

## Export a D2L Brightspace Course Shell

Exporting your course will produce an importable .zip Brightspace Package.

NOTE: *All instructional course shells from Fall 2018 through the Spring 2022 semesters will be migrated to PennWest's D2L Brightspace for you.*

**Note: Absolutely NO student data or Groups will be contained in the export package.**

### How to Export your Brightspace Package

1. In each course you want to export, click Course Admin > then Import/Export/Copy Components.

 [Import / Export / Copy Components](#)

2. Select **Export as Brightspace Package** and click **Start**

[Export as Brightspace Package](#)  
[What is a Brightspace Package?](#)

[Export as Common Cartridge](#)  
[What is Common Cartridge?](#)

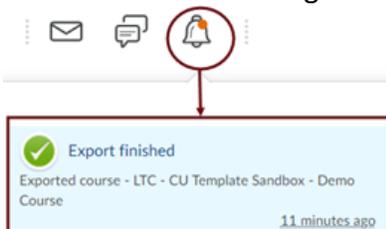
3. In the **Select Components to Export** section, check the box next to **Select All Components**. This will **check ALL the checkboxes** for you. Leave all selections set to **Export all items**.  
[Select Components to Export](#)

[Select All Components](#)

4. Click the **Continue** button.
5. On the **Confirm Components to Export** screen, it is **very important** to scroll down and check the box **Include files in the export package** under the **Additional Components to Export** heading.



6. Click the **Export** button.
7. When the export process ends, click the **Done** button. D2L will prepare the export package. It may take a few minutes, depending on the size of your course.
8. When the export package is ready for download, a notification is generated and can be accessed from the bell icon in the navigation bar.



9. Click the **Export finished** notification message. This directs you back to the **Export Summary**.
10. Click the **Click here to download the export Zip package** link, then save the .zip file to your computer.