

Backing Up Pilot Course Content

This how-to will demonstrate how to properly download and back up Pilot course content.

Both options will back up your course content but will not save student data. It is not possible to retain student data.

- Option 1: Course Export: Export the entire course package
- Option 2: Content File Download: Just the files

Option 1: Course Content Export

[Click here for a video tutorial](#)

1. Go to Course Admin

From the course:

- Click Course Admin from the Navbar
- Click Manage Files

The screenshot displays the Pilot course interface for 'Lynn Kercher Test Course'. The top navigation bar includes 'Home', 'Content', 'Communication', 'Assessment', 'Grades', 'Attendance', 'Links', 'Classlist', 'Course Admin', and 'Help'. The 'Course Admin' link is circled in red. Below the navigation bar, the 'Course Administration' panel is open, showing a grid of tools. The 'Import / Export / Copy Components' tool is highlighted with a red box and a red arrow. Other tools include Attendance, Broken Links, Classlist, Course Builder, Course Reset, External Learning Tools, Homepages, Links, Metadata Administration, Quizzes, Self-Registration, Tools, Awards, Calendar, Competencies, Course Design Accelerator, Discussions, Grades, Manage Dates, Navigation & Themes, Rubrics, Surveys, Widgets, Book Management, Class Progress, Content, Course Offering Information, Dropbox, Groups, Instructional Design Wizard, Learning Activity Library, Manage Files, News, Self Assessments, and System Log. The right sidebar shows 'My bookmarks', 'Calendar', and 'Upcoming events'.

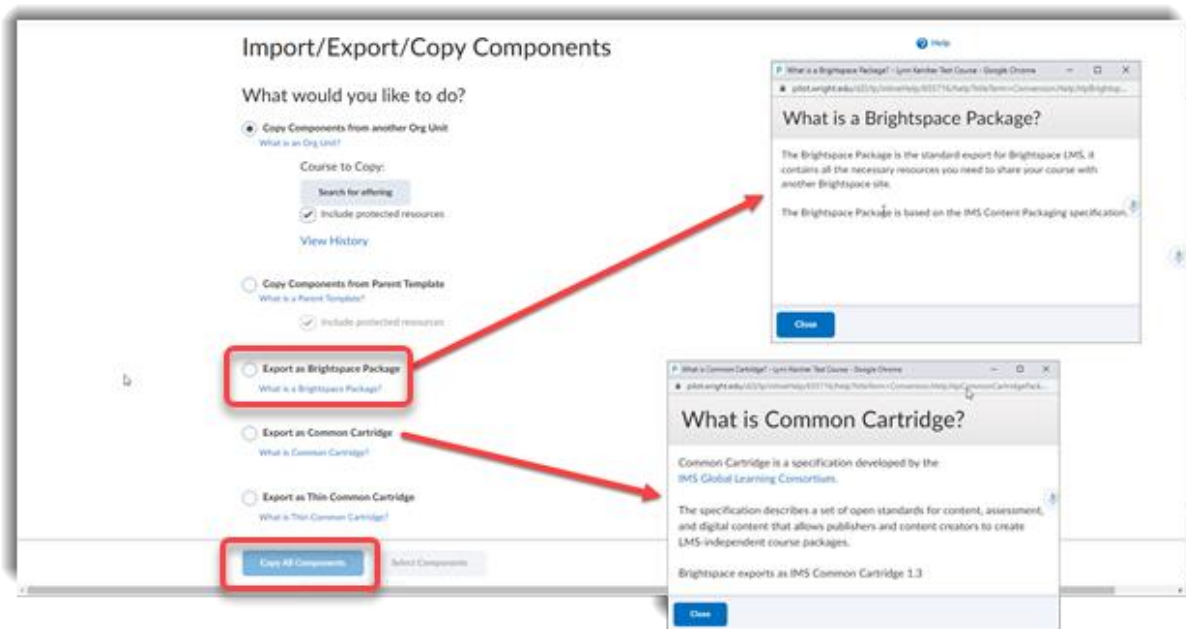
2. Choose Export Format

Here you will choose the format to which you export the content.

