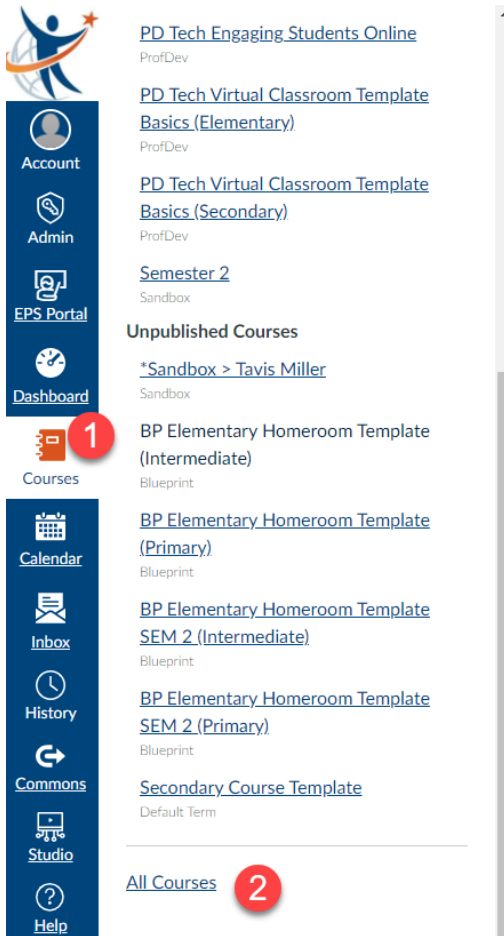


Sharing Canvas Content to Commons

Finding Courses that don't appear on the dashboard:

1. Click on "Courses" in the Global Navigation menu
2. Scroll to the bottom and click on "All Courses"

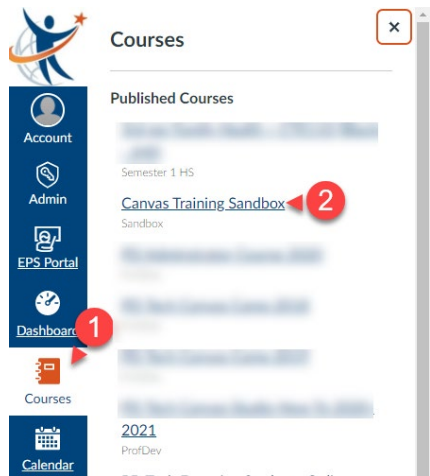


3. Find the course you want to share to commons from your list of all courses.

You can share assignments, Modules, Quizzes, Pages, and Discussions to Commons

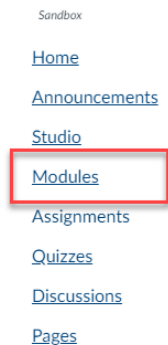
1. Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the resource from [2].



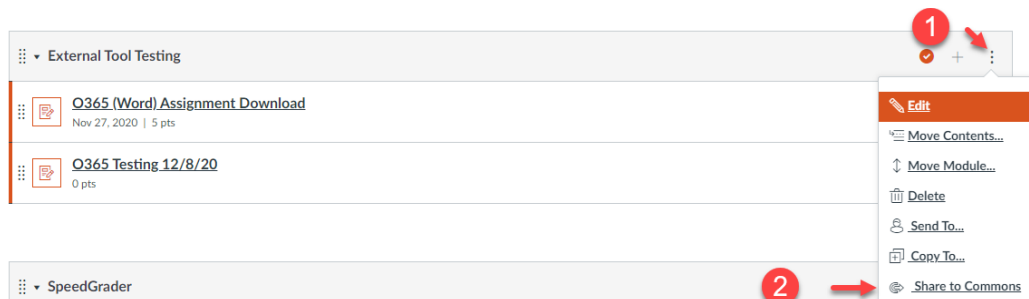
2. Open Content Type

In Course Navigation, click the content type link where your resource is located.



3. Sharing Resource 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].



4. Choose Sharing Option

Select sharing option

Sharing and License

☐ Is this an update to a previously shared resource?

Who can use this resource?* *Maximum of 10*

- ☐ Only Me
- ☐ All of Everett Public Schools
- ☐ Select Group(s)

5. Add Metadata

Enter resource metadata information and add a thumbnail image. The description is helpful for other Canvas users when the resource is shared to a group or all of EPS.

Metadata

Title* **1**

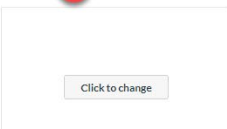
External Tool Testing

Description* **2**

Please describe your object

Tags *(Hit enter to start a new tag)*

Image* **3**



6. Add a Grade/Level

Select the appropriate grade level(s) using the sliders or the dropdown menus.

