

Sending and Sharing Content in Canvas

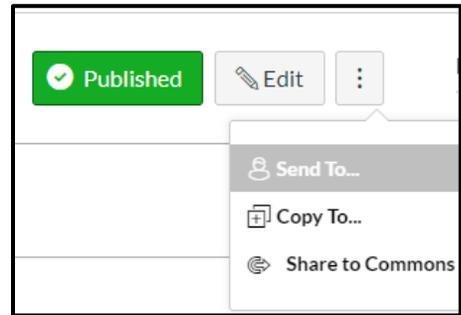
Teachers can now copy content to another course and share individual content items with other users.

Please note that if the content being shared or copied contains other content from the course (such as a quiz with a file), you may need to copy the additional file(s) individually. Double check to make sure everything required is included in the shared/copied content.

Sending Content

- Use this option to share Assignments, Quizzes, Discussions, and Pages with other users.
- Content can only be sent to those with teacher roles in another course.

- Locate the item you wish to send.
 - Go to the page, assignment, etc. on the appropriate page – **not** within a module.
- Click the three dots next to the item name at the top right of the page.
- Click **Send To. . .**



- Enter at least the first 3 letters of a user's name in the search field.

- Select the name of the user.

A screenshot of the 'Send To...' dialog box in Canvas. It features a search field with the placeholder text 'Begin typing to search' and a dropdown arrow. Below the search field are 'Cancel' and 'Send' buttons.

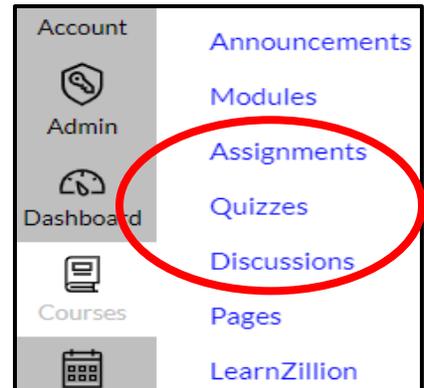
- Add any additional users the same way.

- When all users have been added, click **Send**.

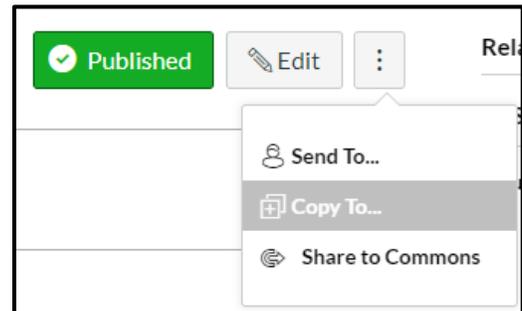
- You will receive a confirmation window stating the content has been shared successfully.

Copying Content

- Use this option to copy content to another one of your courses.
- Click Pages, Assignments, Discussions, or Quizzes on the navigation pane and then locate the item you wish to send

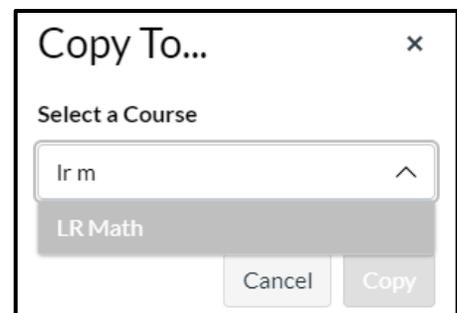


- Click the three dots next to the item name at the top right of the page.



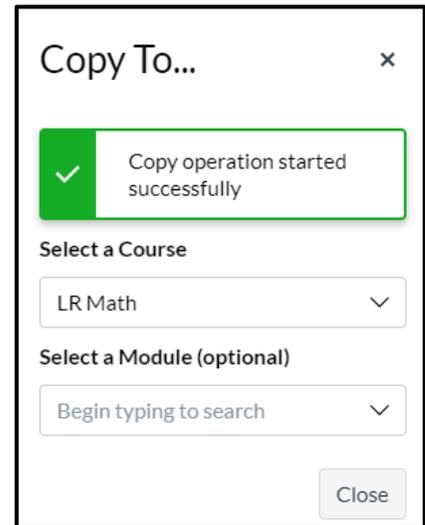
- Click **Copy To. . .**

- Click the course drop down arrow or type at least the first 3 letters of a course name in the search box to locate the course you want to copy the content into.



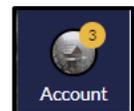
- Select the name of the course.
- If desired, select a specific module to copy the content into.
 - If you do not select a module, the imported content may appear at the bottom of the Assignments list page in the **Imported Assignments** group.

- Click **Copy**.
- You will receive a confirmation window stating the content has been copied successfully.
- It may take a few minutes for the content to appear in the other course.

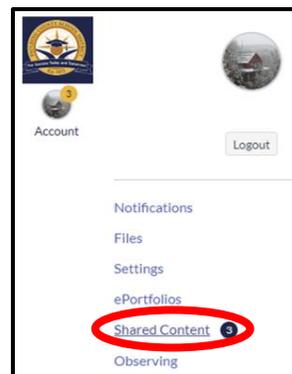


Accessing Shared Content

- A number will appear on the Account icon in the Navigation Pane when content has been shared from another user.



- Click the Account icon, then click **Shared Content**.



Received Content				
The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.				
Title	Type	From	Received	Actions
● Create a Simple Budget Worksheet Part 3	Assignment		11:14am	
● Microsoft Word Quiz	Assignment		11:10am	
● ELA Quiz 1	Assignment		9:52am	

- Each shared item is listed in reverse chronological order and displays the title of the content, the type of content, the user who sent it, and the date/time it was received.
- To manage the content, click the 3 dots under **Actions**.

- Preview – click to preview the content in the same window
- Import – click to import the content into the course
 - Type at least the first 3 letters of a course name in the search box.
 - Select the name of the course.
 - If desired, select a specific module to copy the content into.
 - Click **Import**.
 - You will receive a confirmation window stating the content has been copied successfully.
 - It may take a few minutes for the content to appear in the other course.
- Remove – click to take no action and remove the content from the page