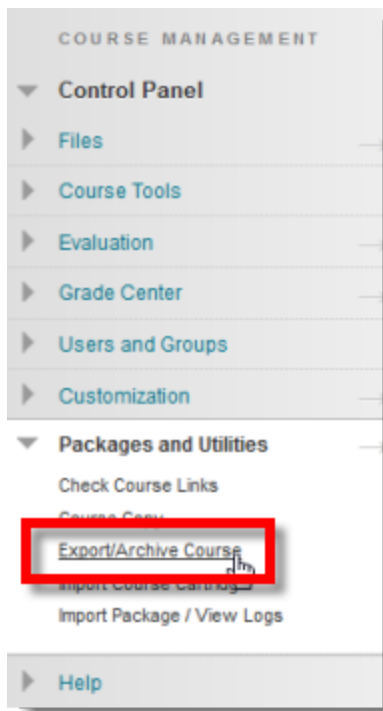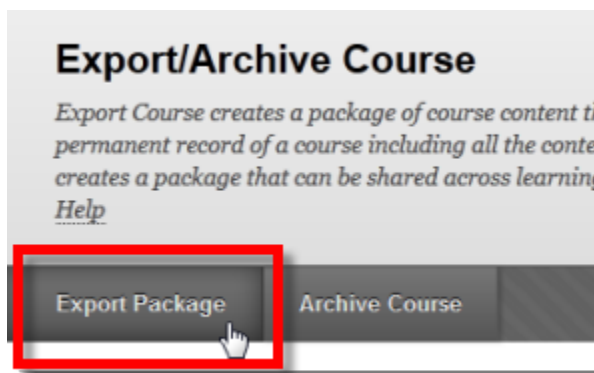The **Export Course** process creates a package of course content. The *Export Course* process does not include any scores or assignments from students in the current course. It includes content, settings, and tools.

To prepare an Export Package:

1. Enter a course
2. Turn Edit Mode - On.
3. Go to the **Control Panel**.
4. Click **Packages and Utilities**.
5. Click **Export/Archive Course**.

COURSE MANAGEMENT

▼ **Control Panel**

▶ Files

▶ Course Tools

▶ Evaluation

▶ Grade Center

▶ Users and Groups

▶ Customization

▼ **Packages and Utilities**

Check Course Links

Course Copy

Export/Archive Course

Import Course Cartridge

Import Package / View Logs

▶ Help

6. Click **Export Package.**

Export/Archive Course

Export Course creates a package of course content t
permanent record of a course including all the conte
creates a package that can be shared across learnin
Help

Export Package   Archive Course

7. On the **Export Course** screen, scroll to *Section 3*. Click the **Select All** button.

    It is highly recommended to keep the automatic selection, even if you aren't sure about a particular option. Please understand that content sections which include graded items (e.g., assignments or tests) are connected to **Grade Center Columns and Settings**. If you do not copy the Grade Center, these graded items will **not** be copied.
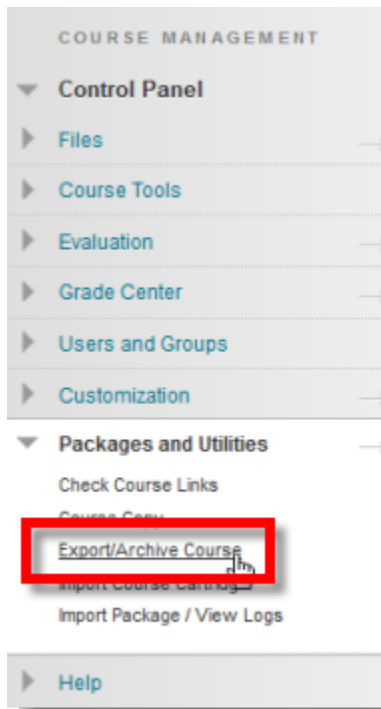
8. Click **Submit**.

Success: This action has been queued. An email will be sent when the process is complete.

After the *Export Course* page is submitted, the system creates a course package (a zip file). When the package is complete, the instructor receives an email. This usually only takes a few minutes.
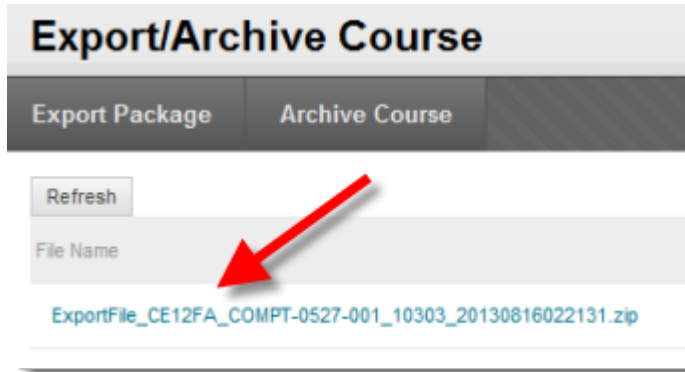
To Save an Export Package:

Once the email is received, go to the Control Panel and click on the **Export/Archive Course** link again.

COURSE MANAGEMENT

▼ **Control Panel**

▶ Files

▶ Course Tools

▶ Evaluation

▶ Grade Center

▶ Users and Groups

▶ Customization

▼ **Packages and Utilities**
   Check Course Links
   Course Copy
   Export/Archive Course
   Import Course Cartridge
   Import Package / View Logs

▶ Help

(OR, click **Refresh** if you are still on the **Export/Archive Course** screen.)

1. On the **Export/Archive Course** screen, you should see a new link starting with the word "ExportFile."

2. Click the blue **ExportFile** link (i.e. the actual words).
3. A dialog box asks if the file should be opened or saved. Click **Save.**
4. Save the zipped course to your hard drive or onto a removable storage device (CD, DVD, Flash drive, etc.) Remember where you saved it!

Keep in mind that *Course Export* does not export any student data including discussion forum postings, grades, student assignment or test submissions.

Never try to edit the zip file. There is nothing you should edit and this action could make the package unstable and unpredictable upon import.