

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 \(https://vtac.lonestar.edu/help/lfg\)](https://vtac.lonestar.edu/help/lfg). 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 \(https://vtac.lonestar.edu/help/copy-course-components-advanced\)](https://vtac.lonestar.edu/help/copy-course-components-advanced) (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 \(https://vtac.lonestar.edu/help/create-modules-and-submodules-in-content-1\)](https://vtac.lonestar.edu/help/create-modules-and-submodules-in-content-1), [adding files \(https://vtac.lonestar.edu/help/add-file-to-module\)](https://vtac.lonestar.edu/help/add-file-to-module), 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 \(https://vtac.lonestar.edu/help/add-users-to-community-group\)](https://vtac.lonestar.edu/help/add-users-to-community-group).
 - Course roles and permissions are listed on [Add a User to a Course \(https://vtac.lonestar.edu/help/add-user-to-course\)](https://vtac.lonestar.edu/help/add-user-to-course).

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 \(https://vtac.lonestar.edu/help/copy-course-components-advanced\)](https://vtac.lonestar.edu/help/copy-course-components-advanced).
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/export-content>).

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 \(https://vtac.lonestar.edu/help/import-zipped-content\)](https://vtac.lonestar.edu/help/import-zipped-content).