

Export a Brightspace Course Package

Quick Summary

You can export all or part of your Brightspace course to create a backup. In Brightspace, course backups are saved as modified Common Cartridge formatted ZIP archives. This allows you to easily unzip the file on your computer to access the course files or restore the backup to another D2L Brightspace server. Additionally, some other Learning Management Systems (LMSs) may also be able to import these files. Please note that an exported course does not include student data such as grades, quiz attempts, or submission folder files.

- [Part 1: Package Types](#)
- [Part 2: Select a Package Type](#)
- [Part 3: Export a Brightspace Course Package](#)
- [Part 4: Export a Common Cartridge](#)
- [Part 5: Export a Thin Common Cartridge](#)

Videos

Video tutorials are available that demonstrate how to export each of the three package types:

[Brightspace Course Package](#)

[Common Cartridge](#)

[Thin Common Cartridge](#)

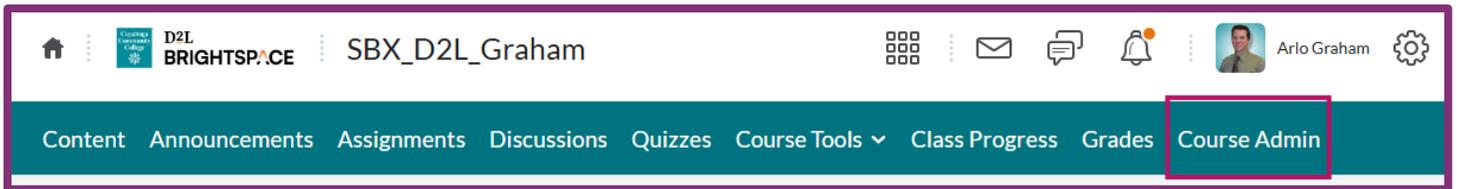
Part 1: Package Types

Brightspace offers three types of course packages for export. For detailed information on the Common Cartridge standards, visit the [1EDTECH Common Cartridge webpage](#).

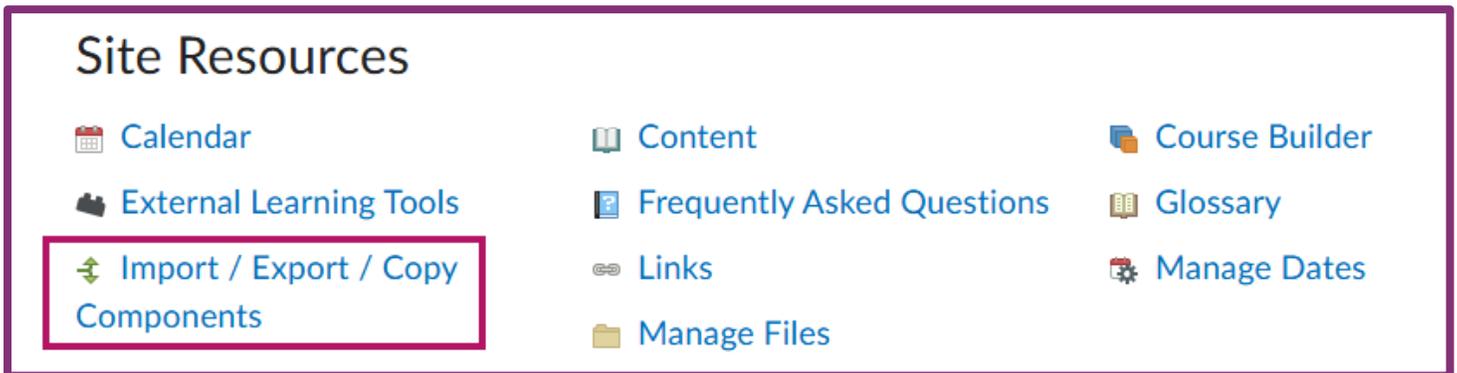
- **Brightspace Package:** This package type is the standard export for Brightspace. It is based on the IMS Content Packaging specification. This package contains all the necessary resources you need to share your course with another Brightspace site. This package type is best suited for creating a backup of your course or sharing your course with other Brightspace users.
- **Common Cartridge version 1.3:** This package uses a set of open standards for content, assessment, and digital content that allows publishers and content creators to create LMS-independent course packages. It is an excellent option for OER resources. Note that features specific to Brightspace will not be exported. This package type is best suited for transferring or copying your course to a different LMS (Blackboard, Canvas, Moodle, etc.).
- **Thin Common Cartridge (Thin CC) version 1.3:** The Thin CC standard is a streamlined version of the Common Cartridge standard. It preserves the course organization and design, but only includes links to, and metadata about, the course content. The actual content in a Thin CC must be hosted remotely and accessed through these links. This package type is best suited for cases where your course predominantly links to external content and tools. Use it only when necessary.

