

























Export Course Components

To export course components

1. In the course offering containing the components you want to copy, on the navigation bar, click  **Course Admin** and then click on  **Import/Export/Copy Components**.

Course Home Content My Media Assessments  Communication  Resources  **Course Admin**

Tools

- | | | |
|---|--|---|
|  Announcements |  Assignments |  Attendance |
|  Book Management |  Broken Links |  Calendar |
|  Chat |  Checklists |  Class Progress |
|  Classlist |  Competencies |  Content |
|  Course Builder |  Course Design Accelerator |  Course Offering Information |
|  Discussions |  External Learning Tools |  Frequently Asked Questions |
|  Glossary |  Grades |  Groups |
|  Homepages |  Import / Export / Copy Components |  Instructional Design Wizard |
| | |  Intelligent Agents |

2. Select **Export Components** then click **Start**.

What would you like to do?

- Copy Components from another Org Unit**

[What is an Org Unit?](#)

Course to Copy:

- Include protected resources

- Copy Components from Parent Template**

[What is a Parent Template?](#)

- Include protected resources

- Export Components**

[Should I include course files?](#)

- Include course files in the export package

3. In the **Select Components to Export** section, select the check box for any components you want to export. To export only certain items from a component, choose **Select individual items to import**.
4. Click **Continue**.

Select Components to Export

- Select All Components**
 - Checklists** (2 item(s))
 - Export all items
 - Select individual items to export
 - Competencies** (20 item(s))
 - Export all items
 - Select individual items to export
 - Content** (67 item(s))
 - Export all items
 - Select individual items to export
 - Discussions** (10 item(s))
 - Export all items
 - Select individual items to export
 - Assignments** (3 item(s))
 - Export all items
 - Select individual items to export
 - Grades** (10 item(s))
 - Export all items
 - Select individual items to export
 - Announcements** (1 item(s))
 - Export all items
 - Select individual items to export
 - Quizzes** (2 item(s))
 - Export all items
 - Select individual items to export
 - Course Appearance**

Continue

Go Back

Cancel

5. 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. Otherwise, the Confirm Components to Export page appears. To view sub-items, click the + **Expand** icon next to an item. Select the individual items and sub-items you want to export and click **Next**. When you have finished selecting individual items from components, the Confirm Components to Export page appears.
6. Click **Continue**.
7. When the export process ends, click **Finish**.
8. Click the **Click here to download the export Zip package** link. If you do not download the file from this screen, it is lost. You cannot download it later.