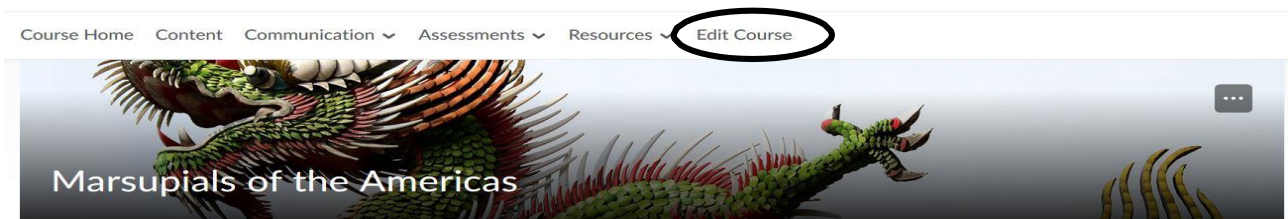

How to Archive Your Course

Objective:

- Archive Materials from a past course to a zip file.
-

D2L allows you to archive or save all the contents of a previous course.

1. Go to the D2L course that you wish to archive.
2. Click on **Edit Course** on the right-hand side of the screen.



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



4. Select **Export Components** and click **Start**.

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

Import Components

Start

5. Select **All Components** (or select specific components) and click **Continue**.

Select Course Material

Select Components to Export

Select All Components (1 item(s))

Export all items
 Select individual items to export

Discussions (6 item(s))

Export all items
 Select individual items to export

Dropbox (17 item(s))

Export all items
 Select individual items to export

Grades (53 item(s))

Export all items
 Select individual items to export

Question Library (619 item(s))

Export all items
 Select individual items to export

Quizzes (8 item(s))

Continue Go Back Cancel

6. Click **Continue** to confirm the components to export.

Confirm Components to Export

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](#)

Rubrics

Export all items. [Modify](#)

Surveys

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

7. Click **Finish** to Export Course Components.

Export Summary

- ✓ **Export Course Components**
Export finished
- ✓ **Content**
Export of components was successful.
- ✓ **Question Libraries**
Export of components was successful.
- ✓ **Quizzes**
Export of components was successful.
- ✓ **Discussion Forums and Topics**
Export of components was successful.
- ✓ **Dropbox Folders**
Export of components was successful.
- ✓ **Surveys**
Export of components was successful.
- ✓ **Grade Items and Categories**
Export of components was successful.
- ✓ **Exporting Rubrics**
Export of components was successful.
- ✓ **Exporting Course Appearance**
Export of components was successful.



8. Click on the hyperlink to download the export Zip file.

Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

Done

9. Find the zip file in your downloads and save to a desired location.