Part 2: Select a Course Package Type

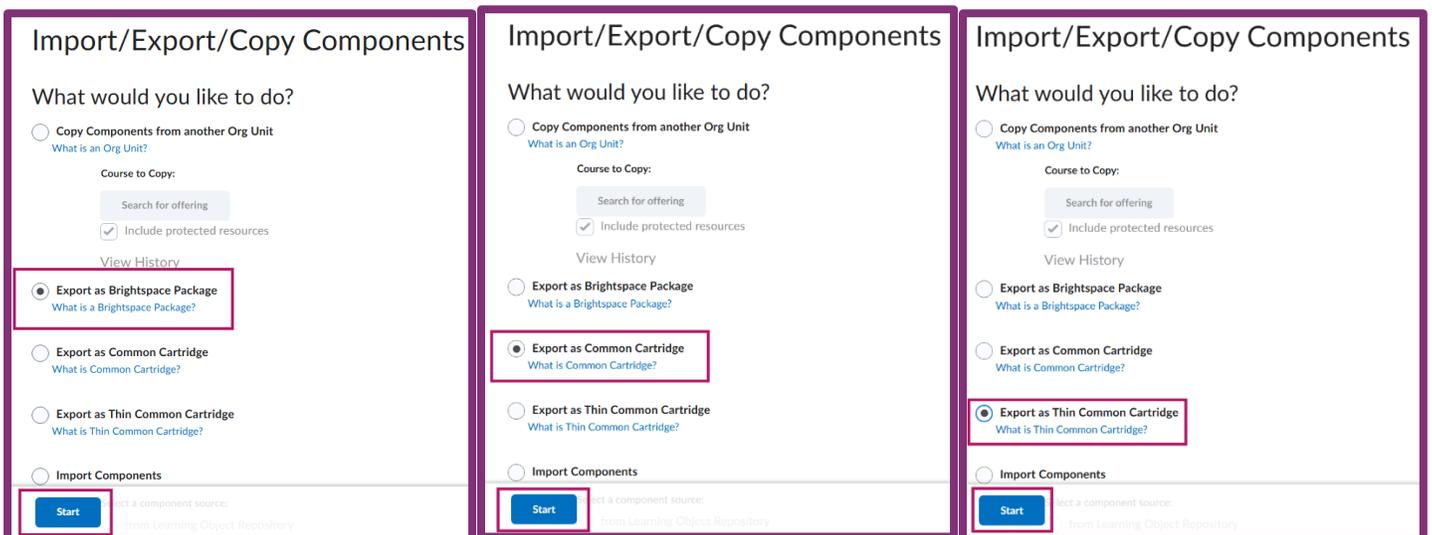
Step 1: Enter the course you want to export to as a package and go to “Course Admin”.



Step 2: Select “Import/Export/Copy Components”.



Step 3: Select the Desired Package Type and Select “Start”.



Part 3: Export a Brightspace Course Package

Step 1: Complete “Part 1” and select “Export as Brightspace Package” and “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:

Include protected resources

[View History](#)

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

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

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

Import Components

Select a component source:
from Learning Object Repository

Step 2: Select the components to be exported.

- To export all components, choose “Select All Components”, this will add checkmarks to each item. (If you choose this option, jump to Step 4.)

Select Course Material

Select Components to Export

Select All Components

Checklists (3 item(s))

Export all items
 Select individual items to export

Content (23 item(s))

Export all items
 Select individual items to export

- To export specific components and all its items, select the check boxes next to the desired components and then select “Export all items”. (If you choose this option, jump to Step 4.)

