

# COMMONS GUIDE



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## All Users



## What is Canvas Commons?

Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.

## Getting Started with Commons

To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you will need to have an email address associated with your Canvas account. Learn [how to add an email address in Canvas](#).

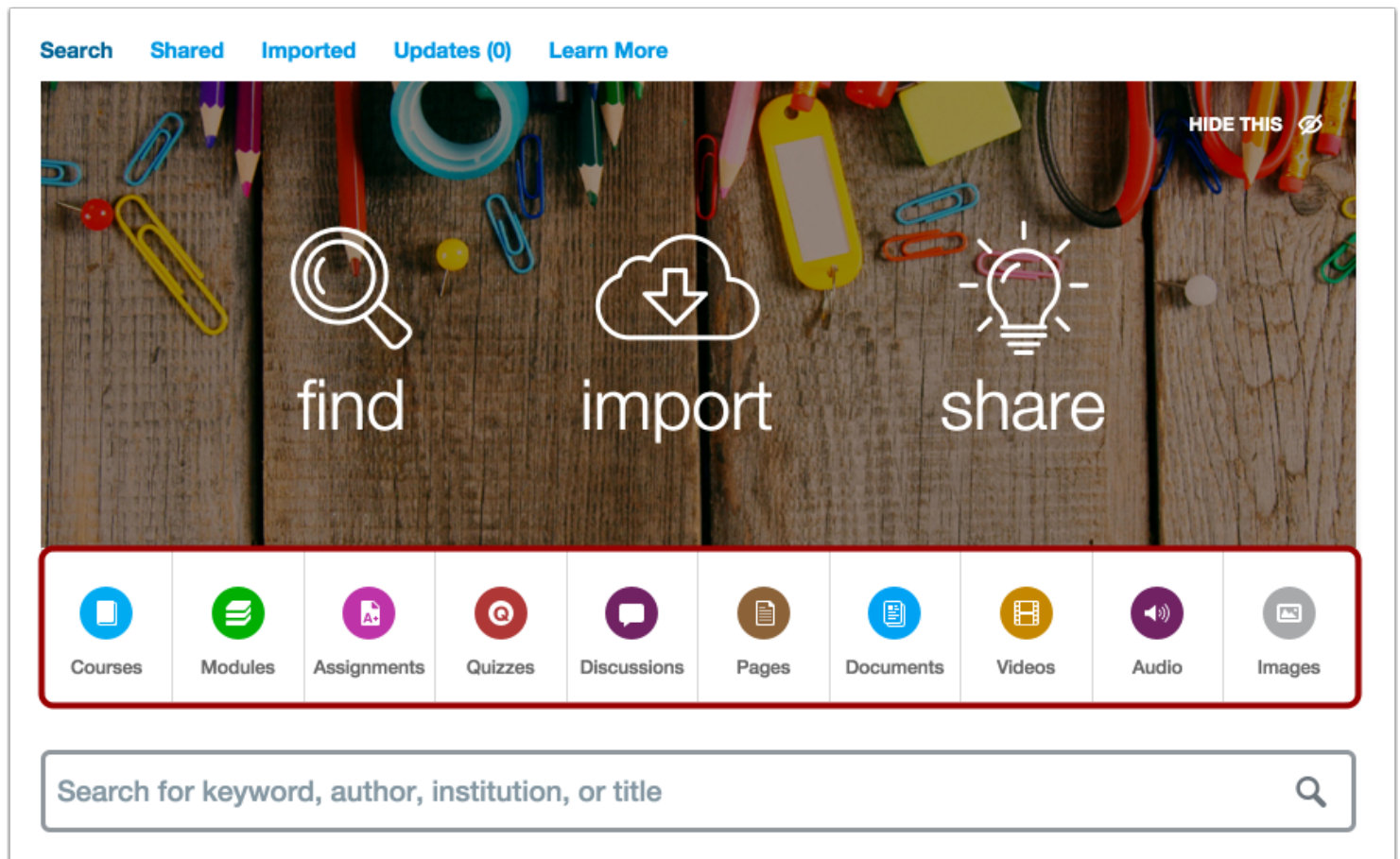
**Note:** Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## What is a resource in Commons?

To enable Commons in your Canvas instance, please contact your Customer Success Manager.

**Note:** Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## What is a Resource?



A resource in Commons can be a:

- Course
- Module
- Quiz
- Assignment
- Discussion
- Page
- Document
- Video

- Image
- Audio

Each resource tile has a unique icon. Look for these related colors and icons when searching for resources.

## How do I use Commons?

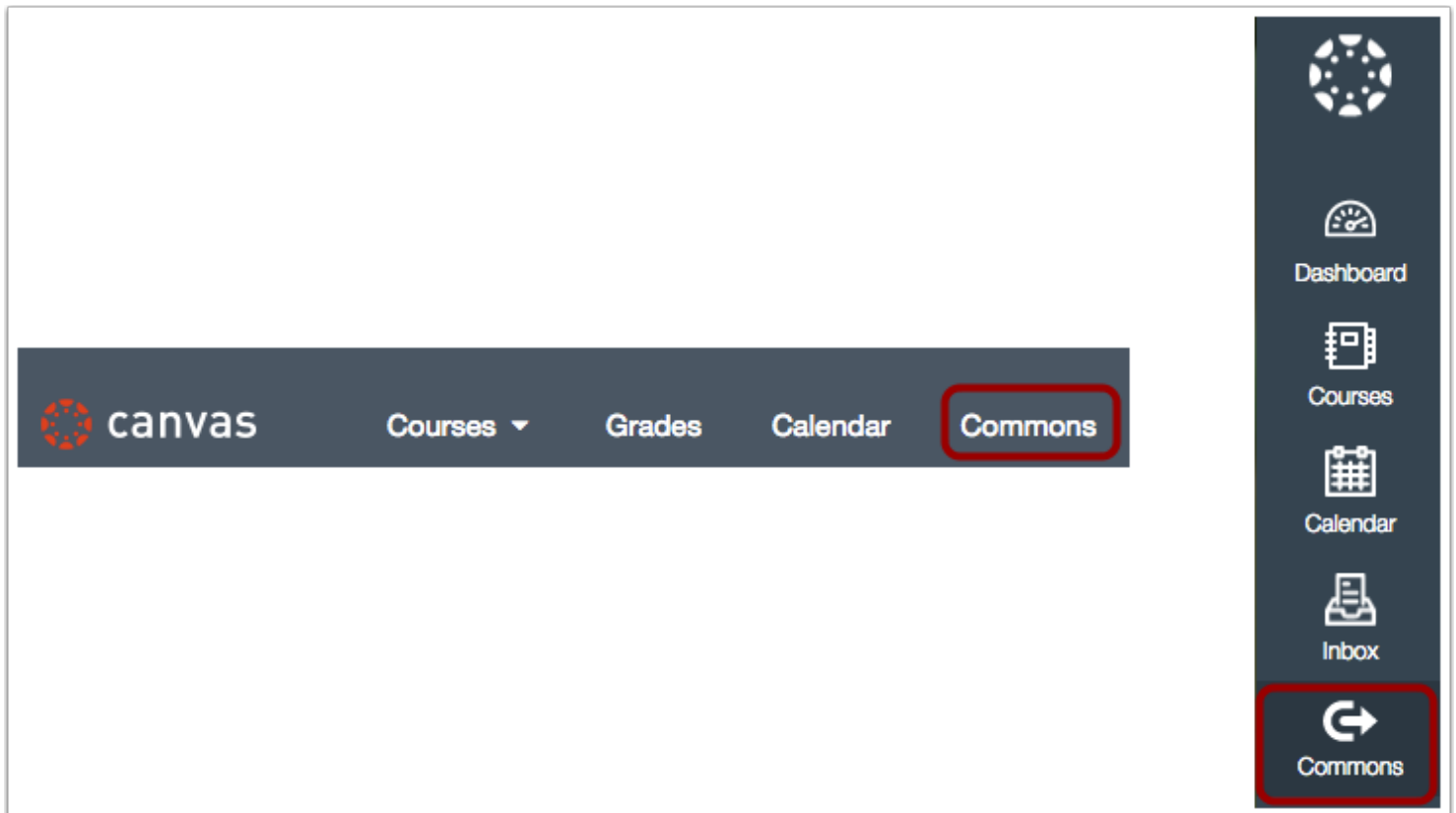
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

This lesson will give you an overview of how to search and find resources in Commons.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you will need to have an email address associated with your Canvas account. Learn [how to add an email address in Canvas](#).
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Commons



In Global Navigation, click the **Commons** link.

## Terms of Use

### Terms of Use

Instructure Learning Object Repository Terms of Use

Last Updated Date: August 28, 2014

PLEASE READ THIS TERMS OF USE AGREEMENT (THE "TERMS") CAREFULLY. BY ACCESSING OR USING THIS WEBSITE (THE "WEBSITE") OF INSTRUCTURE, INC. ("INSTRUCTURE"), INCLUDING USING THE SERVICES ENABLED VIA THE WEBSITE (THE "SERVICES"), CLICKING THE "I ACCEPT" CHECK BOX, OR MERELY BROWSING THE WEBSITE, YOU REPRESENT THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE TERMS. IF YOU ARE ACCESSING THE SERVICES ON BEHALF OF AN ENTITY OR ORGANIZATION YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO ENTER INTO THE TERMS PERSONALLY AND ON BEHALF OF THAT ENTITY OR ORGANIZATION, AND TO BIND THAT ENTITY TO THE TERMS, AND AGREE THAT THE TERM "YOU" ALSO REFERS TO SUCH ENTITY. IF YOU DO NOT AGREE TO BE BOUND BY THE TERMS, YOU MAY NOT ACCESS OR USE THIS WEBSITE OR THE SERVICES.

