Canvas – Sharing Files between courses and others

Direct Share - Tutorial Video
Instructors can now share individual Announcements, Assignments, Discussions, Quizzes and Pages. The “Send To” and “Copy To” options are located in the settings menu of the content item needing to be shared. In addition

Simpler, quicker process for sharing and copying specific content items
1. Use the three ellipses to reveal menu
2. Options are available to teachers to add content to other classes
   - “Send To” could be used for quick sharing of common assessments and other content to teachers in your PLC Link to Guides
   - “Copy To” could be an efficient way to copy something you create for one class period and import it into a different class period course Link to Guides
3. Share to Commons (explained later in document)

Considerations:
- Sharing options are not currently available from the Modules Page
  - Modules and full courses still need to be handled through import or export or shared to Commons
  - Shared to commons outside of district curricular groups is available to all teachers in the district
- LTI content and Quizzes using Question Banks may not copy or send to other users or even copy to Commons

Direct Share and Commons
Share to Commons
Locate the resource you’d like to share within the feature area page, click the Options icon [1], then click the Share to Commons link [2].

Note: If there is a rubric attached to a resource, it will be shared to Commons as part of the resource. The attached rubric will also be imported as part of the resource.

Share via Resource Details Page

Staff can also open the individual resource to share to Commons. Click the Options icon [1] then click the Share to Commons link [2].

Choose Sharing Option

Add Metadata

Share content when finished by clicking the “Share” button
Find Resources in EPS Commons

Everett Public Schools Canvas Commons is a cloud-based object repository the enables EPS teachers to find, import, and share resources. EPS Commons allows Everett Canvas users to share learning resources with other users in building or across buildings within Everett Public schools. EPS Commons also allows teachers to import these shared district resources into their Canvas courses.

A resource in commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource has a unique icon making it easy to identify the type of resource available for preview or import.

1. Find Commons on your course navigation
2. Search for content or use the filter to find specific types of content

A resource in Commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource type has a unique icon. Look for these related colors and icons when searching for resources. To find resources in Commons, use the search field. You can search for keywords such as author, institution, or title. You can also search by outcome, consortium, or group. To sort search results by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the Sort by drop-down menu. To apply search filters to your search, click the Filter button.

Based on your selected filters, the number of results are displayed in the page. To search everything available to you in Commons, leave the search field and filters blank.

You can also view featured content in the results page. Featured content includes high quality content that is featured in the Commons search page. Featured content can be imported or downloaded like any other content in Commons.