

## Desire2Learn (D2L)

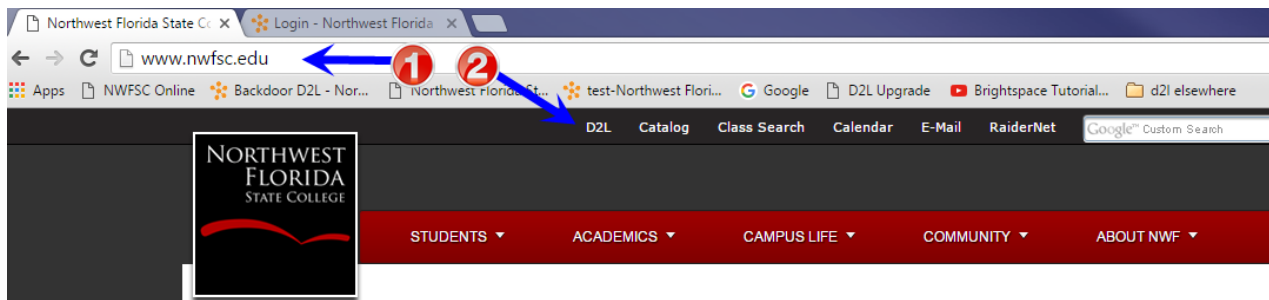
### Safeguarding Data – Export D2L Course – Design and Content

#### Instructions – Export D2L Course - Quick and Easy:

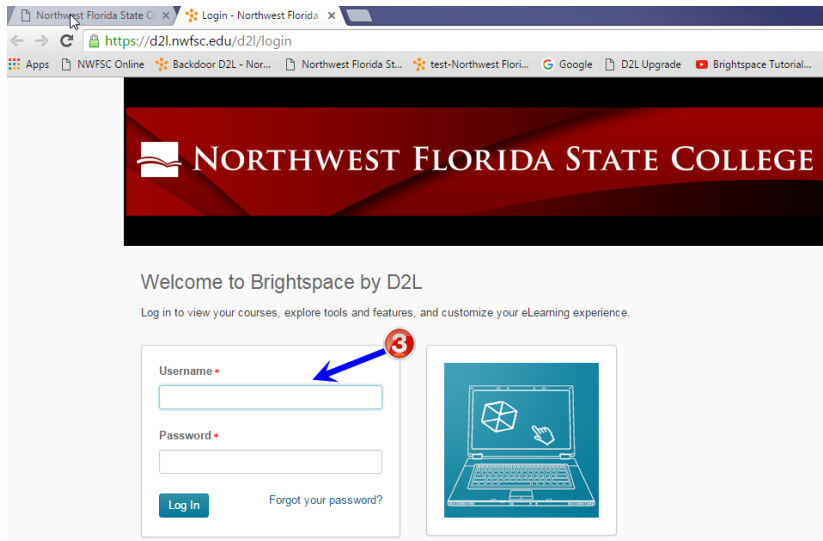
1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of <http://www.nwfsc.edu> (or bookmark <https://d2l.nwfsc.edu>).
2. Click the **D2L** link.
3. Log in using your **Raidernet/E-mail** credentials (omit the @nwsc.edu in the username).
4. **Click on the D2L course name** to access the D2L course shell (virtual classroom). Use either the **Select a course...** option on the minibar or the **Courses Widget** below the navbar to find the course.
5. Click **Edit Course**.
6. Click **Import/Export/Copy Components**.
7. Choose **Export Components** and **Start**.
8. Check **Select All Components** and click **Continue**.
9. Verify the components being exported and click **Continue**.
10. Click **Finish**
11. Right Click on the **Click here to download the export zip package** and choose **Save Link As...**
12. **Select a location** on your computer to save the file. It will be a “.zip” file – compressed file. (Adjust the name to be more meaningful.)