PLEASE NOTE THAT THE TERMS ARE SUBJECT TO CHANGE BY INSTRUCTURE IN ITS SOLE DISCRETION AT ANY TIME. When changes are made, Instructure will make a new copy of the Terms available at the Website. We will also update the "Last Updated" date at the top of the Terms. If we make any material changes, and you have registered to use the Services, we will also send an e-mail to you at the last e-mail address you provided to us pursuant to the Terms. Any changes to the Terms will be effective immediately for new Users of the Website or Services and will be effective thirty (30) days after posting of notice of such changes

[Cancel](#)

**I Agree**

The first time you access Commons, you will need to agree to the [Canvas Commons Terms of Use](#). Click the **I Agree** button to continue.

## Learn More



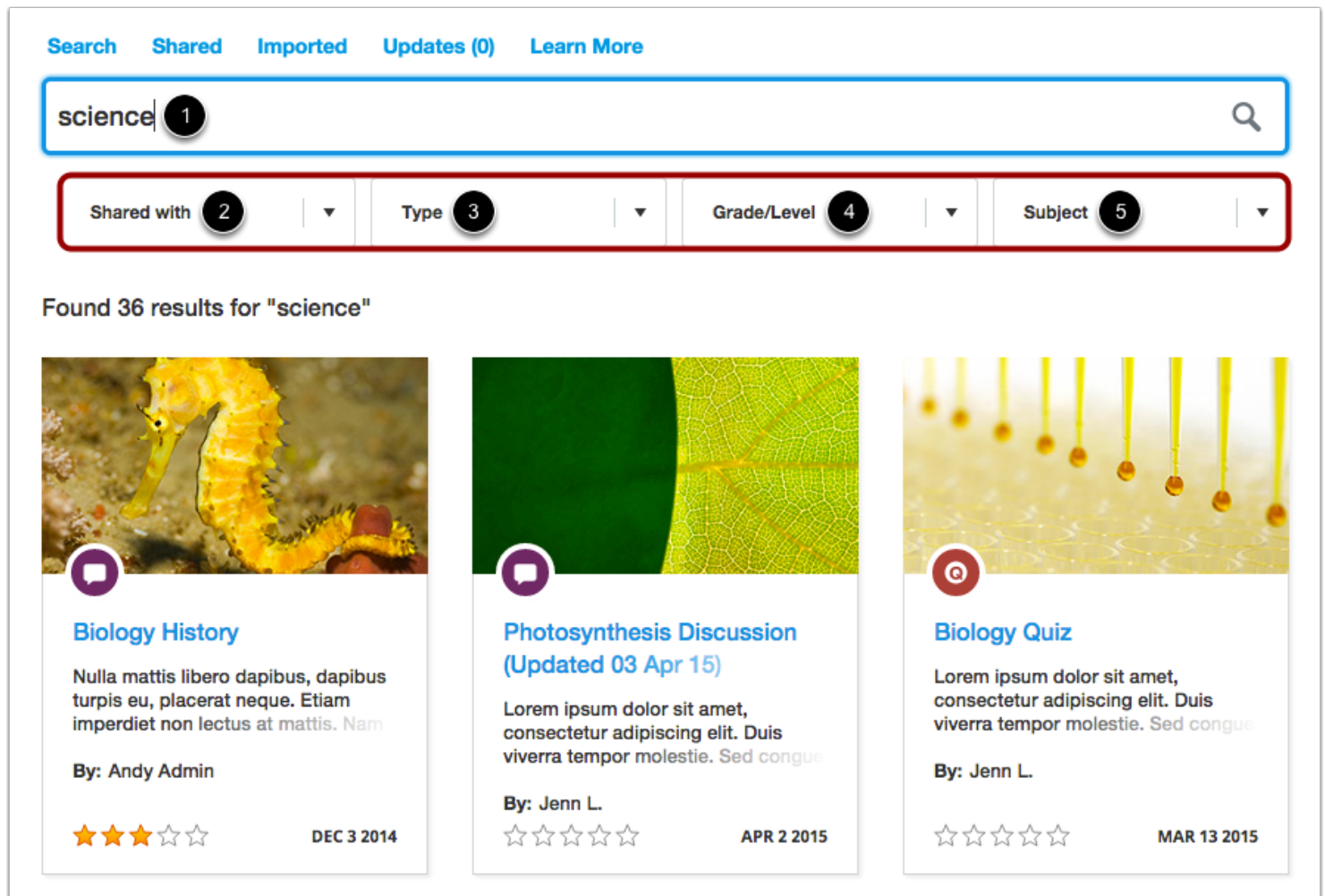
Search Shared Imported Updates (0) **Learn More**

Search for keyword, author, institution, or title

**Find** Import Share

In Commons Navigation, click the **Learn More** link [1] to access the tutorials at any time. On the learn more page, you view a brief tutorial on how to find, import, and share resources in Commons [2].

## Find Resources




Search Shared Imported Updates (0) Learn More

science 1

Shared with 2 Type 3 Grade/Level 4 Subject 5

Found 36 results for "science"

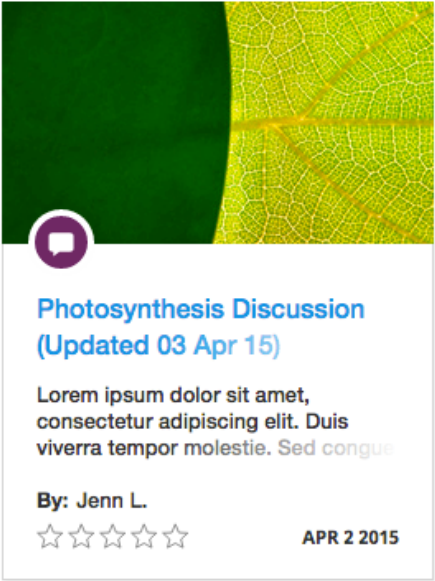


**Biology History**

Nulla mattis libero dapibus, dapibus turpis eu, placerat neque. Etiam imperdiet non lectus at mattis. Nam

By: Andy Admin

★★★★☆ DEC 3 2014

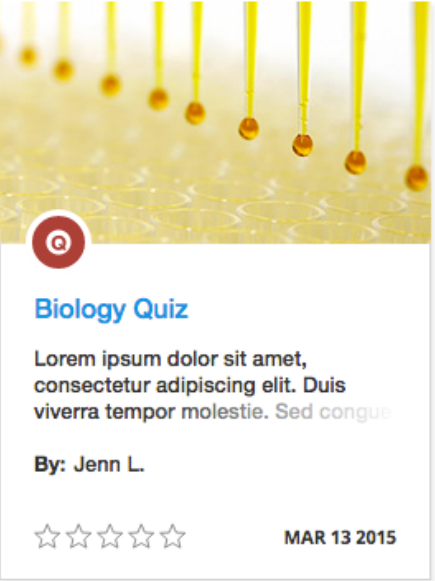


**Photosynthesis Discussion (Updated 03 Apr 15)**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

★★★★☆ APR 2 2015



**Biology Quiz**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

★★★★☆ MAR 13 2015

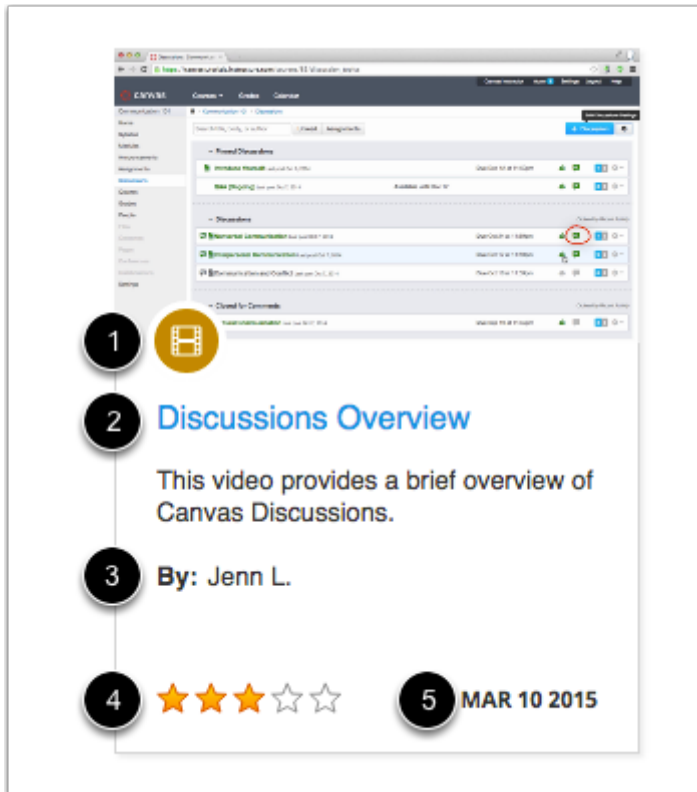
You can [find resources](#) in Commons by using the search field [1]. You can search for keywords such as author, institution, or title. To narrow your search, or to search by filter, use one or more of the filter options:

- **Shared with** [2]: You can filter by who the resource was shared with. You can filter by resources shared with the public (all Canvas users), within your account and/or subaccount(s), or with only you (private resources).
- **Type** [3]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [4]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Subject** [5]: You can also filter by subject.

To search everything available to you in Commons, leave the search field and filters blank.

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

## View Search Results




In the search results, each resource will have the following details:

- **Resource icon** [1]: Quickly identify the resource type
- **Title and description** [2]: Preview the title and description of the resource
- **Author** [3]: View the author of the resource
- **Rating** [4]: Evaluation of the resource rated by other Canvas users
- **Date** [5]: Date the resource was last updated

Click a resource to view more details.

## View Resource Details

[Back](#)



### Discussions Overview

Summary

Version notes

★★★★☆ 1

Leave a Review

**Subjects** Specialty

**Grade/Level** 10, 11

**Shared With** Lorcrux

**Type** Video (mp4)

**Duration** 7:11


Import into Course

[Download](#) 136.26 kB

LAST UPDATE:

4/29/15

SHARED BY:

 Jenn L.

