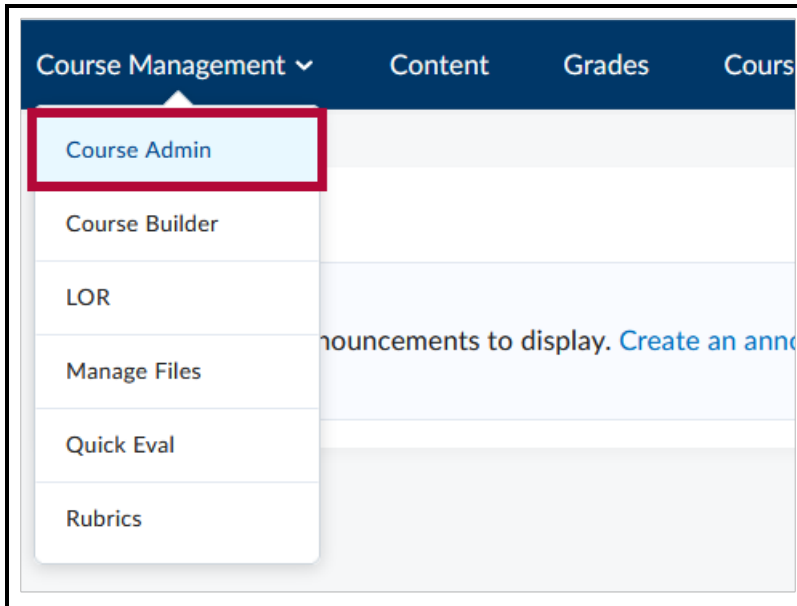


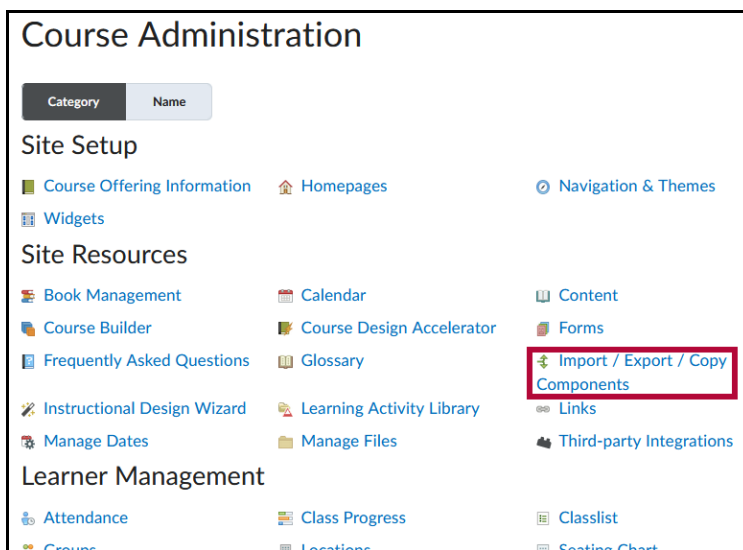
Copy Course Components (Simple)

Last Modified on 09/01/2022 11:46 am CDT

1. Navigate to **Course Admin**.



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



3. Click the radio button named **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:

Search for offering

Include protected resources

4. Use the **Search** field to find the course offering with the desired content. Click the radio button next to this course offering, then click **Add Selected**.

Select Course Offering

Example	Search	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

Add Selected Close

5. Click **Copy All Components**.

Copy All Components

Select 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 the **Finish** button to confirm and begin the copy process.

Confirm Components to Copy

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

Assignments
Copy all items. [Modify](#)

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

Additional Resource:

Copy Course Components (Advanced) (<https://vtac.lonestar.edu/help/copy-course-components-advanced>).