#### Instructions with Images for Detailed Assistance:

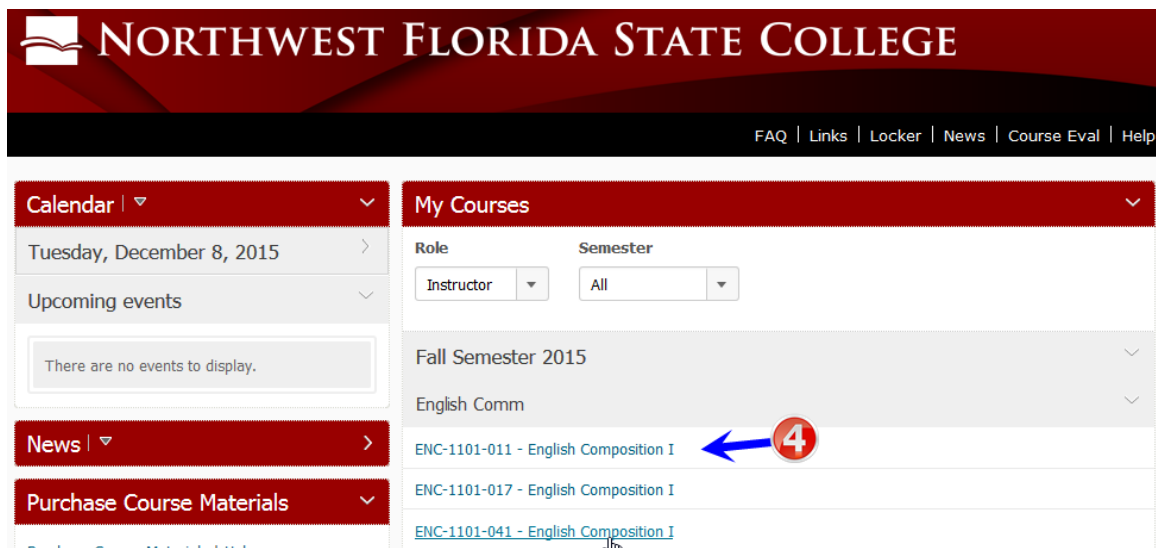
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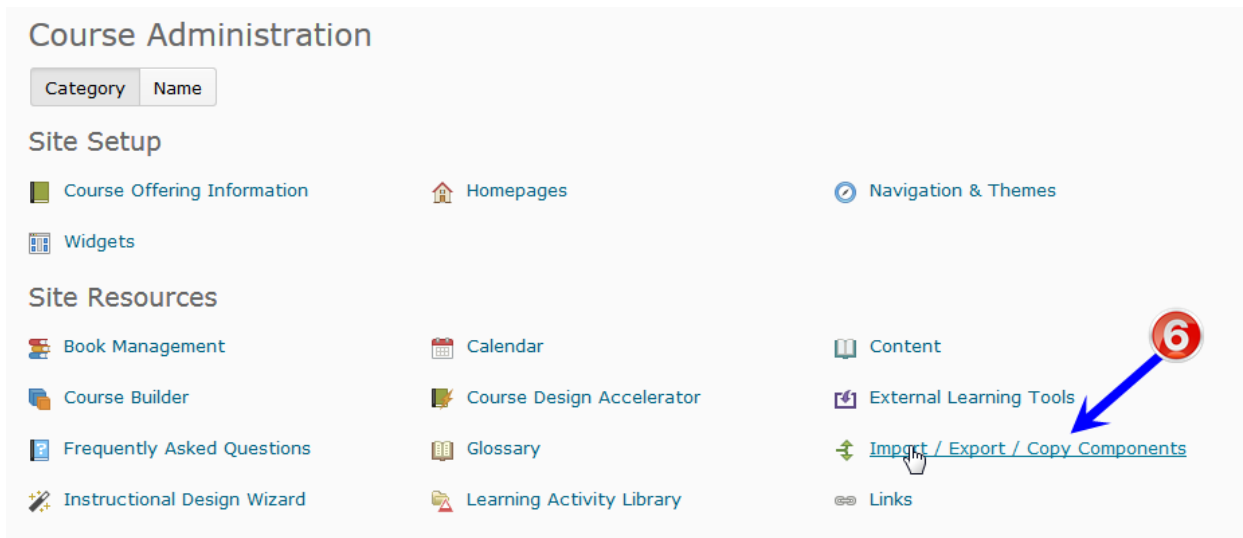
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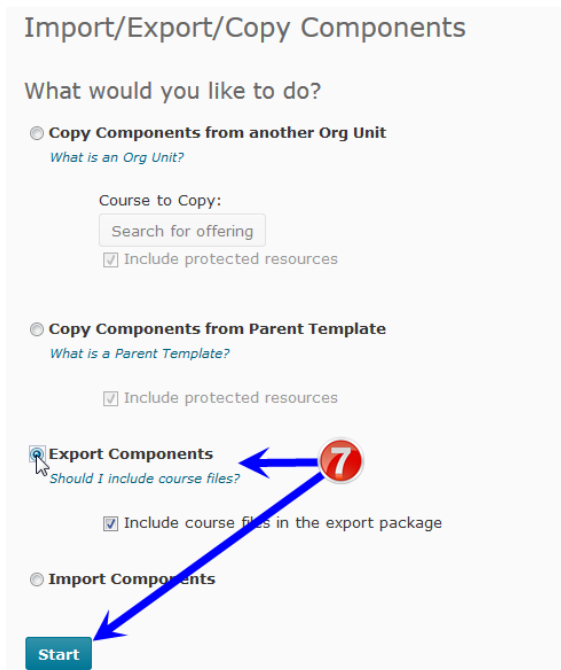
5. Click **Edit Course**.