Grades

Grade/Level

From: Kindergarten ▼



Cancel

Share

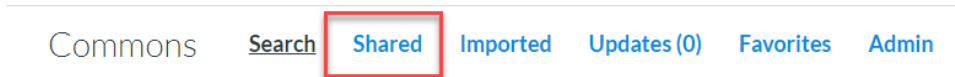
When done click "Share"

Importing Content From Commons

Click on the “Commons” button in the Global Navigation menu



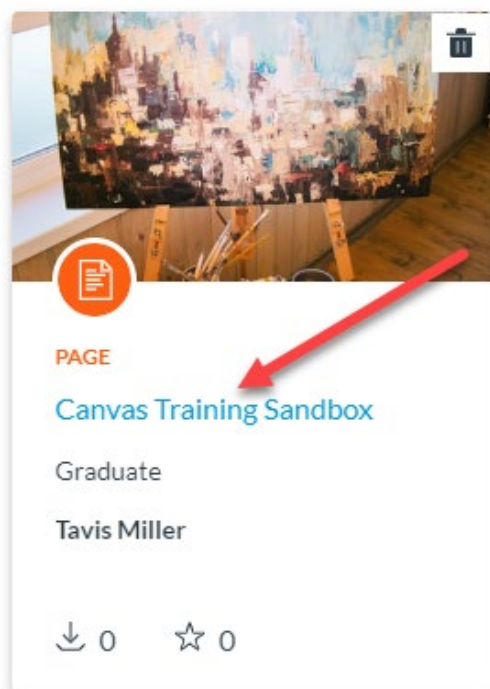
From the Commons landing page select “Shared”



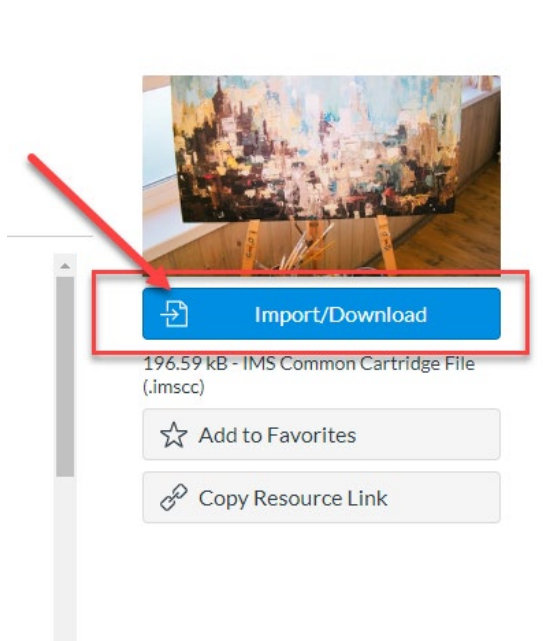
From the “Shared” menu select the course you want to import/download

Search by title, name, institution or tag

22 results



Click on Import/Download in the upper right portion of the page



A dropdown menu of your courses will open. Check the box for the course you want to import into.

Import/Download

Import into Canvas

Search for a course

courses

- ☐ All
- ☐ SANDBOX LMS Testing PD
- ☐ *Sandbox > Tavis Miller
- ☐ 3rd per Family Health > CTE110 [Black - JHS]
- ☐ BP 5th Grade Science > SNC500
- ☐ BP Elementary Art Template
- ☐ BP Elementary Gym Template
- ☐ BP Elementary Homeroom Template (Intermediate)
- ☐ BP Elementary Homeroom Template (Primary)

Click Import into Course

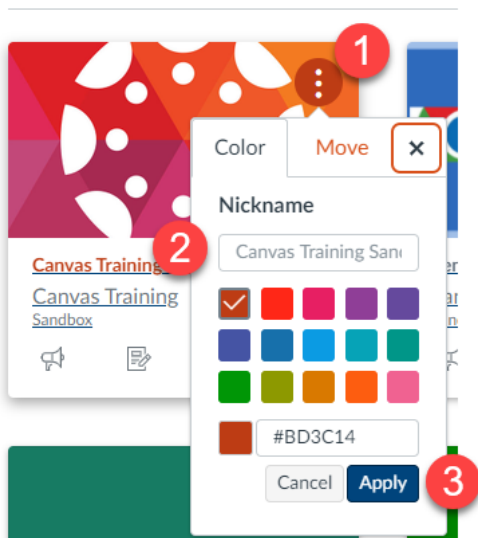
 Import into Course

 Download

****Depending on the size of the course the Import may take several minutes before your course content will appear in the new course****

Setting Nicknames for your Canvas Courses

1. Select the ellipsis menu in the upper right corner of the course tile you would like nickname
2. Enter your nickname in the nickname field
3. Select "Apply"



Your nickname will display above the course title on the course tile.

****Adding a nickname to your course DOES NOT change the name for your students.****