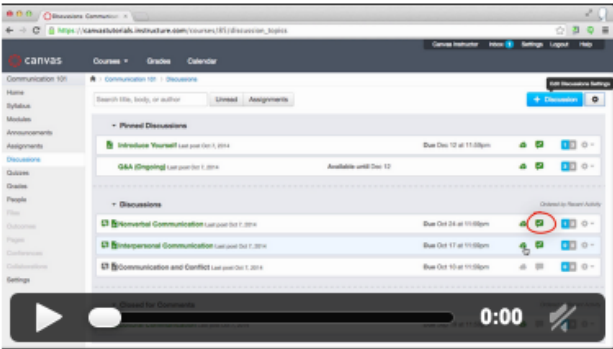
ACCOUNT:

LOR Test Account

canvas

discussions


video



Reviews

★★★★☆ 1

LICENSE



This video can be used for the purpose of showing users how to use Canvas Discussions.

On the resource details page, you can view a summary of the resource and related information:

- Subject and Grade/Level
- Who the resource was Shared with (account, subaccount(s), public, private)
- Description
- Relevant tags (keywords)
- Media Type and Duration
- Download link (for documents, images, videos, or audio)
- Date of Last Update (reflects date when content was last updated)
- Who the resource was Shared by
- The Account the resource was shared from
- Copyright and Creative Commons [content license](#)



- [Reviews and ratings](#) by other users
- Preview [files](#) or [courses and modules](#)
- View Version notes (for [updated resources](#) only)

When you are ready to [import a resource](#), click the **Import into Course** button.

## How do I find a resource in Commons?

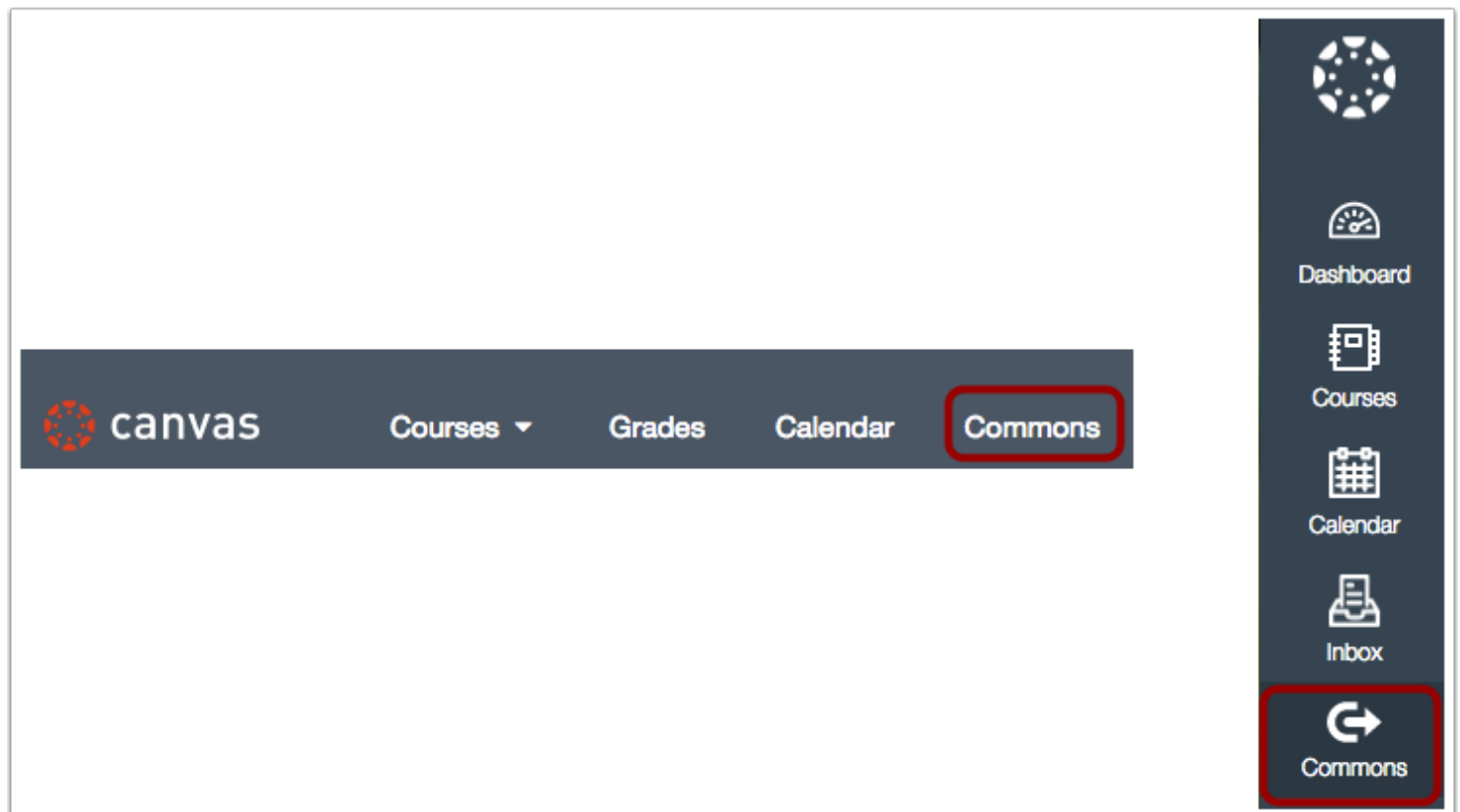
*Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.*

Learn how to find a resource in Commons.

### Notes:

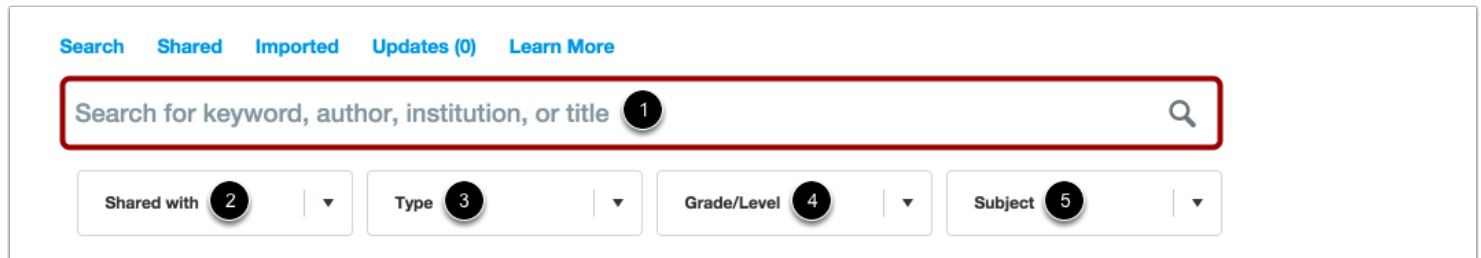
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Commons



In Global Navigation, click the **Commons** link.

## Find Resource



You can find resources in Commons by using the search field [1]. You can search for keywords such as author, institution, or title.

To narrow your search, or to search by filter, use one or more of the filter options:


- **Shared with** [2]: You can filter by who the resource was shared with. You can filter by resources shared with the public (all Canvas users), within your account and/or subaccount(s), or with only you (private resources).
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- **Grade/Level** [4]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Subject** [5]: You can also filter by subject.

To search everything available to you in Commons, leave the search field and filters blank.

### Notes:

- Canvas root account admins can see the root account and all subaccounts within the root account. Canvas subaccount admins can see the root account, the subaccount they are an admin of, and all children subaccounts of said subaccount. Teachers can only see the subaccounts their courses belong to and the root account.
- The Shared with filter limits visibility to 10 options; scroll to view more.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

View Search Results




### Biology History

Nulla mattis libero dapibus, dapibus turpis eu, placerat neque. Etiam imperdiet non lectus at mattis. Nam

**By:** Andy Admin

★ ★ ★ ☆ ☆

DEC 3 2014



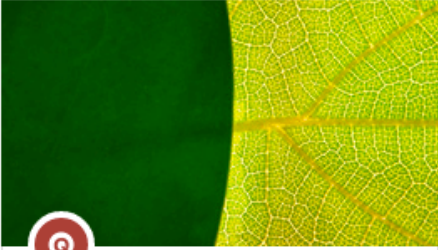
### Photosynthesis Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

**By:** Jenn L.

☆ ☆ ☆ ☆ ☆

FEB 17 2015



### Biology Quiz

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vehicula faucibus mi, sed eleifend

**By:** Andy Admin

☆ ☆ ☆ ☆ ☆

DEC 2 2014

View your search results.

