

# Exporting Your e-Dossier

It is highly recommended that you export and back up your e-dossier each time you update it in D2L. You can export your e-dossier components (modules) from your e-dossier content area to a file. You can back up your e-dossier on your desktop, laptop, thumb drive, external hard drive, etc.. Please note that this back up can be used to restore your e-dossier in case it is accidentally lost.

## Export Content and Course files

1. In D2L look up your e-dossier by clicking on **Select a course**.
2. Click on **Edit Course**
3. Under **Site Resources** you will see Import / Export / Copy Components
4. Select **Import / Export / Copy Components**
5. Select **Export Components** and select **Include course files in the export package**
6. Click **Start**
7. On **Select Components to Export** page select **Content, Export all items** (*for content only export, if there are communications on the homepage of the shell, under news, and you would like to export that as well as content, click **Select All Components***)
8. Click **Continue**
9. Confirm components to export, click **Continue**
10. Please wait, once the export has been successful a green checkmark(s) will appear. Once the **checkmark(s) appear click Finish**. If any components fails to properly export, a red X will appear beside it.
11. On the Export summary page click **Click here to download the export Zip package**
12. Click **Done**

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