



# iLearn: Export and Import Courses

Center for Innovation in Teaching and Learning

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## Export and Import Courses

There are times when you would like to share your course content with another instructor. You can do this by exporting your course and providing a ZIP file for the other instructor that they can then import into their own course.

### Exporting Components

To export, use the **Export** process in iLearn to generate a ZIP file. While most items will transfer, Groups and Release Conditions will not. If you instruct both courses, copying the course is the better option.

1. Go to the course to be Exported.
2. Choose the **Gear icon** at the top right and select **Import/Export/Copy Components**.

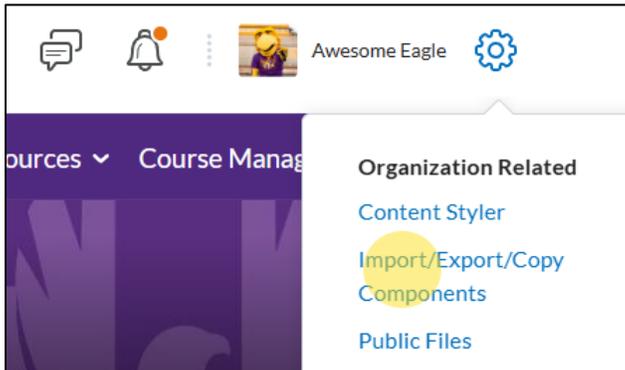


Figure: Import/Export/Copy Components

3. Select **Export as a Brightspace package**.
4. Click **Start**
5. Select the checkbox at the top to select All Components you want to copy, click **Continue**. If you want to only copy certain components, only check the items you would like to export.

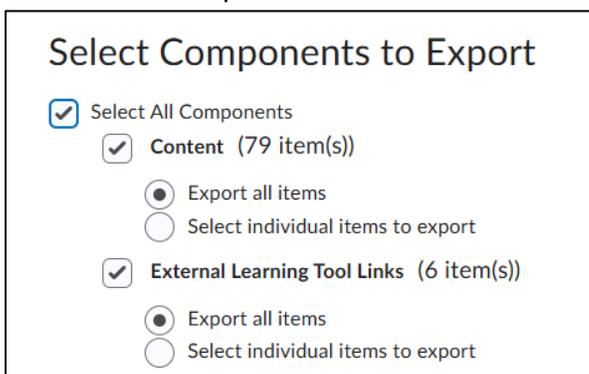


Figure: Selecting components for export

6. On the next confirmation page, make sure to select **Include course files** in the export package under Additional Components to Export.

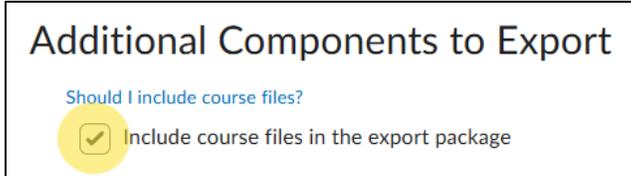


Figure: It is very important to click the checkbox to include course files.

7. Click **Export**.
8. You will receive the Export started message.

### Downloading the Export File

1. Once the export is completed, you will receive an update in your iLearn account under the **Update icon** (bell icon) when the download is ready.
2. Select the **Update icon** [1] and select the **Export finished** [2] link.

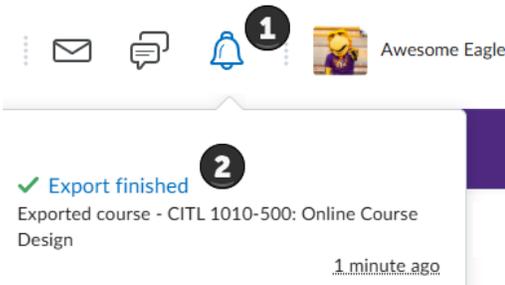


Figure: Export will display in Alerts

3. Select the link that says "Click here to download the export Zip package".

Note: If using a Mac, turn off the option that allows your Mac to unzip automatically so it doesn't corrupt the file.

1. Open Safari
2. Click **Preferences**
3. Under the General tab, uncheck the option Open "safe" files after downloading

### Sharing the Export File

You can then either email it, share it via OneDrive, or use a flash drive for the other person to Import.

## Importing a Course Export into Another Course

To import a course export into a course, make sure you **do not** open the ZIP file provided. If using a Mac, please refer to the information about settings on a Mac at the top of the page.

1. Go to the course where you would like to import the materials.
2. There are two ways to access the Import Components tool
  - Choose the **Gear icon** at the top right. Select **Import/Export/Copy Components**.
  - Go to **Content** and select the **Table of Contents** link. Select the **Import Course** button and choose **Import Course Package**.

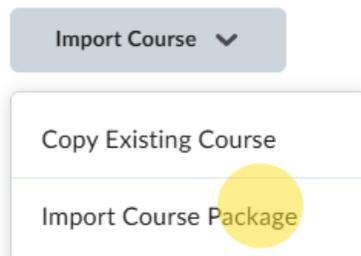


Figure: In the Table of Contents, choose Import Course Package.

3. Select **Import**, click **Start**
4. Upload the file (do not extract the ZIP file prior to importing or it will not work)
5. You have two options for importing the content
  - **Click Import All Components:** this will begin importing all components.
  - **Select Advanced Options:** it will go through a similar process as when copying and it will allow you to choose different components that you would like to import into the course.

*Note: If you choose Advanced Options, make sure to select the Course Files option when copying Content or the links will be broken.*



Figure: Choose to Import All Components or select the components (Advanced Options)

6. Once the import is complete, click **View Content**.

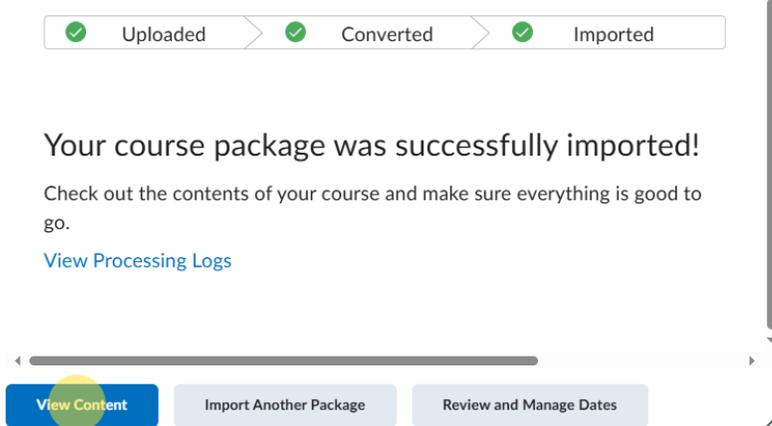


Figure: Successful import page