- **Export as Brightspace Package** allows you to create a package that is already matched to the Pilot (Brightspace) format.
- **Export as Common Cartridge** creates a file using open standards to create LMS-independent course packages.

For this exercise we will choose Brightspace Package.

- Select it.
- The blue button at the bottom changes to “Start.” Click it.

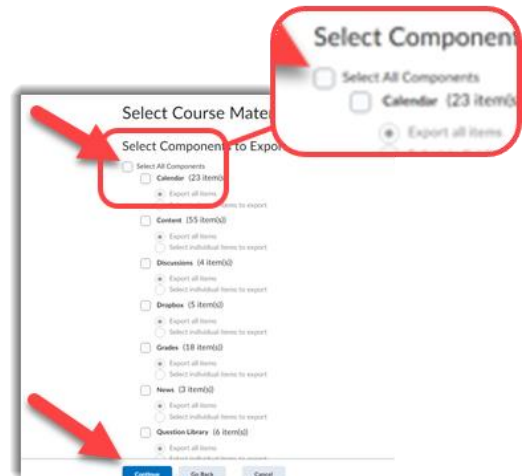


3. Select Components

Here you will choose the components.

- “Select All Components” will pull all elements of the course. Click it.
- Click Continue.

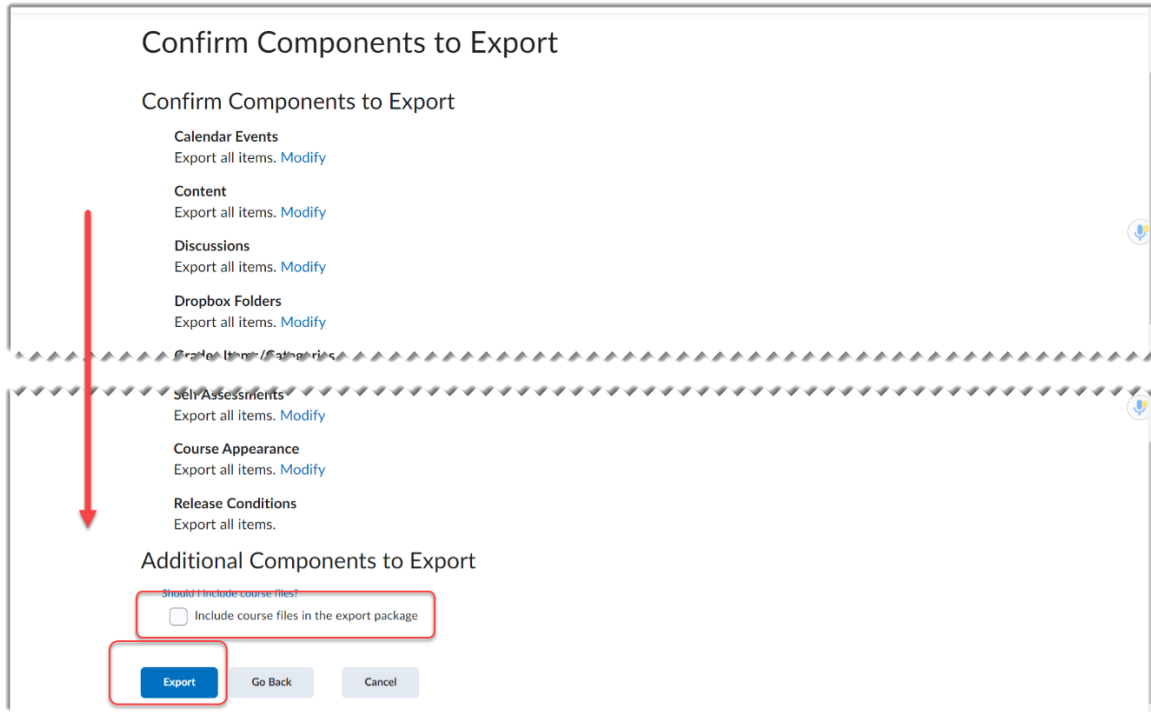
If you only want specific components, choose those components from the list.



