When & Why You Should Export Your Brightspace Course

It's Time to Get into the Routine of Frequently Backing Up Your Brightspace Courses!

Instructional Video: Link

1. **Question: Why do I need to back up (export) Brightspace courses?**

   Answer: Although D2L ensures your courses are backed up on their servers, you should frequently do exports because:

   - If something goes wrong *(i.e., your course was corrupted, you accidentally deleted parts of your course… etc.),* your recently exported version is easier and faster to recover any issues.

   - It's good practice and a good habit to get into – especially when you put so much time and work into your courses!

   - We are only keeping 2 years' worth of courses on the Brightspace platform *(as per NIC's new Data Retention Process),* and you'll likely want a copy for future use.

2. **Question: Does the export include student grades, assignments and discussions?**

   Answer: No. An export only includes course content, handouts, images, assignment instructions, rubrics, course page content, grade items, quiz questions etc. No student data.

   Student data only needs to be saved for 1 year in addition to the current year, and so by applying a new 2-year retention process we don't need the student data past 2 years. If for some reason student data were missing, you would work with IT and D2L to locate it.

   > ***Note:*** *The zipped exported file cannot be opened – only Brightspace can read it. However, if you need to restore your course, a backed up (exported) copy is great to have!*

3. **Question: How often should I make a backup/export?**

   Answer: Beginning, middle, and end of the term – and any time you have put a lot of design and development work into your courses.

4. **Question: How long will this take?**

   Answer: Minutes. Follow the instructions below or watch this video: Link

5. **Question: Where should I store my exported/zipped files?**

   Answer: Somewhere you'll remember! In a file folder called Brightspace Course Backups. Put the file folder on your MS One Drive and/or also on your computer. The files will be large with all your PDFs and images and content – so ensure you have enough space.

6. **Question: I have all my course files (PDFs, handouts, images) already on my computer – why export?**

   Answer: Great! It's important to have all your files organized and saved on your computer. However, the export is a nicely packaged copy of how you have those files organized and used within Brightspace *(i.e., in Manage Files and throughout the content area).* You'll want the export, so you don't have to build the course all over again if it is deleted, corrupt or needs significant rebuilding.

7. **Question: Okay, so how do I make a Brightspace course export or back up?**

   Answer: Follow the steps below with screen shots or watch the video: Link

How to Export a Brightspace Course

NIC — CENTRE FOR TEACHING & LEARNING INNOVATION

Steps to Back Up a Course

Instructional Video: Link

1. **Step One:** Navigate to Course Admin (under Course Tools, or under the cog wheel icon by your name).
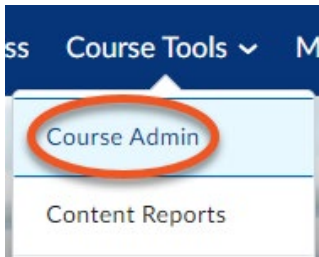
2. **Step Two:** Select Import/Export/Copy Components

3. **Step Three:** Select Export as Brightspace Package and click Start.

4. **Step Four:** Select Course Material > Components to Export > Select All Components. Click Continue – (blue button at bottom).

   Note: *NO student data (student assignments, quizzes, grades etc.) is part of an export, only the content and the course resources.*

5. **Step Five:** Confirm Components to Export.

Confirm Components to Export

Confirm Components to Export

Scroll down to Additional Components to Export and check off "include course files in the export package". Click Export – (blue button at bottom).

Additional Components to Export

Should I include course files?

☑ Include course files in the export package

[Export] [Go Back] [Cancel]

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6. **Step Six:** Brightspace will notify you that your export has started – "Your export has been started. You will receive a notification in the Update Alerts when it is completed."

> ***Note:*** *The blue Done button doesn't mean it is done – just that you are done with this request.*

Export started

Your export has been started. You will receive a notification in the Update Alerts when it has completed.

[Done]

Look for an orange dot by the notification "bell" and click on it.

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7. **Step Seven:** Watch for a green checkmark – Export Finished and click on the blue words (link).

✔ Export finished

Exported course - Kim.Pfeifer-PracticeCourse-Sandbox

2 minutes ago

8. **Step Eight:** You will see an Export Summary – "The course export was successful. Click here to download the export Zip package". Click on the blue words (link). A download will start in your browser tray or a pop up. It may ask you where to download or it may just download automatically to your DOWNLOADS file folder.

Export Summary

The course export was successful.

Click here to download the export Zip package

[Done]

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9. **Step Nine:** Find the downloaded zipped file and move it to a file folder for future access. **DO NOT OPEN IT or click on it to unzip** – it is only readable by Brightspace.