## How do I preview courses and modules in Commons?

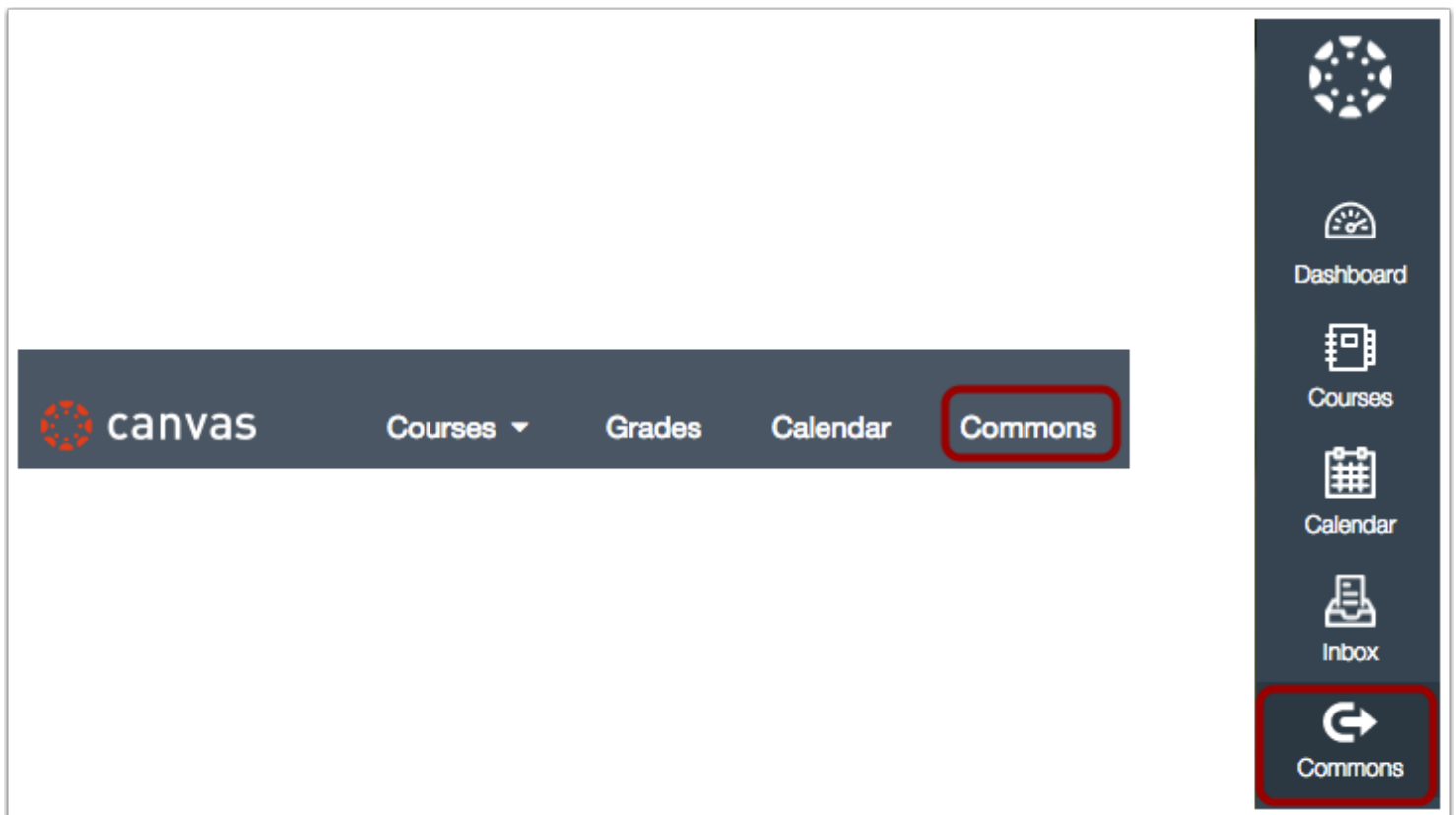
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

You can preview course and module content before importing the resource into your Canvas course. You can also [preview files](#) (document, image, video, and audio) in Commons.

### Notes:

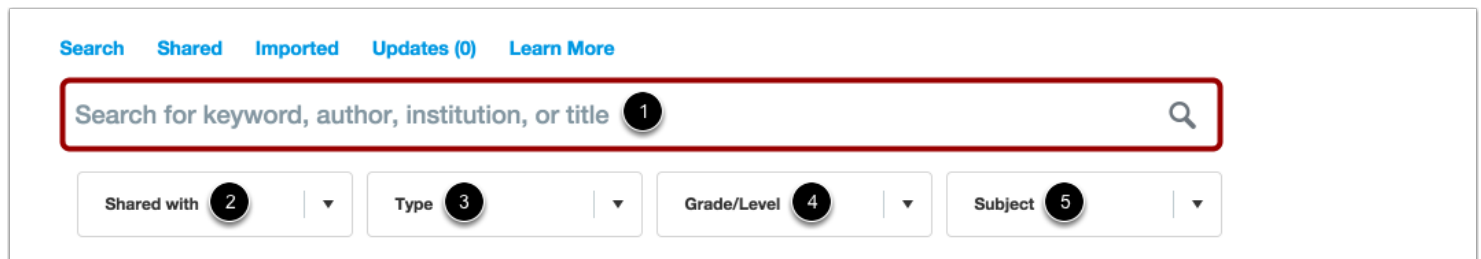
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## Open Commons



In Global Navigation, click the **Commons** link.

## Find Resource



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- **Type** [3]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [4]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Subject** [5]: You can also filter by subject.

To search everything available to you in Commons, leave the search field and filters blank.

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

## Open Course





**Biology 101 Course**

Lorem ipsum dolor sit amet,  
 consectetur adipiscing elit. Duis  
 viverra tempor molestie. Sed congue

**By:** Jenn L.








**FEB 17 2015**

Click the course tile you want to preview.

## Preview Course Content

[◀ Back](#)

 **Biology 101 Course**

[Summary](#)  
[Assignments](#)  
[Discussions](#)  
[Pages](#)  
[Quizzes](#)  
[Modules](#)

☆☆☆☆☆ 0 [Leave a Review](#)


**Subjects** Science

**Grade/Level** 11, 12


**Shared With** Lorcrux

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.


[biology](#) [science](#)



**LAST UPDATE:** 2/17/15

**SHARED BY:**  
 Jenn L.

**ACCOUNT:**  
LOR Test Account


**LICENSE**  



**Reviews** ☆☆☆☆☆ 0

On the course details page, you can preview the various learning activities within the course. Click the individual links to preview course content. In this example, this course contains assignments, discussions, pages, quizzes, and modules.

**Note:** If a course does not contain a particular learning activity (ex. quizzes), it will not be included in the course details.

Open Module










Cell Anatomy Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut nisi neque, vulputate in elementum a,

By: Jenn L.



FEB 18 2015


Click the module tile you want to preview.


Preview Module Content


CONTENT PREVIEW


1

Module Items

 Cell Anatomy

 Genetics Quiz 1

 Research Assignment

 Theory

2

5pts

20pts

20pts



On the module details page, you can preview items in the module. You can view the item title, type of learning activity (assignment, discussion, quiz, page, etc) [1], and point value [2].

## How do I preview files in Commons?

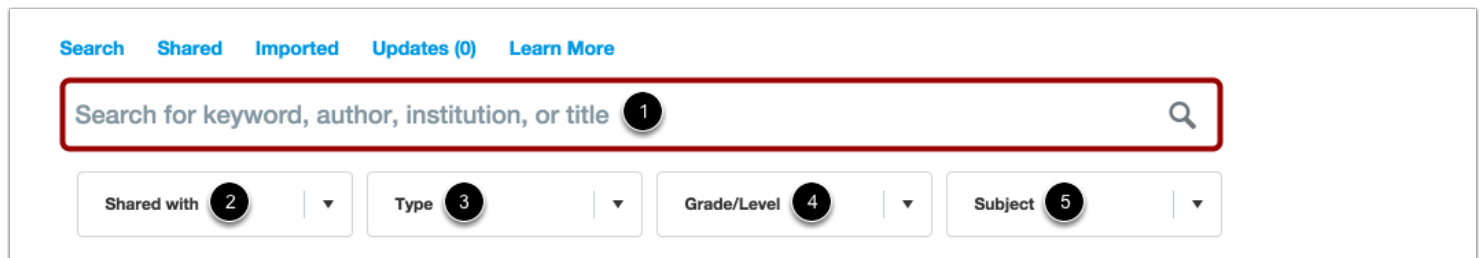
Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

You can preview document, image, video, and audio files before importing into your Canvas course. On the search results, you can preview video and audio files for up to 10 seconds. Learn [how to preview course and module content](#) in Commons.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Find Resource



You can [find resources](#) in Commons by using the search field [1]. You can search for keywords such as author, institution, or title.

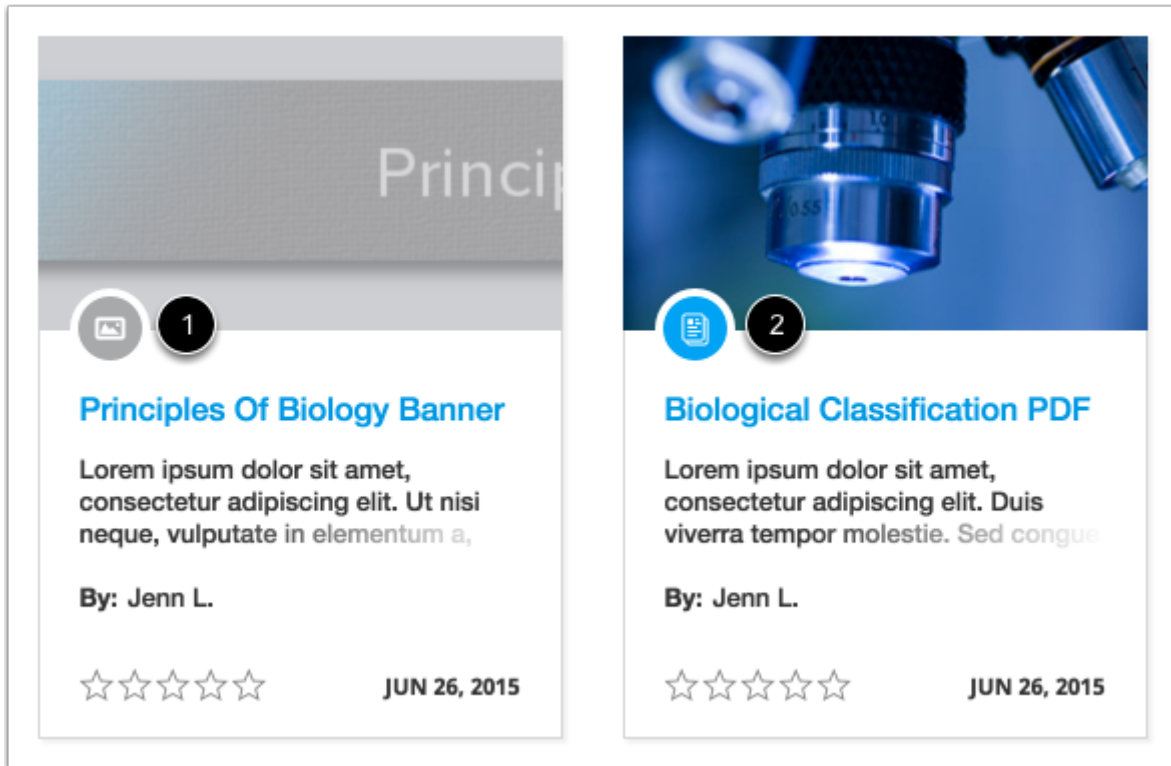
To narrow your search, or to search by filter, use one or more of the filter options:

- **Shared with** [2]: You can filter by who the resource was shared with. You can filter by resources shared with the public (all Canvas users), within your account and/or subaccount(s), or with only you (private resources).
- **Type** [3]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [4]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Subject** [5]: You can also filter by subject.