4. Confirm Components

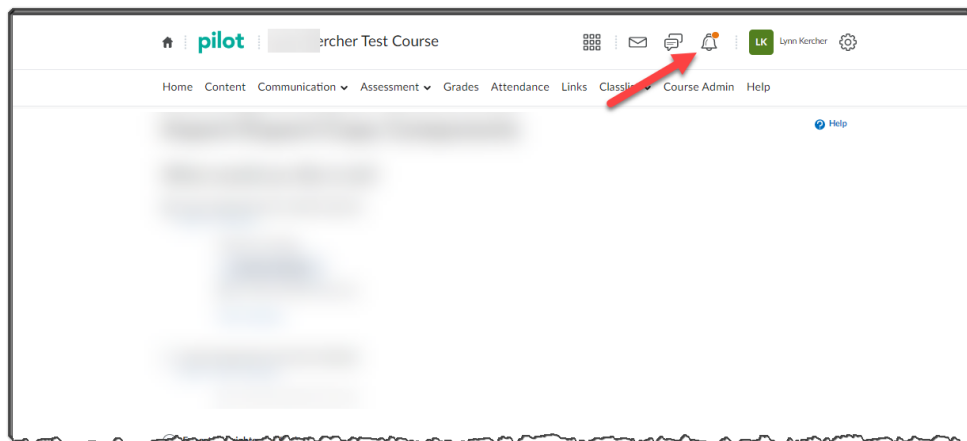
Here you will verify the components. Review the list. Checkmark “Include course files in the export package.”

If it looks good, click **Export**.



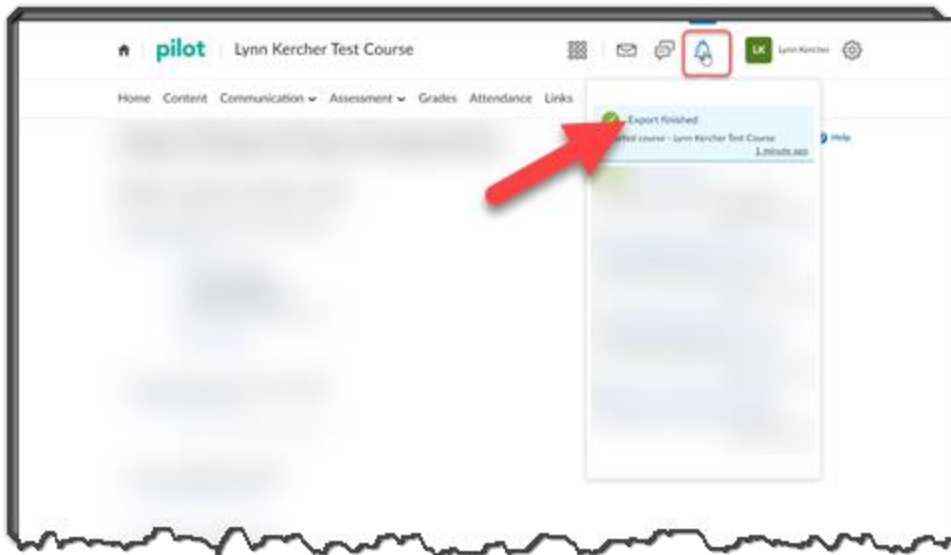
5. Export Starts

Here you see that the export has started. Click Done. When it is finished you will see a notification in the **Update Alerts** bell icon. Click it.



6. Export Complete

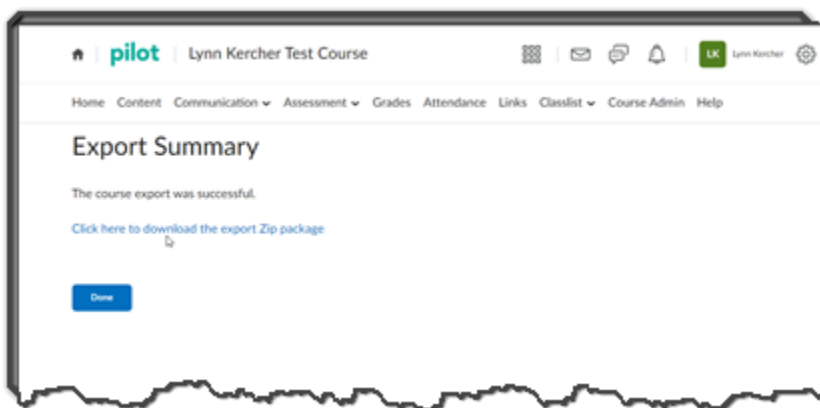
Once you click the bell, you can click on the **Export Finished** link.