The screenshot shows a web interface titled "Select Course Material" with a sub-header "Select Components to Export". There are two main sections: "Checklists (3 item(s))" and "Content (23 item(s))". Each section has a checkbox to select the component and two radio buttons for "Export all items" and "Select individual items to export". In the "Checklists" section, the component checkbox is checked, and the "Export all items" radio button is selected. A red box highlights the "Checklists" section and its options.

- To export only certain items from a component, select the check boxes next to the desired components and choose “Select individual items to export”. (If you choose this option, continue to Step 3.)

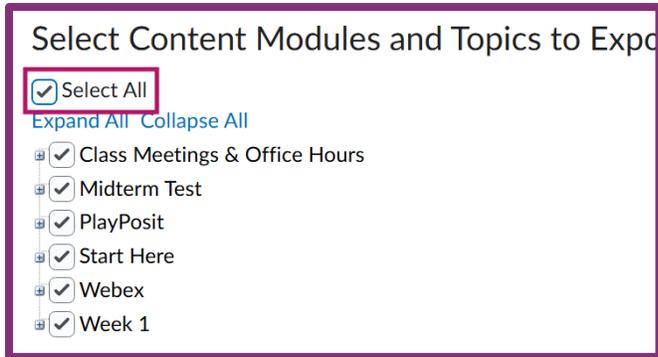
This screenshot is identical to the one above, but in the "Checklists" section, the "Select individual items to export" radio button is selected instead of "Export all items". A red box highlights the "Checklists" section and its options.

- Select Continue

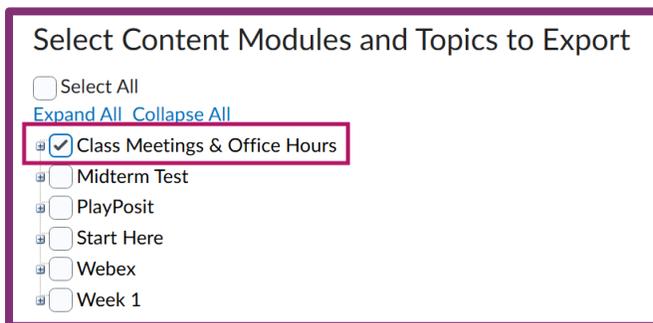
The screenshot shows three buttons: "Continue" (highlighted with a red box), "Go Back", and "Cancel".

Step 3 (Optional): Select individual items.

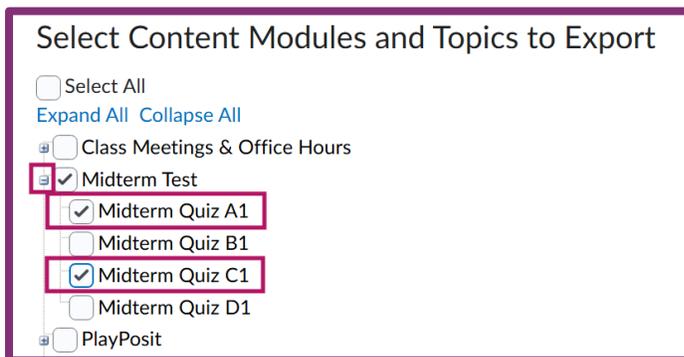
- To export all items within a component, choose “Select All”.



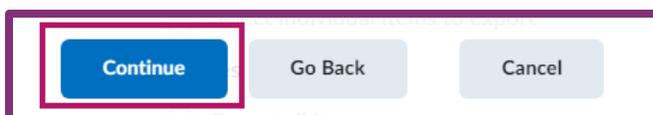
- To export individual items and all included assets, select the check boxes next to the component.



- To export specific assets from each item, select the “+” symbol and select the desired assets.