To search everything available to you in Commons, leave the search field and filters blank.

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.


## Open Image or Document File




On the search results page, click the image [1] or document [2] file you want to preview.

**Note:** Some image thumbnails are cropped automatically.

## Preview Document File


 **Biological Classification PDF**


 0 [Leave a Review](#)


**Subjects** Science  
**Grade/Level** 11, 12  
**Shared With** Lorcruz  
**Type** Adobe Portable Document Format (pdf)


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.


biology
science






 **Import into Course**

 **Download** 61.42 kB


**LAST UPDATE:** 6/26/15  
**SHARED BY:**  
 **Jenn L.**  
**ACCOUNT:**  
**LOR Test Account**

**LICENSE**  


On the resource details page, you can view the document [1] before importing it into your course. You can view the document type [2] and file size [3]. To download the file to your computer, click the Download link [4]. Learn about [supported file types in Commons](#).

To import the document, click the Import into Course button.

## Preview Image File



### Principles Of Biology Banner

☆☆☆☆☆ 0

[Leave a Review](#)

**Subjects** Science

**Grade/Level** 12

**Shared With** Lorcrux


**2 Type** Image (png)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut nisi neque, vulputate in elementum a, rhoncus et enim.

1

biology

science




Principles of Biology

**Reviews** ☆☆☆☆☆ 0

Import into Course

4



[Download](#) 99.84 kB

3

LAST UPDATE: 6/26/15

---

SHARED BY:




Jenn L.

---

ACCOUNT:

LOR Test Account

LICENSE

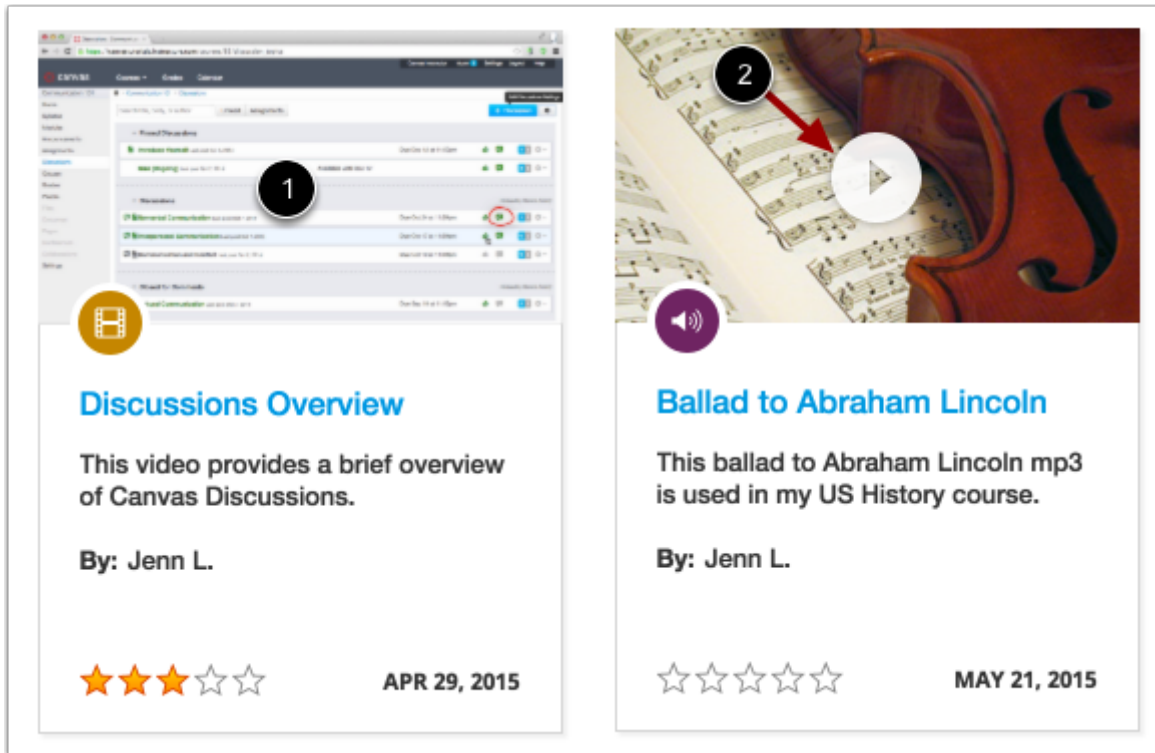


PUBLIC DOMAIN

On the resource details page, you can view the image [1] before importing it into your course. You can view the image type [2] and file size [3]. To download the file to your computer, click the Download link [4]. Learn about [supported file types in Commons](#).

To import the image, click the Import into Course button.

## Open Video or Audio File




The screenshot displays two search results on the Canvas Commons interface. The left result is a video titled "Discussions Overview" by Jenn L., dated April 29, 2015. It features a video thumbnail with a play button icon and a red circle labeled '1' indicating where to hover. The right result is an audio file titled "Ballad to Abraham Lincoln" by Jenn L., dated May 21, 2015. It features an audio waveform thumbnail with a speaker icon and a red circle labeled '2' indicating where to click. Both results include a star rating and a brief description of the content.

On the search results page, you can preview video and audio files (up to 10 seconds). To preview a video, hover your mouse over the video thumbnail [1]; the video preview will play automatically. To listen to a preview of an audio file, click the **Play** icon [2] on the audio thumbnail.

**Note:** Audio is not available when previewing a video. Click the video resource to view the full video with audio.

## Preview Video File



### Discussions Overview

★★★★☆

1

[Leave a Review](#)

Subjects

Specialty

Grade/Level

10, 11

Shared With

Lorcruz

2 Type

Video (mp4)

3 Duration

7:11

This video provides a brief overview of Canvas Discussions.

1

canvas

discussions

video

5

Download


136.26 kB

4

LAST UPDATE:

4/29/15

SHARED BY:




Jenn L.

ACCOUNT:

LOR Test Account

LICENSE



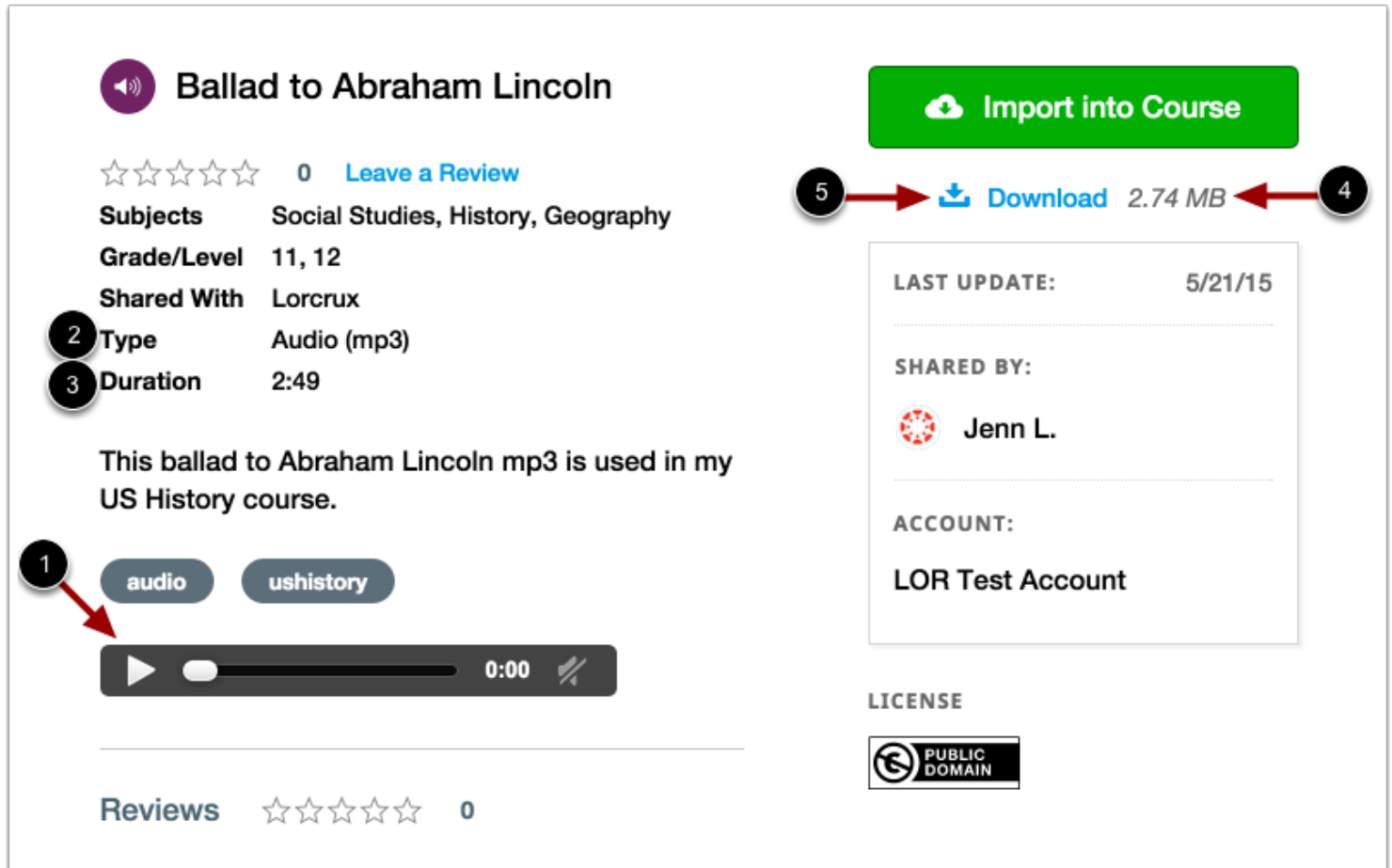
This video can be used for the purpose of showing users how to use Canvas Discussions.



