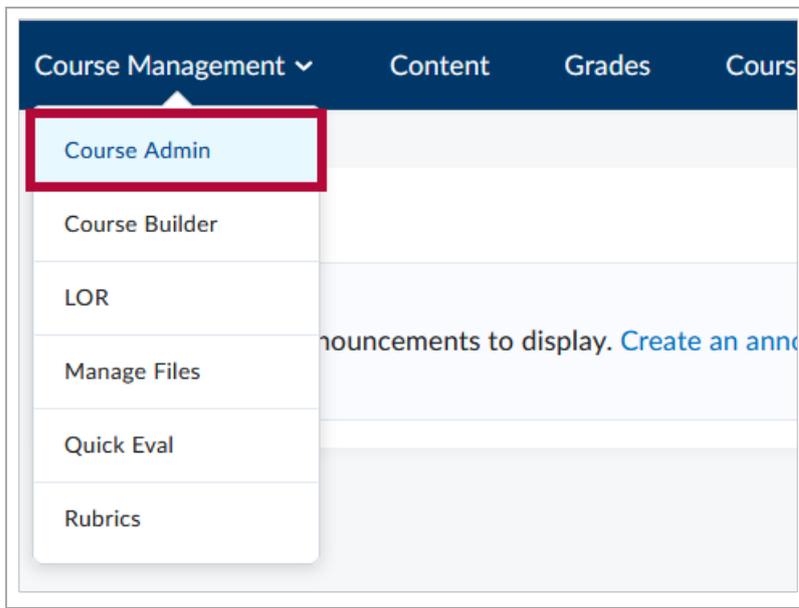


Copy Course Components (Simple)

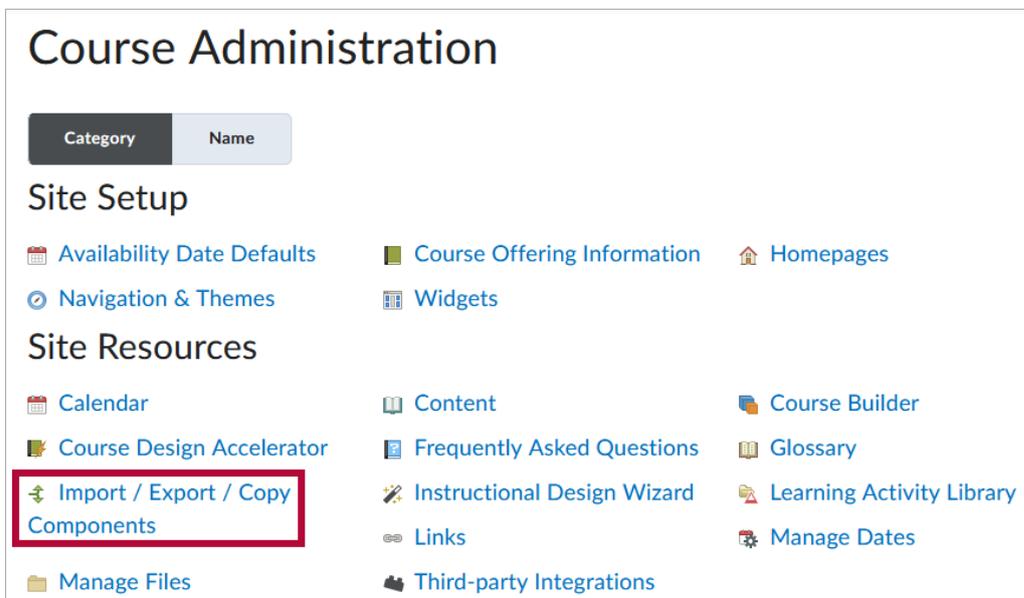
Last Modified on 03/13/2026 4:30 pm CDT

NOTE: The following steps must be carried out within the **destination course**, which is where you intend to copy the course content to.

1. Navigate to **[Course Admin]**.



2. Click **[Import/Export/Copy Components]**.



3. Click the radio button for **[Copy Components from Another Org Unit]**, then click **[Search for offering]**.

Import/Export/Copy Components

What would you like to do?

Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:



Include protected resources

4. Use the **[Search]** field to find the course offering with the desired content. Click the **[radio button]** for the course you wish to copy from, then click **[Add Selected]**.

Select Course Offering

Example [Show Search Options](#)

	Offering Code	Offering Name	Department	Semester
<input type="radio"/>	000009-05-1138-DYN-5001	Special Ed: Money Skills ABEAC-3800009 5001 DYN	Cy-Fair GED/ABE-NF	2013 Fall
<input checked="" type="radio"/>	000009-05-1148-DYN-5001	Special Ed: Money Skills ABEAC-3800009 5001 DYN	Cy-Fair GED/ABE-NF	2014 Fall
<input type="radio"/>	000009-05-1151-DYN-5001	Special Ed: Money Skills ABEAC-3800009 5001 DYN	Cy-Fair GED/ABE-NF	2015 Spring

5. Click **[Copy All Components]**.

NOTE: To copy only **Select Components** from the source offering, please refer to [Copy Course Components \(Advanced\)](https://vtac.lonestar.edu/help/copy-course-components-advanced) (<https://vtac.lonestar.edu/help/copy-course-components-advanced>).

6. Click **[Finish]** to confirm and begin the copy process.

NOTE: Tracking data, student records, personal data, and grades are not included when copying.

If you are copying from a Community Group or course with links to **YuJa Videos** which are owned by another Faculty, that Faculty will need to **Share** the videos with you in YuJa for the links to work in the destination course. For instructions on how to share YuJa videos please see the following article by YuJa: [Sharing Media \(https://support.yuja.com/hc/en-us/articles/360045798873#one-to-one-sharing-0-0\)](https://support.yuja.com/hc/en-us/articles/360045798873#one-to-one-sharing-0-0)

Confirm Components to Copy

Content
11 of 181 item(s) selected to copy. [Modify](#)

Assignments
Copy all items. [Modify](#)

[Finish](#) [Go Back](#) [Cancel](#)

NOTE: Content imported into a course shell will **never overwrite or delete existing content**. For example, if content from a course is copied into a shell multiple times, **the content will be duplicated** for each copy attempt instead of replacing the previous content.