

# How to Share Course Materials with Others

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## How to Share Course Material through a Community Group

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1. The owner/sharer/coordinator of the course materials creates a community group, following the directions in [Create a Community Group](https://vtac.lonestar.edu/help/a127) (<https://vtac.lonestar.edu/help/a127>). This person is the Group Manager.
2. The Group Manager adds content to the community group by:
  - Copying a course, following the directions in [Copy Course Components](https://vtac.lonestar.edu/help/a093) (<https://vtac.lonestar.edu/help/a093>) (most common)

**NOTE:** Once content is copied, the Group Manager should edit and delete any content as necessary before sharing.

- Populating the Content by [creating modules](https://vtac.lonestar.edu/help/a095) (<https://vtac.lonestar.edu/help/a095>), [adding files](https://vtac.lonestar.edu/help/addfile) (<https://vtac.lonestar.edu/help/addfile>), and [other topics](https://vtac.lonestar.edu/help/a092) (<https://vtac.lonestar.edu/help/a092>).
3. Once ready, the Group Manager shares the community group by adding people following the directions in [Add People to a Community Group](https://vtac.lonestar.edu/help/a126) (<https://vtac.lonestar.edu/help/a126>).
  - Course roles and permissions are listed on [Add a User to a Course](https://vtac.lonestar.edu/help/a136) (<https://vtac.lonestar.edu/help/a136>).

**NOTE:** To prevent edits, we recommend using the **Copy Only** role. Before adding users that can edit, we recommend the Group Manager creates a backup copy of the community group by copying it into a [sandbox](https://vtac.lonestar.edu/help/create-a-sandbox) (<https://vtac.lonestar.edu/help/create-a-sandbox>) or another community group.

4. Instructors who have been added to the community group can now copy it into their own course, following the directions in [Copy Course Components](https://vtac.lonestar.edu/help/a093) (<https://vtac.lonestar.edu/help/a093>).
5. After the copy is completed, the instructor should edit the content as necessary.

## How to Share Course Materials through an Exported Course

Courses can be exported from D2L as a .zip file and that file can be shared with other instructors. An exported course file does not include student data, such as grades, quiz attempts, or assignment submissions.

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In order to use an exported course:

1. The course owner must export their course following the directions in [Export Course Content](https://vtac.lonestar.edu/help/a011) (<https://vtac.lonestar.edu/help/a011>).
2. The course owner shares the exported course .zip file with instructor(s).
3. Once received, the instructor can import the .zip file into their own course following the directions on [Import Zipped Content](https://vtac.lonestar.edu/help/a118) (<https://vtac.lonestar.edu/help/a118>).