Copy Course Components (Simple)
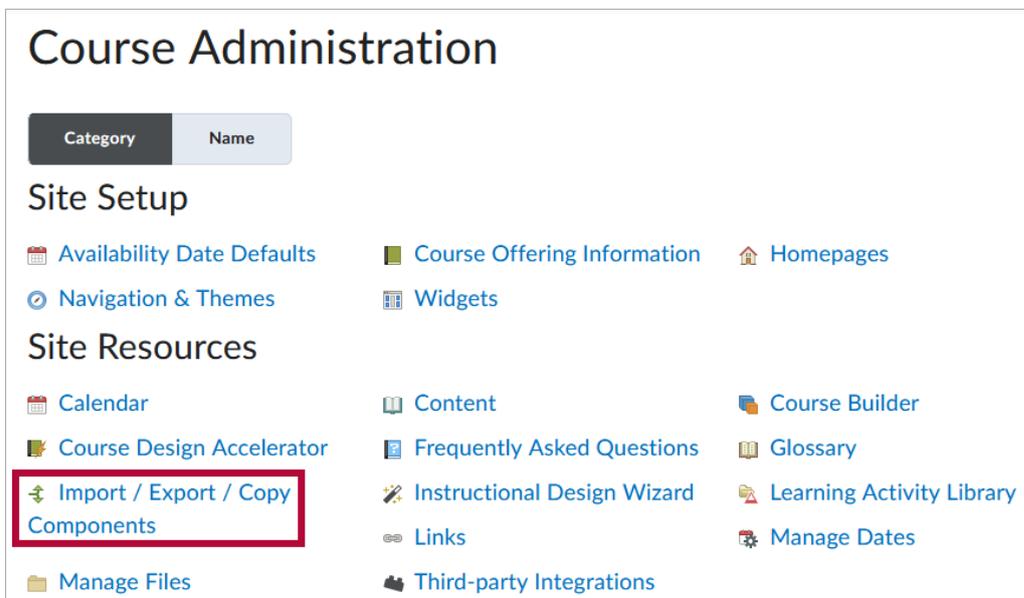
> **NOTE**: The following steps must be carried out within the **destination course**, which is where you intend to copy the course content to.

1. Navigate to **[Course Admin]**.
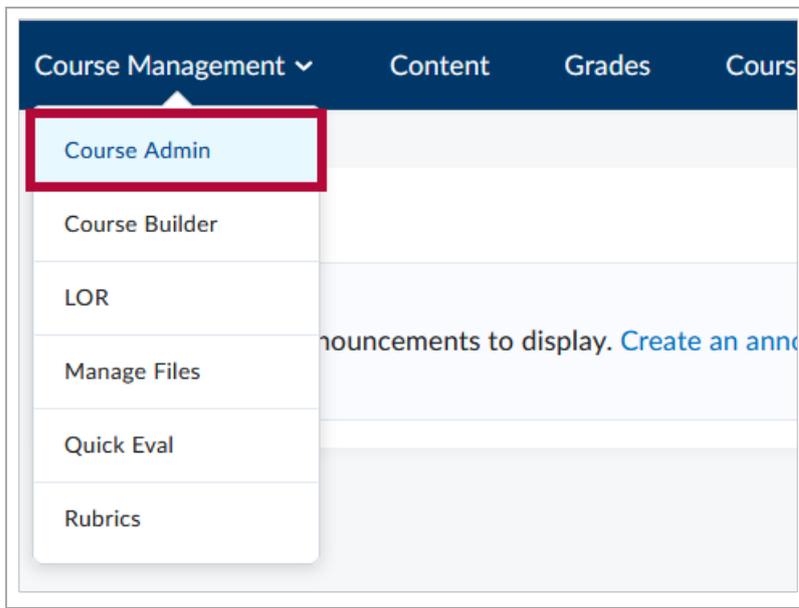
2. Click **[Import/Export/Copy Components]**.

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

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]**.

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).

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)

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.