7. Export Summary and Download

From here, click the link to download the file.

Click Done.



Pro Tip: Rename the file

Once you've saved the file to your preferred destination, rename it to something meaningful to you.

Why?

Pilot will use a naming convention of Date of export & the six-digit course Org Unit number.

You might find it easier to organize by Course name or number and semester
(**Example 2022-Fall-BBB-XXXX-XX**)

Option 2: Course Content File Download

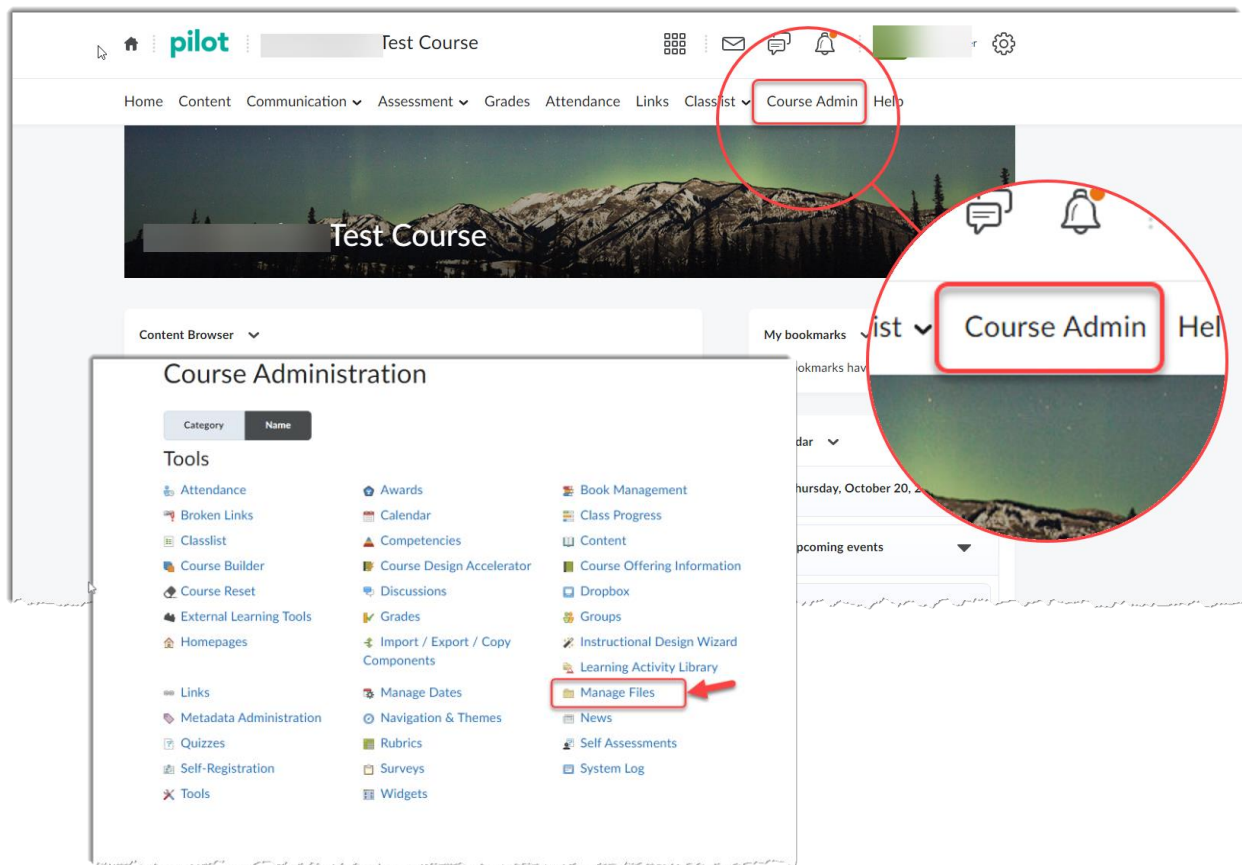
This how-to describes how to properly download content files from a Pilot course.

