

How to Export a Course

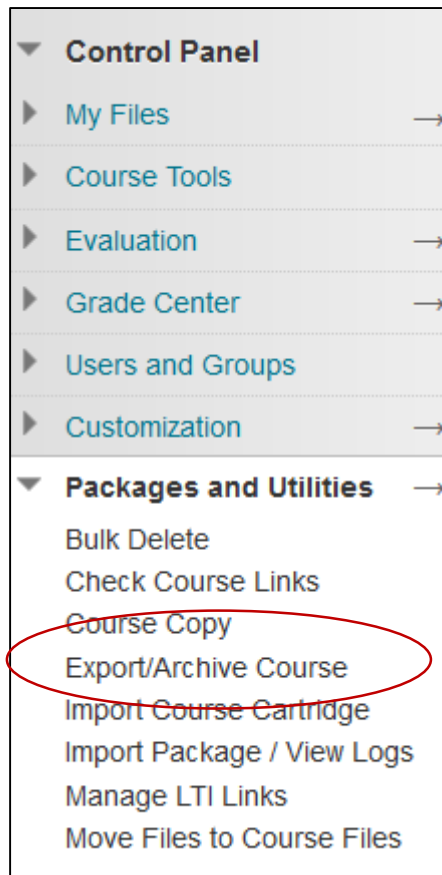


The export course feature creates a package of the course content that you can import and use to teach another course with the same content. Unlike the archive course feature, the export course feature does not include any user interactions with the course—it only includes the content and the tools. (Files within Course Files that are not used in the course or not linked in the course are not included when exporting.)

Export packages are downloaded as compressed ZIP files and are imported in the same format. Do not unzip an export package or delete files from the package, otherwise the package will not be imported correctly.

To access the **Export/Archive Course** page:

1. On the Control Panel, expand the **Packages and Utilities** section and click Export/Archive Course.



2. On the Export/Archive Course page, click **Export Package** on the Action Bar.



3. On the Export Course page, select whether to include only the links to course files or to include the links and copies of the course files content.

If you select Copy links and include copies of the content, click Calculate Size to ensure that the package size does not exceed the displayed Allowed package size. To remove files and folders from the package, click Manage Package Contents.

FILE ATTACHMENTS

*Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.*

Course Files Default Directory Copy only links to course default directory files
 Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory Copy only links to files stored outside of the course default directory
 Copy links and include copies of the files outside of the course default directory

Package Size

4. In the **Select Course Materials** section, select the check boxes for each course area and tool to export.

SELECT COURSE MATERIALS

Select materials to include in the export package. For a package to serve as an export package, all materials must be selected.

- Content Areas
 - Course Content
 - Assignments
 - Assessments
 - Student Tech Support
 - Student Services
 - Web Links
 - Student Help
 - Course Content

5. Click Submit