On the resource details page, you can view the full video [1] before importing it into your course. You can view the video type [2], duration [3], and file size [4]. To download the file to your computer, click the Download link [5]. Learn about [supported file types in Commons](#).

To import the video, click the Import into Course button.

## Preview Audio File



The screenshot shows the resource details for "Ballad to Abraham Lincoln". It includes a speaker icon, a title, a star rating (0 stars), and a "Leave a Review" link. The subjects are "Social Studies, History, Geography", and the grade/level is "11, 12". It is shared with "Lorcrux". The type is "Audio (mp3)" and the duration is "2:49". A green "Import into Course" button is at the top right. A "Download" link with a file size of "2.74 MB" is also present. A sidebar shows the last update date as "5/21/15", shared by "Jenn L.", and the account as "LOR Test Account". A license section shows a "PUBLIC DOMAIN" logo. A play button and a progress bar are at the bottom left. Numbered callouts 1-5 point to specific elements: 1 points to the play button, 2 points to the type, 3 points to the duration, 4 points to the download link, and 5 points to the import button.

**Ballad to Abraham Lincoln**

☆☆☆☆☆ 0 [Leave a Review](#)

**Subjects** Social Studies, History, Geography

**Grade/Level** 11, 12

**Shared With** Lorcrux

**Type** Audio (mp3)


**Duration** 2:49

This ballad to Abraham Lincoln mp3 is used in my US History course.

**audio** **ushistory**

**LAST UPDATE:** 5/21/15


**SHARED BY:**

 **Jenn L.**

**ACCOUNT:**

**LOR Test Account**

**LICENSE**



**Reviews** ☆☆☆☆☆ 0

On the resource details page, you can listen to the full audio file [1] before importing it into your course. You can view the audio type [2], duration [3], and file size [4]. To download the file to your computer, click the Download link [5]. Learn about [supported file types in Commons](#).

To import the audio file, click the Import into Course button.

## How do I import a resource from Commons into Canvas?

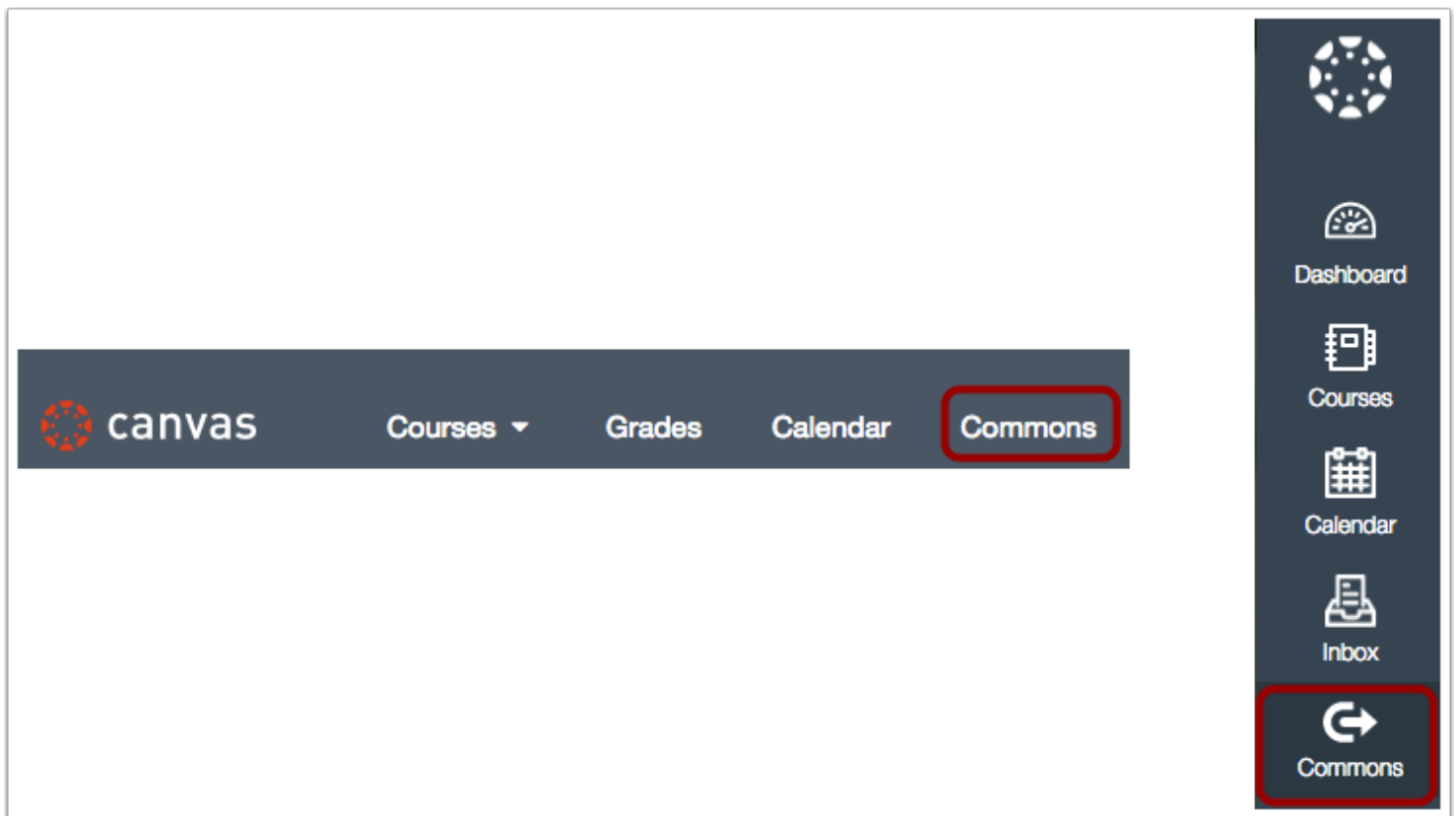
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to import a resource from Commons into Canvas. Imported resources will retain their original published or unpublished status.

**Notes:**

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply. [Learn more about Canvas file storage.](#)
- Student data will remain private when sharing and importing resources.
- Options/settings are retained in resource imports. All due dates will be removed.

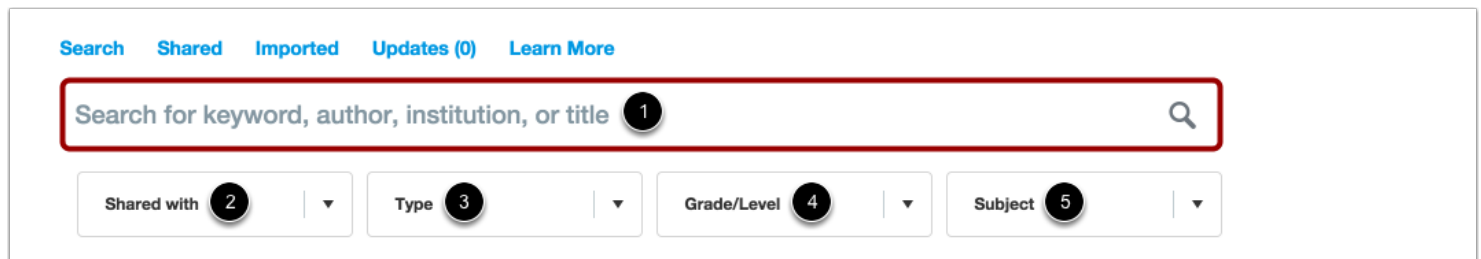
**Open Commons**



In Global Navigation, click the **Commons** link.



## Find Resource



You can [find resources](#) in Commons by using the search field [1]. You can search for keywords such as author, institution, or title.

To narrow your search, or to search by filter, use one or more of the filter options:

- **Shared with** [2]: You can filter by who the resource was shared with. You can filter by resources shared with the public (all Canvas users), within your account and/or subaccount(s), or with only you (private resources).
- **Type** [3]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [4]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Subject** [5]: You can also filter by subject.

To search everything available to you in Commons, leave the search field and filters blank.

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

Open Resource





**Biology 101 Course**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

**By:** Jenn L.




**FEB 17 2015**

Click the name of the resource you want to import.

## Import Resource

[◀ Back](#)

 **Biology 101 Course**

Summary

Assignments

Discussions

Pages

Quizzes

Modules


☆☆☆☆☆ 0 [Leave a Review](#)

**Subjects** Science
 **Grade/Level** 11, 12
 **Shared With** Lorcrux


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology


science




**Reviews** ☆☆☆☆☆ 0



**LAST UPDATE:** 2/17/15


**SHARED BY:**  
 Jenn L.

**ACCOUNT:**  
 LOR Test Account


**LICENSE**  


Click the **Import into Course** button.

## Import Warning Message



This file exceeds the standard Canvas Import Quota Limit of 500MB, which will likely result in an unsuccessful import.


 [Download](#) 507.95 MB

If you are importing a file that exceeds 500MB, Commons will generate a warning message notifying you that the import may not be successful.

### Resource Pending Message

This resource is currently processing. This may take as long as 30 minutes.

[◀ Back](#)



## Biological Classification PDF

☆☆☆☆☆

0

[Leave a Review](#)

**Subjects** Science


**Shared With** Public

**Type** Adobe Portable Document Format (pdf)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology


science

 Resource Still Pending

**LAST UPDATE:** 2/17/2015

---

**SHARED BY:**



Jenn L.