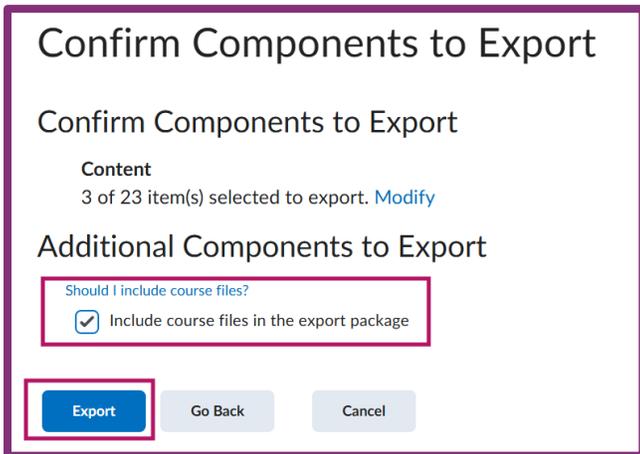
- Select Continue



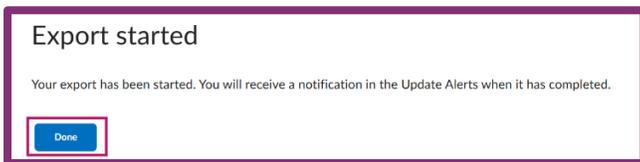
- Repeat this process for each type of component (Modules, Discussion Boards, Quizzes, etc.).

Step 4: Confirm components to export and select “Export”.

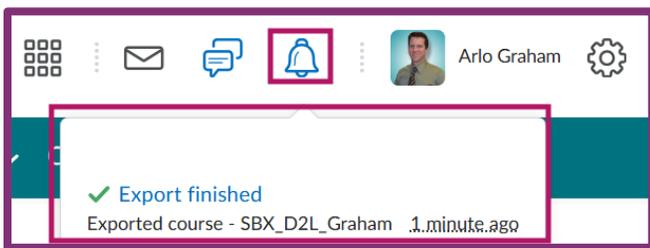
If changes are needed, select “Modify” or “Go Back”. It is recommended to select the “Include course files in the export package” option to ensure include all course files are included in the course package.



Step 5: Select “Done” and wait for an Update Alert.



Step 6: Open Update Alert and select the message titled “Export finished”.



Step 7: Download the Zip package.



Part 4: Export a Common Cartridge.

Step 1: Complete “Part 1” and select “Export as Common Cartridge” and “Start”.

Import/Export/Copy Components

What would you like to do?

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Course to Copy:

Search for offering

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[View History](#)

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

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

Import Components

Select a component source:

from Learning Object Repository

Start

Step 2: Select the components to be exported.

To export all the components, select the “Select All Components” checkbox. This will add checkmarks next to each item. To export specific components, select the checkbox next to each desired component. Then select “Continue.”

Select Course Material

Select Components to Export

Select All Components

Content (23 item(s))

External Learning Tool Links (8 item(s))

Discussions (5 item(s))

Assignments (2 item(s))

Quizzes (5 item(s))

Surveys (6 item(s))

Continue Go Back Cancel

Select Course Material

Select Components to Export

Select All Components

Content (23 item(s))

External Learning Tool Links (8 item(s))

Discussions (5 item(s))

Assignments (2 item(s))

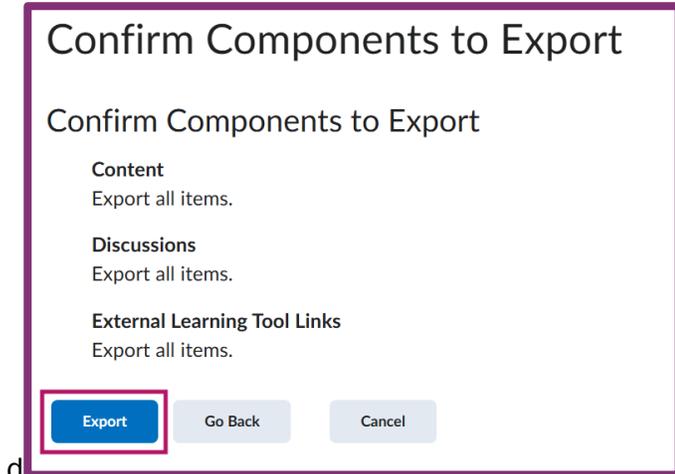
Quizzes (5 item(s))

Surveys (6 item(s))

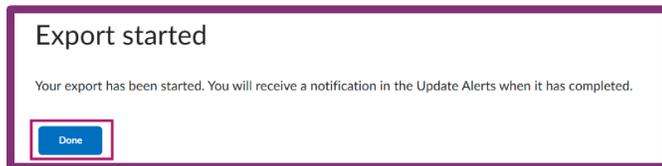
Continue Go Back Cancel

Step 3: Confirm components to export and select “Export”.

