

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

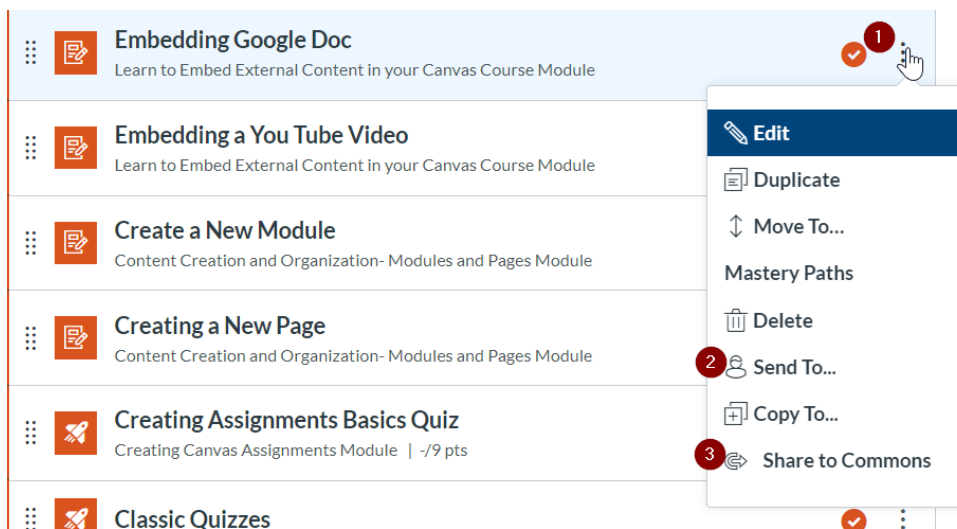
Simpler, quicker process for sharing and copying specific content items

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



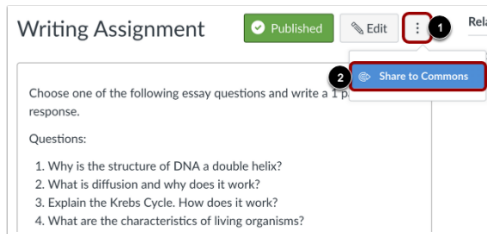
EPS Canvas Commons

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

Sharing and License

Who can use this resource? Maximum of 10

- Only Me
- All of Everett School District 2
- Select Group(s)

Add Metadata

Share content when finished by clicking the “Share” button

Metadata

Title*
STEMScopes PSA

Description*
Please describe your object Provide a description of Canvas content here. This will be helpful for other instructors in deciding if the content is appropriate for their course.

Tags (Hit enter to start a new tag)

Image*
Click to change

Grades

Grade/Level Select appropriate grade level for the shared content by “sliding” the bar left and right

From: Kindergarten To: Graduate

K 1 2 3 4 5 6 7 8 9 10 11 12 Undergraduate Graduate

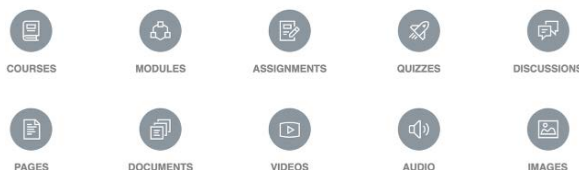
Share

Find Resources in EPS Commons

Everett Public Schools Canvas Commons is a cloud-based object repository that 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 [1] Commons, use the search field [2]. 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 [3]. To apply search filters to your search, click the **Filter** button [4].

Based on your selected filters, the number of results are displayed in the page [5]. To search everything available to you in Commons, leave the search field and filters blank.

The screenshot shows the Canvas Commons interface. The top navigation bar includes 'Search', 'Shared', 'Imported', 'Updates (0)', and 'Favorites'. The left sidebar contains various navigation options, with the 'Commons' icon highlighted by a red circle labeled '1'. The search area features a search field (labeled '2'), a sort dropdown menu (labeled '3'), and a filter button (labeled '4'). Below the search area, the number of results is displayed as '2 results' (labeled '5'). Two search results are shown as cards: 'Combining Like Terms' and '2nd Grade Topic 10 Math Assessment'. Each card includes a red rocket icon, the resource title, grade level, author name, and download/star counts.

You can also view featured content in the results page [5]. Featured content includes high quality dash content that is featured in the Commons search page. Featured content can be imported or downloaded like any other content in Commons.