



Backing Up (Saving) a Complete D2L Course Site – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

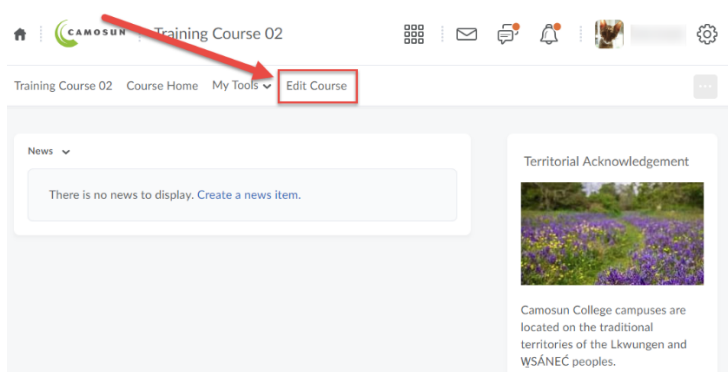
Scenario

This tutorial will cover the steps involved when you wish to export a full or partial copy of your D2L Course site to your computer as a ZIP file.

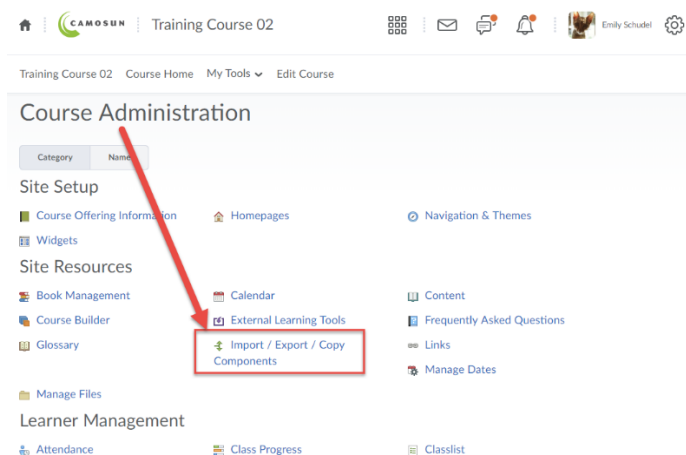
NOTE: This process will NOT back-up Collaborate sessions. You will need to create new sessions in each course as they are specific to individual courses.

Steps

1. Go to your course homepage.
2. Click **Edit Course**.



3. Click **Import/Export/Copy Components**.



4. Select **Export Components**, then click **Start**.

Training Course 02 Course Home My Tools Edit Course

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:
Search for offering

Include protected resources

View History

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

Start

5. Select **All Components**, or select individual components to export, then click **Continue**.

Select Course Material

Select Components to Export

Select All Components

Checklists (2 item(s))

Export all items

Select individual items to export

Content (35 item(s))

Export all items

Select individual items to export

Discussions (15 item(s))

Export all items

Select individual items to export

Dropbox (7 item(s))

Export all items

Select individual items to export

Grades (10 item(s))

Export all items

Select individual items to export

Question Library (20 item(s))

Export all items

Select individual items to export

Continue Go Back Cancel



6. If all looks well on the **Confirm components to Export** page, click **Continue**.

Confirm Components to Export

Confirm Components to Export

Checklists
Export all items. [Modify](#)

Content
Export all items. [Modify](#)

Discussions
Export all items. [Modify](#)

Dropbox Folders
Export all items. [Modify](#)

Grades Items/Categories
Export all items. [Modify](#)

Question Libraries
Export all items. [Modify](#)

Quizzes
Export all items. [Modify](#)

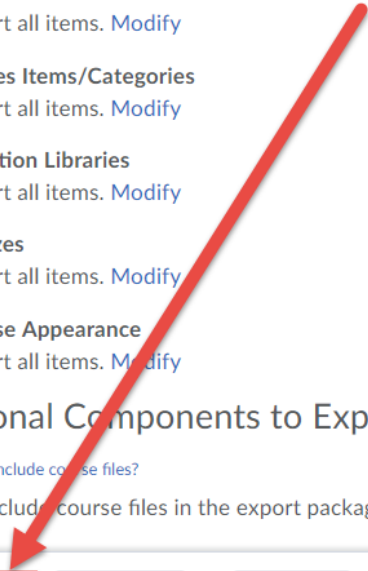
Course Appearance
Export all items. [Modify](#)

Additional Components to Export

Should I include course files?

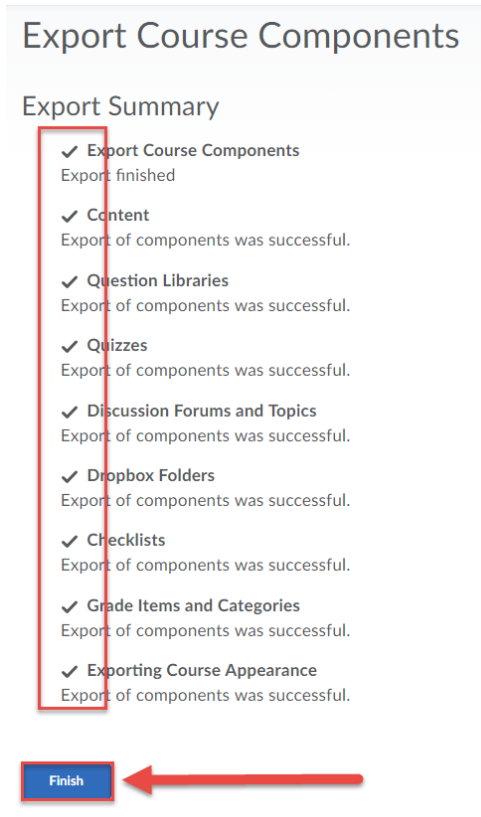
Include course files in the export package

[Continue](#) [Go Back](#) [Cancel](#)

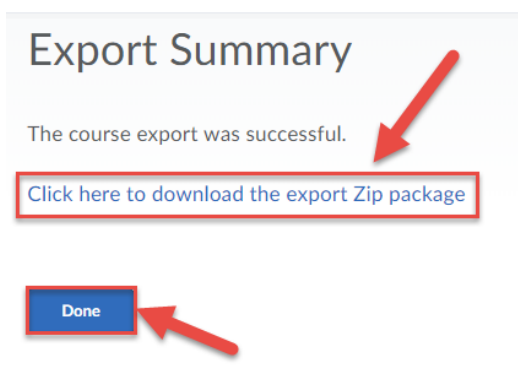


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7. Wait until all components have finished exporting, then click **Finish**.



8. Click the **Click here to download the export Zip package** link to download your course file to your computer. Click **Done**. You can then import your exported course into D2L using the Import Components option in **Import/Export/Copy Components** at any time (see the tutorial *Importing a D2L Course from a Zip File* for further information).



Things to Remember

Remember, if you are wanting to copy the content and tool set-ups from one course into another, choose **Copy Components** rather than **Export** or **Import**. Use **Export** only if you wish to save a copy of your course to your computer. Note that student data (Grades, Discussion postings, Assignments, etc.) will NOT be exported – only the course content and activities.



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