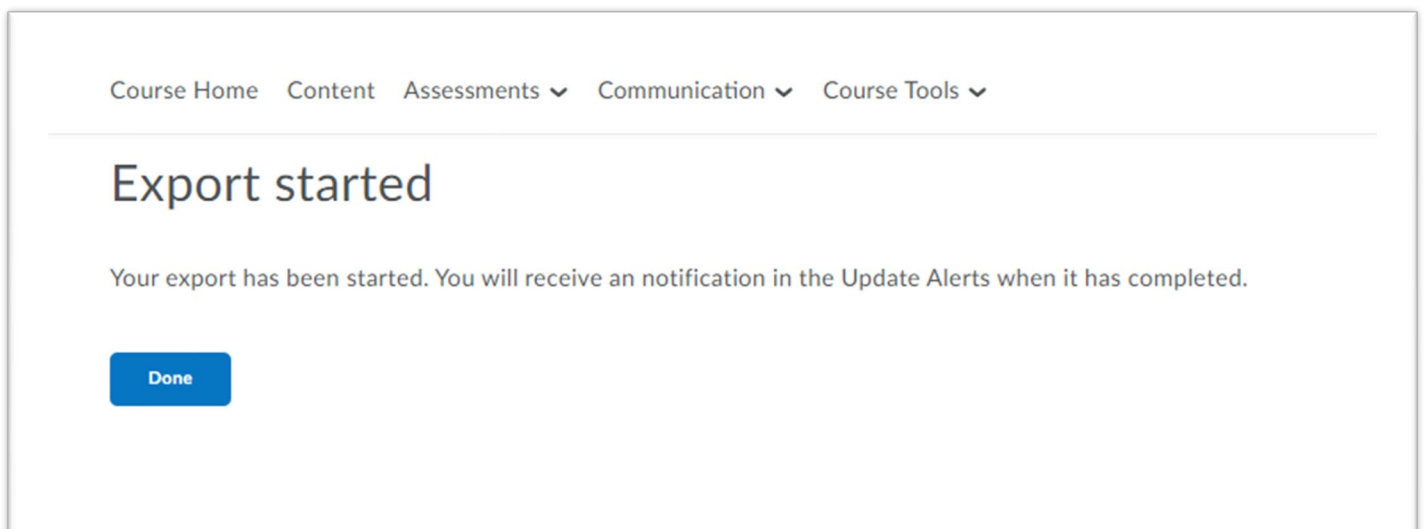
Grades (15 item(s))

Export all items

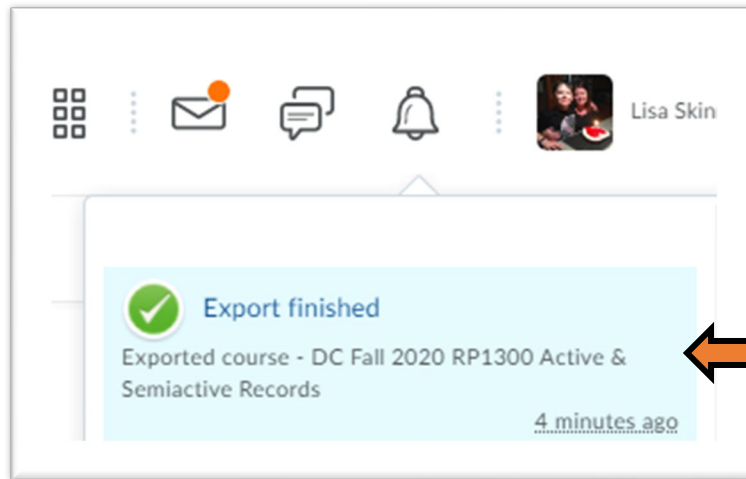
4. **DO NOT** select the “**Include course files in the export package**” option, unless you want your complete course exported.



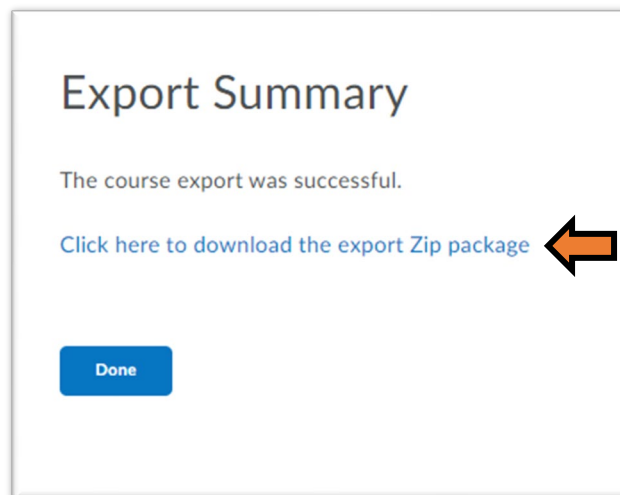
5. Click **Export** to start exporting your package.
6. On the Export Started page, click **Done**. You will receive a notification in the Update Alerts when it has completed and you can retrieve your Zip file.



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**.