[Click here for a video tutorial](#)

1. Go to Course Admin

From the course:

- Click Course Admin in the Navbar
- Click Manage Files

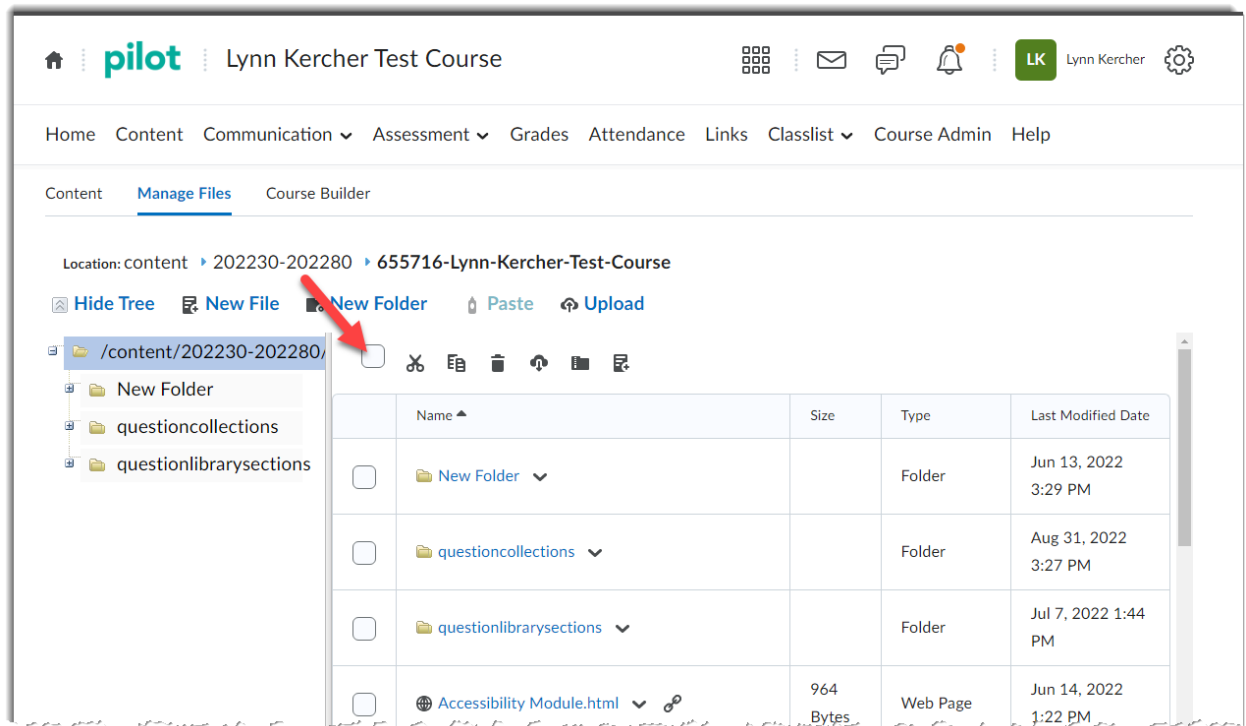


2. Select Content

Here you will select the content to be downloaded.

1. Click "Select All Items" box at the top of the list of folders
2. Click the "Download" button at the top of the list of folders

Note: You can download a subset of the files by checking the Select boxes by the items instead of "Select All Items."



3. Accessing the Zip File

Once the file is ready, a pop-up window will appear indicating that the file is ready for download.

1. Click the blue link to start.
2. When it's finished, it will appear at the bottom of your browser.
3. Click the arrow next to the download notification.
4. Select "Show in folder."
5. From the folder, copy your file to your preferred file location.