---

**ACCOUNT:**

LOR Test Account


If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.

### Resource Unavailable Message


[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)

There was an error sharing this resource. The person that shared this will need to re-share.


[◀ Back](#)



## Biology 101 Course

 Resource Unavailable

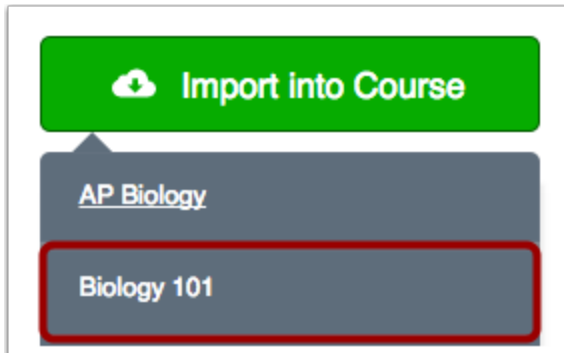
If an error occurred when the resource was initially shared, the Import into Course button will be inactive, and Commons will display a message notifying you that the resource is unavailable for import.

 CC BY NC SA

Commons Guide Updated 2015-08-19

Page 32

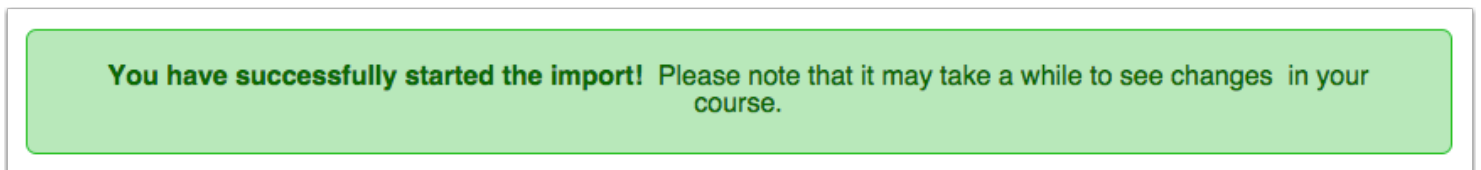
## Select Course



Select the course where you want to import the resource.

**Note:** Courses with an end date that has passed will not appear in the courses drop down.

## View Import Notification



View the import status notification at the top of your screen. Please note that it may take a while to see changes in your course. [Learn how to view the new resource in your course.](#)

## How do I view a resource imported from Commons in Canvas?

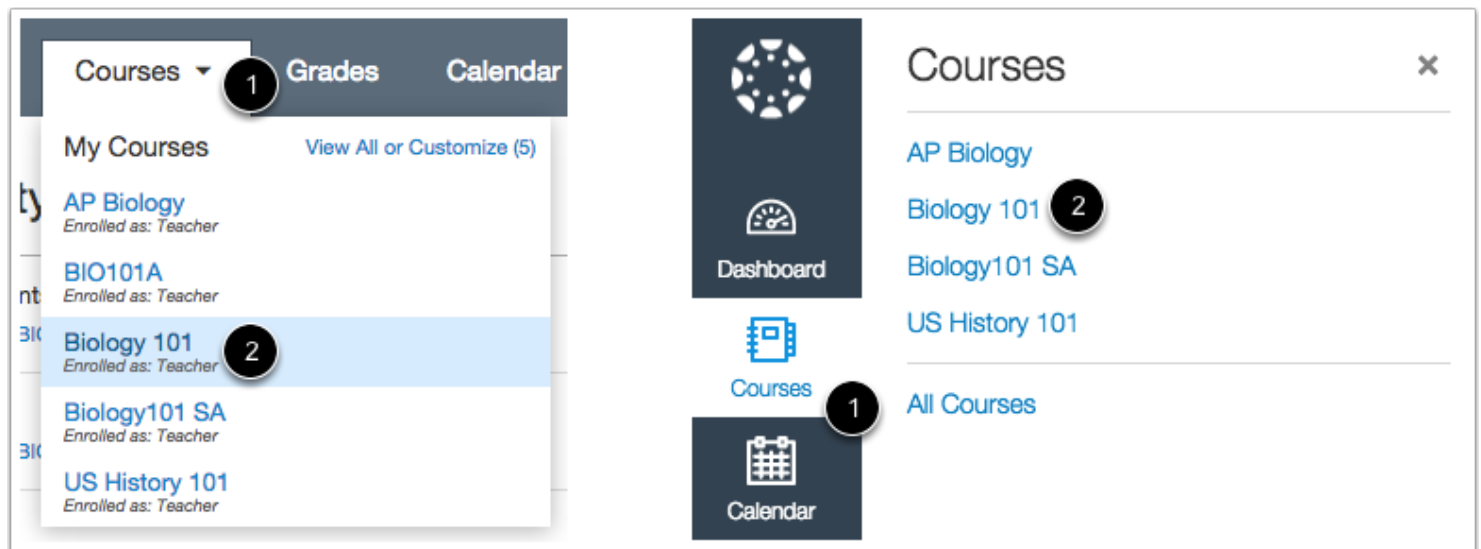
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Once you have [imported a resource](#) from Commons, learn how to view it in your Canvas course. Imported resources will retain their original published or unpublished status.

### Notes:

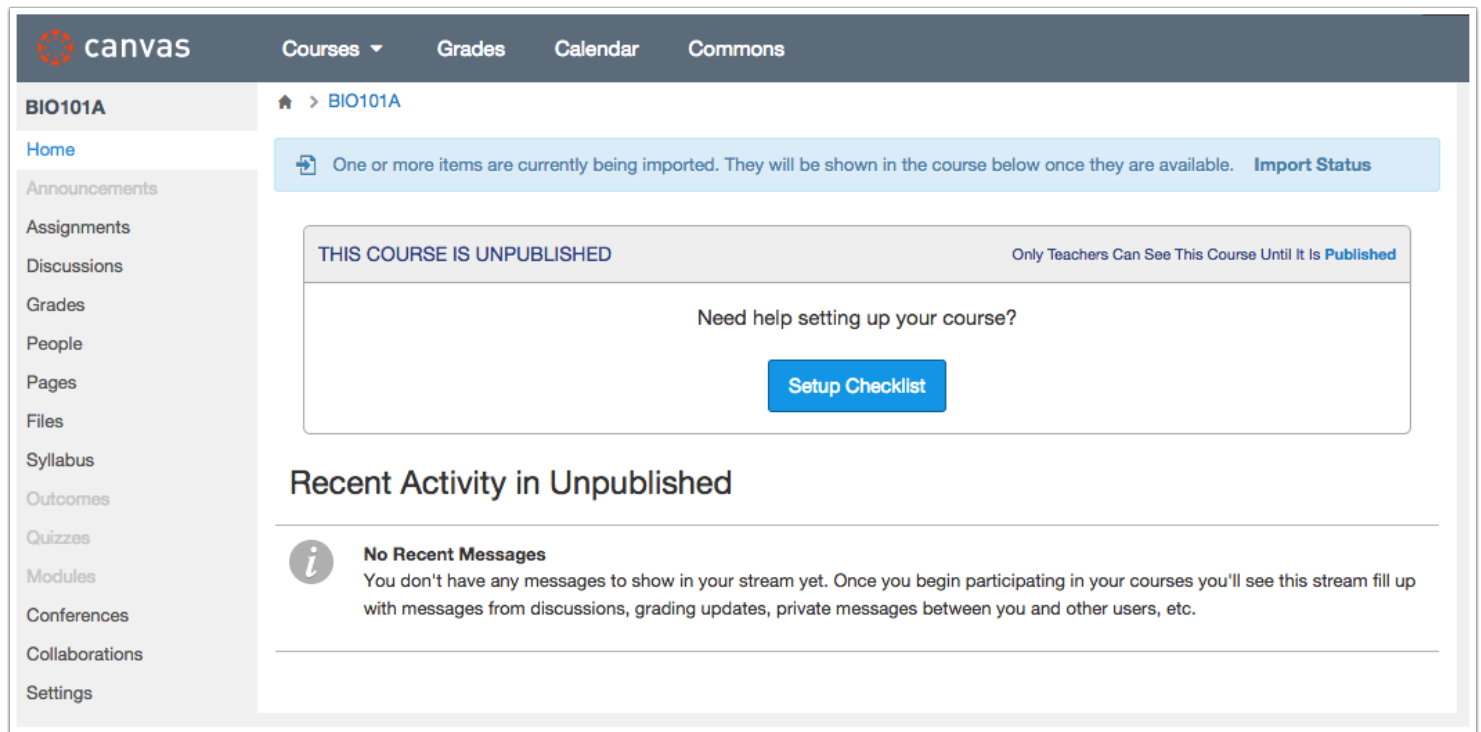
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Student data will remain private when sharing and importing resources.
- Options/settings are retained in resource imports. All due dates will be removed.

## Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course where you imported the resource [2].

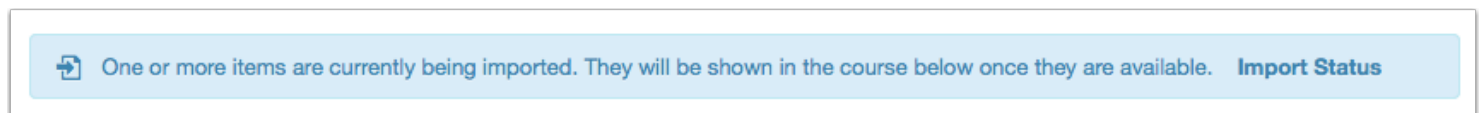
## View Imported Resource



The screenshot shows the Canvas LMS interface for a course named BIO101A. The top navigation bar includes links for Courses, Grades, Calendar, and Commons. The left sidebar lists various course features like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, and Settings. The main content area displays a notification: "One or more items are currently being imported. They will be shown in the course below once they are available. [Import Status](#)". Below this, a message states "THIS COURSE IS UNPUBLISHED" with a note that only teachers can see the course until it is published. A "Setup Checklist" button is provided. The section "Recent Activity in Unpublished" shows "No Recent Messages" with an explanatory text about the message stream.

