

# Desire2Learn Quickguide: Export Course Components

You can export components from your course offering to a zipped file. You can use this feature to share content from your course with other instructors or to save a backup.

1. Go to the course you want to export course components from.
2. On the navigation bar, click **Course Tools**.
3. Click **Import/Export/Copy Components**
4. Select **Export Components**.
  - Make sure **Include course files in the export package** is selected.
5. Click **Start**
6. This will bring you to a new page called “Select Course Material”
  - To export only certain items from a component, choose **Select individual items to export**. This allows you to select individual Quizzes, Discussion forums, Content topics, etc.
7. To export everything select **Select All Components**



8. When you are finished selecting components, click **Continue**.
9. This will bring you to the “Confirmation Page.” Select Continue again and the “Export” will begin.
10. When it’s done exporting, select **Finish**
11. To download the file, select **Click here to download the export Zip package**
  - Choose a location on your computer to save the file and save it.

