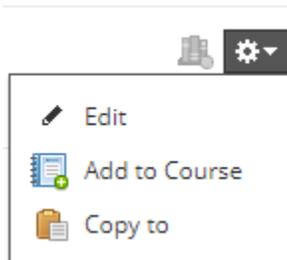


## Exporting Courses from Schoology

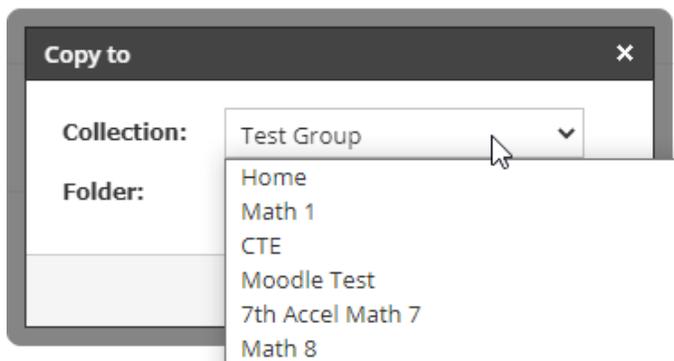
**For this handout, you will already need to have courses downloaded to your instance of Schoology**

1. Click on **Resources**
2. Under My Resources Click **Add Collection**  

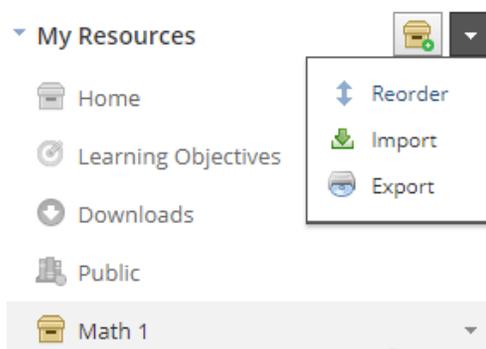
3. Name the collection based on the course
4. Locate the course you wish to export from your group resources
5. Select the course, click **Copy to**



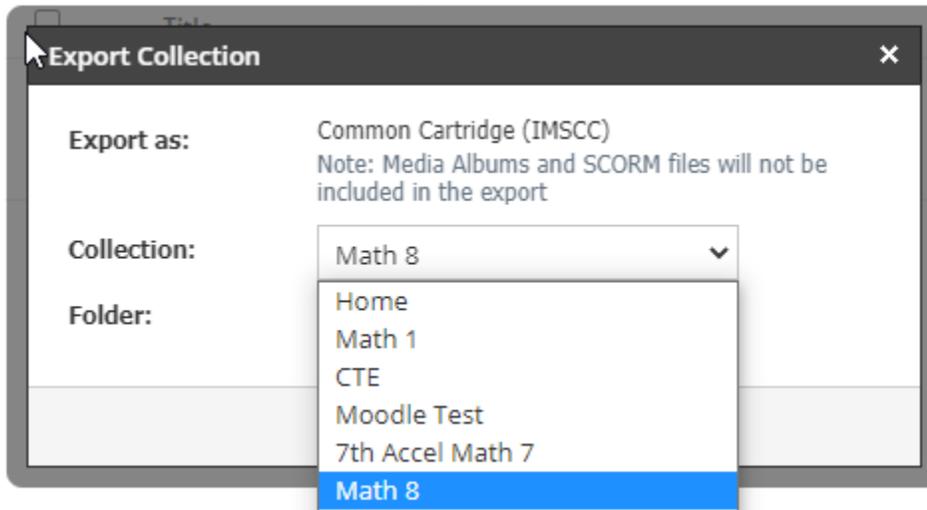
6. Select Collection



7. Click **Copy**
8. Depending on the size of the file, this could take a few minutes
9. When complete, Click on **Resources, My Resources**
10. Click on the collection
11. From the dropdown, select **Export**

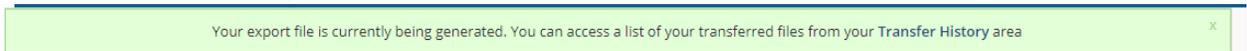


12. Choose the collection from the dropdown menu

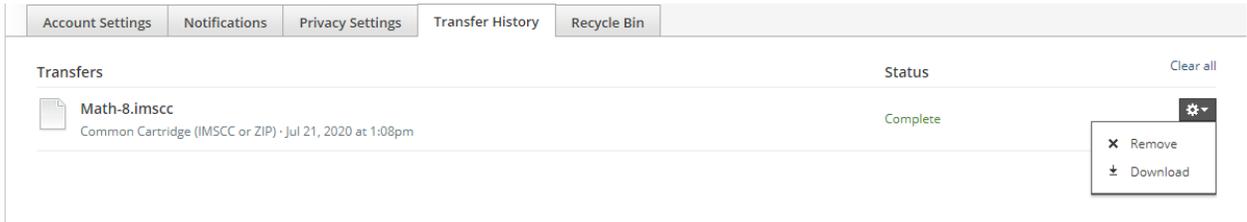


13. Click **Export**

14. Click on **Transfer History**



15. Select **Download** from dropdown menu



16. **Content will be exported out as Common Cartridge**