

Exporting a Canvas Course

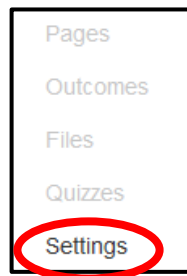
A Canvas course can be exported to give to someone in another Canvas account, to upload to another institution's account at a later date, or to create a copy as a backup on your local computer.

Note: Canvas exports do not include backups of student interactions and grades. Grades can be exported separately as a comma separated values (CSV) file.

To export a Canvas course

- Make sure you are in the course you want to export.

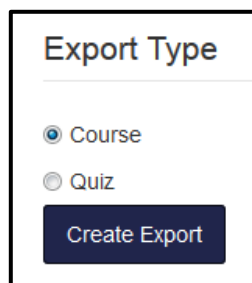
- Click **Settings** in the course navigation pane.



- Click the **Export Course Content** button in the list on the right.

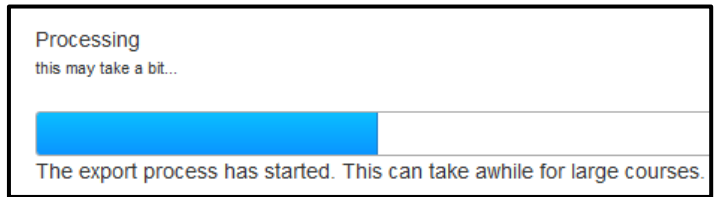


- Choose **Course** as the export type.

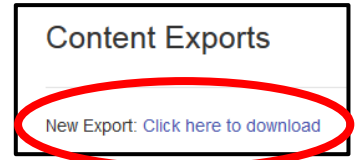


- Click **Create Export**.

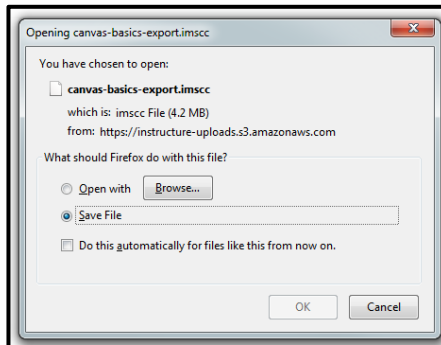
- The progress report shows the status of the export. You will also receive an email when the export is complete.



- When the download is ready, click the **Click here to download** link on the export page or click the link in the email message you received.



- Choose **Save File** and click **OK**.



- In the Save As dialog box that comes up, choose a location to save the file to and click **Save**.

- The file can be shared with other users or imported into another course shell.