6. Click **Import/Export/Copy Components**.



7. Choose **Export Components** and **Start**.



8. Check **Select All Components** and click **Continue**.

Select Course Material

Select Components to Export

Select All Components

Calendar (1 item(s))

- Export all items
- Select individual items to export

Checklists (2 item(s))

- Export all items
- Select individual items to export

Content (84 item(s))

- Export all items
- Select individual items to export

External Links (12 item(s))

- Export all items
- Select individual items to export

News (1 item(s))

- Export all items
- Select individual items to export

**Continue** **Go Back** **Cancel**

9. Verify the components being exported and click **Continue**.

Confirm Components to Export

Confirm Components to Export

**Calendar Events**  
Export all items. [Modify](#)

**Checklists**  
Export all items. [Modify](#)

**Content**  
Export all items. [Modify](#)

**External Links**  
Export all items. [Modify](#)

**News**  
Export all items. [Modify](#)

Additional Components to Export

*Should I include course files?*

Include course files in the export package

**Continue** **Go Back** **Cancel**

10. Click **Finish**

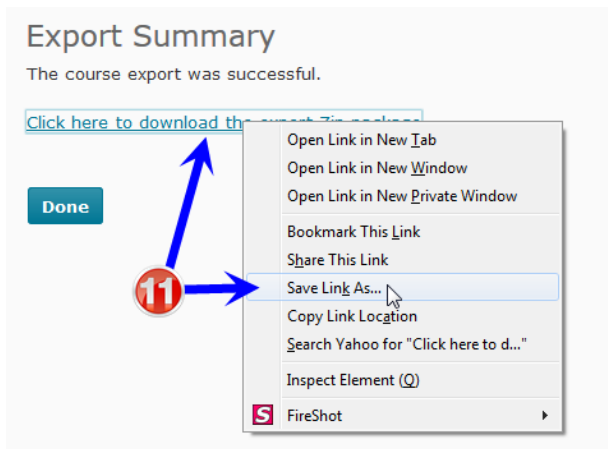
Export Course Components

Export Summary

- Export Course Components**  
Export finished
- Content**  
Export of components was successful.
- News**  
Export of components was successful.
- External Links**  
Export of components was successful.
- Checklists**  
Export of components was successful.
- Calendar Events**  
Export of components was successful.

**Finish**

11. Right Click on the **Click here to download the export zip package** and choose **Save Link As...**



12. **Select a location** on your computer to save the file. It will be a ".zip" file – compressed file. (Adjust the name to be more meaningful.)