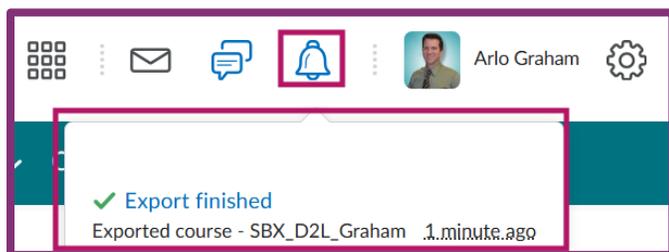
Ensure that all the desired components are listed for export. If changes are needed, select “Go Back”.



Step 4: Select “Done” and wait for an Update Alert.



Step 5: Open Update Alert and select the message titled “Export finished”.



Step 6: Download the Zip package,



Part 5: Export a Thin Common Cartridge.

Step 1: Complete “Part 1” and select “Export as Thin Common Cartridge” and “Start”.

Import/Export/Copy Components

What would you like to do?

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What is an Org Unit?

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What is Thin Common Cartridge?

Import Components

Select a component source:

from Learning Object Repository

Start

Step 4: Select the components to be exported.

To export all the components, select the “Select All Components” checkbox. This will add checkmarks next to each item. To export specific components, select the checkbox next to each desired component. Then select “Continue.” Please note that the Thin Common Cartridge option only allows Learning Tools Interoperability (LTI) Links, Web Links, and metadata to be exported.

Select Components to Export

Select All Components

External Learning Tool Links (23 item(s))

External Links (1 item(s))

Continue

Cancel

Select Components to Export

Select All Components

External Learning Tool Links (23 item(s))

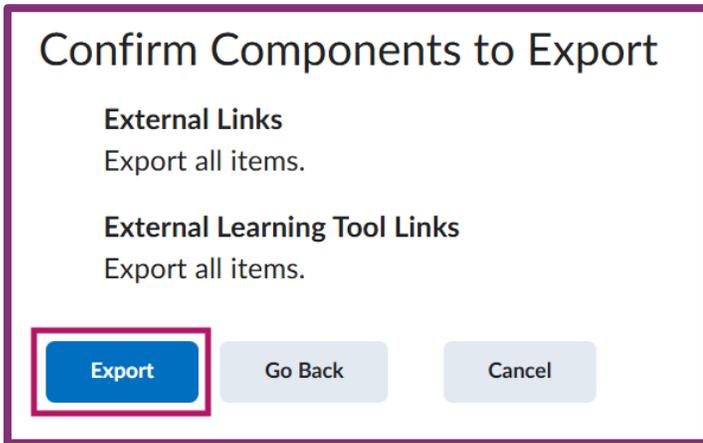
External Links (1 item(s))

Continue

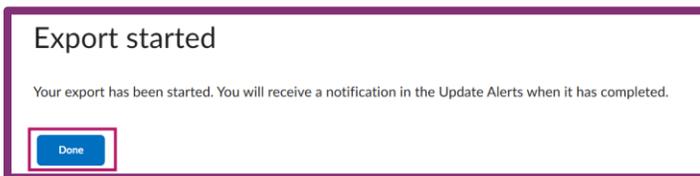
Cancel

Step 5: Confirm components to export and select “Export”.

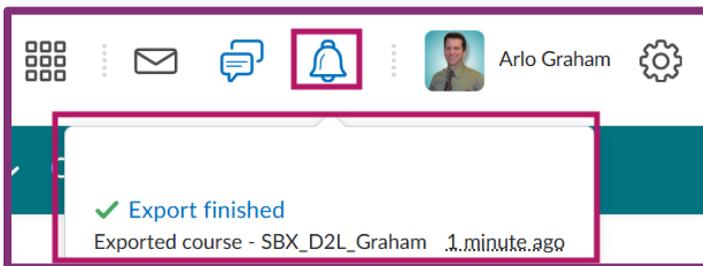
Ensure that all the desired components are listed for export. If changes are needed, select “Go Back”.



Step 6: Select “Done” and wait for an Update Alert.



Step 7: Open Update Alert and select the message titled “Export finished”.



Step 8: Download the Zip package,



Need Help?

If you need help exporting a Brightspace Course Package, please contact the [Help Desk](#). For other Brightspace questions, please review the [Faculty Support Flow Chart](#) to ensure you contact the correct person or department.