Copy an Award from Another Course

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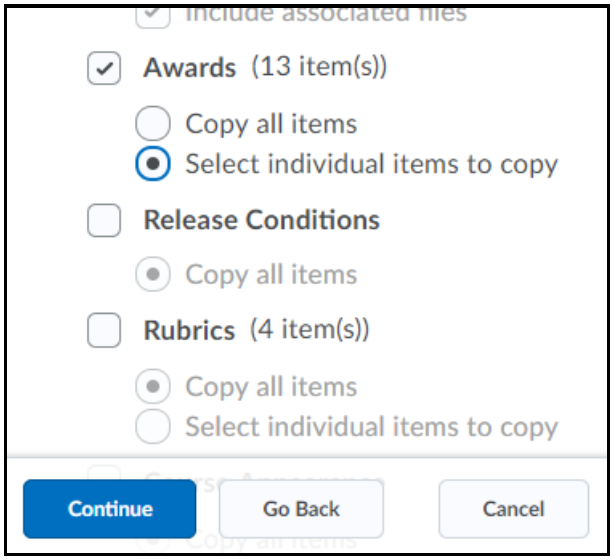
To copy awards from another course, including all the release conditions associated with the award, you must use the **Import/Export/Copy Components** tool.

1. In the course offering you want to copy the award into, click **[Course Management]** on the navbar and click on **[Course Admin].**
2. Click **[Import/Export/Copy Components]**.
3. Select **[Copy Components from another Org Unit]** .
4. Click **[Search for offering]**.
5. Locate and select the course containing the award you want to copy.
6. Click **[Add Selected].**

   WARNING! Do **NOT** click the blue Copy All Components button.

7. Click **[Select Components]** button at the bottom of the screen.

8. Select **[Awards]**, then do one of the following:
   - To include all items, select **[Copy all items]**, then click **[Continue]**.
   - To include only some awards, select **[Select individual items to copy]** , then click **Continue**.
   - On the Select Items to Copy page, select the items you want to copy. Click **[Continue]**.



9. Click **[Continue]**.
10. Click **[Finish]**.

NOTE: For a more detailed explanation of how to use the **Import/Export/Copy Components** tool, refer to Copy Course Components (Advanced) (https://vtac.lonestar.edu/help/copy-course-components-advanced).