If you imported a resource other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) to view the item.

### Import Status Notification



The screenshot shows a blue notification banner with the text: "One or more items are currently being imported. They will be shown in the course below once they are available. [Import Status](#)".

If the resource is still being imported, you will see a status notification when you open your course. Click the **Import Status** link.

## View Import Status

Current Jobs			
Canvas Common Cartridge		Sep 22 at 2:13pm	1 Queued
Canvas Common Cartridge	...add3605dc0bb7c5c.imscc	Sep 22 at 2:04pm	Completed
Canvas Common Cartridge		Sep 22 at 2:13pm	2 Running <div><div></div></div>
Canvas Common Cartridge	...ad80535d54090bd6.imscc	Sep 22 at 2:22pm	Completed 5 issues 3

The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imscc file. You can view the date and time the resource was imported. The import status menu will show the import status by color:

- Queued: gray [1]
- Running: blue (displays a progress bar [2] with time remaining)
- Completed: green or orange (orange indicates an issue associated with the import; click the **issues** link [3] to view the list)

To correct any issue(s) that may have occurred with the import, you can use either the issue link(s) next to the import or you can use the course navigation menu to move around the course and correct the errors.

## How can I leave a review for a resource in Commons?

*Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.*

You can leave a review and star rating for a resource in Commons. Reviews and ratings are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:

- Did you use this resource in your course?
- Do you think it improved student learning?
- Did you rely on this resource for content delivery, evaluation, etc.?

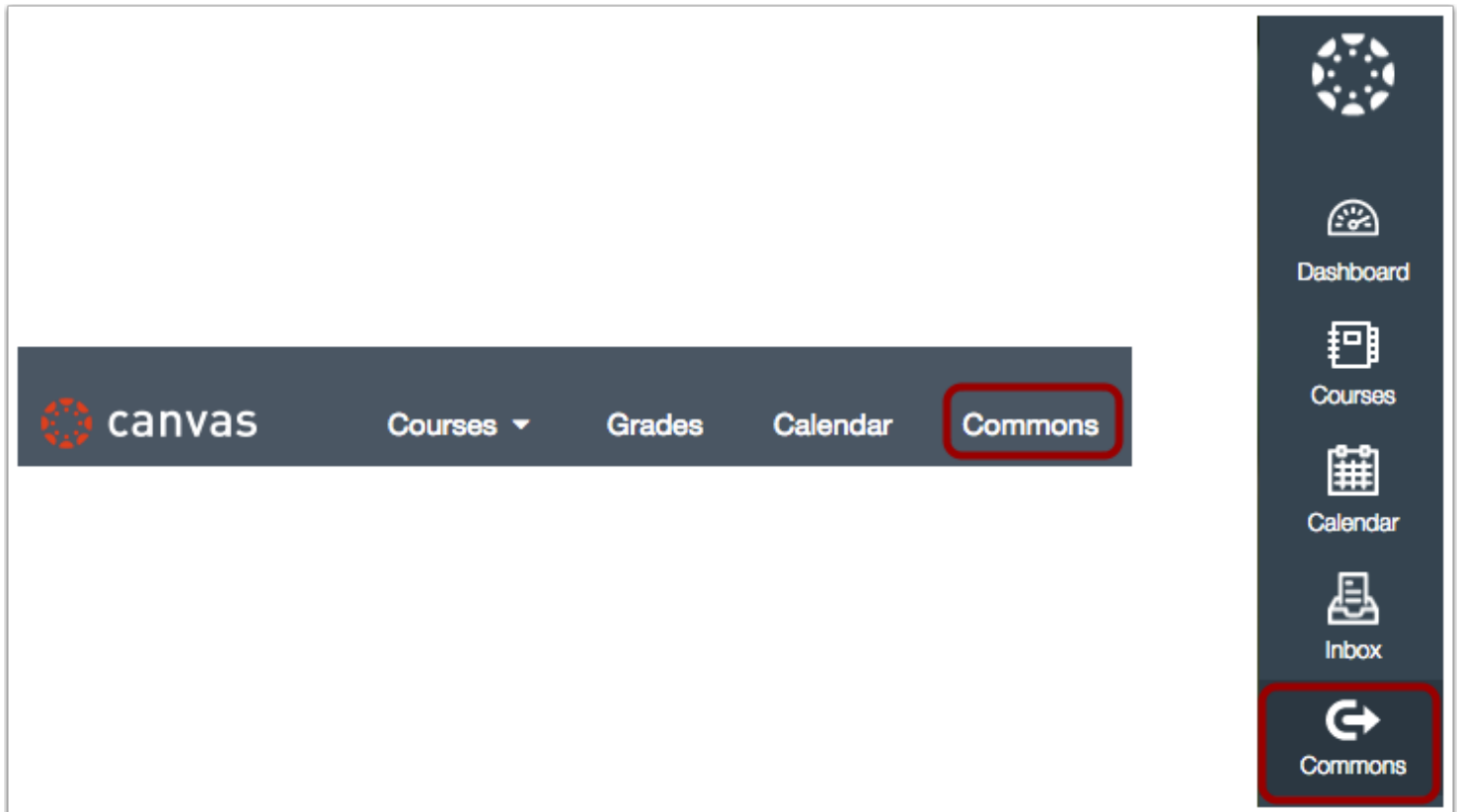
### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.



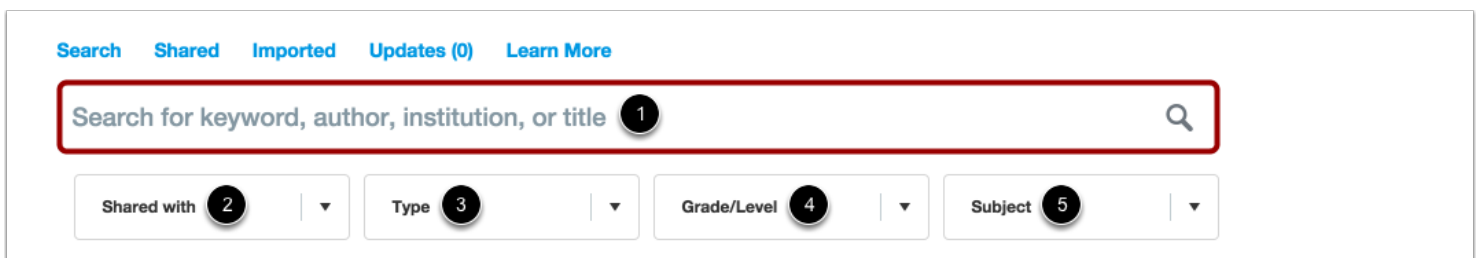
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Commons



In Global Navigation, click the **Commons** link.

## Find Resource




You can [find resources](#) in Commons by using the search field [1]. You can search for keywords such as author, institution, or title.


To narrow your search, or to search by filter, use one or more of the filter options:

- **Shared with** [2]: You can filter by who the resource was shared with. You can filter by resources shared with the public (all Canvas users), within your account and/or subaccount(s), or with only you (private resources).
- **Type** [3]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [4]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Subject** [5]: You can also filter by subject.

To search everything available to you in Commons, leave the search field and filters blank.

## Open Resource






**Photosynthesis Module**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue


**By: Jenn L.**



**FEB 17, 2015**

Click the name of the resource you want to review or rate.

Leave a Review

 **Photosynthesis Module**

☆☆☆☆☆ 0

[Leave a Review](#)

Subjects

Science

Grade/Level


11, 12


Shared With

Lorcrux

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology




 **Import into Course**

LAST UPDATE:

2/17/15


SHARED BY:

 **Jenn L.**

ACCOUNT:

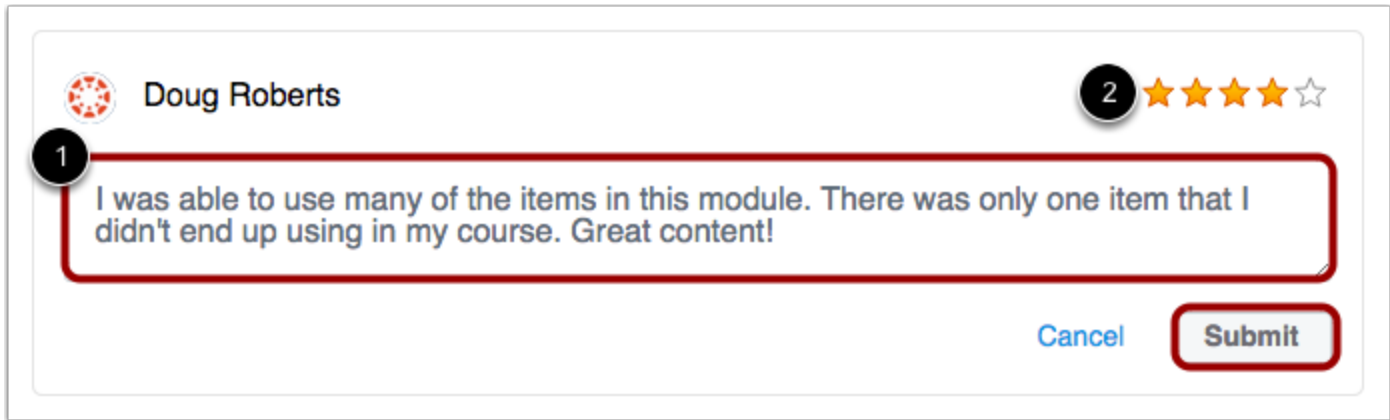
LOR Test Account

LICENSE

 PUBLIC DOMAIN

On the resource details page, click the **Leave a Review** link.

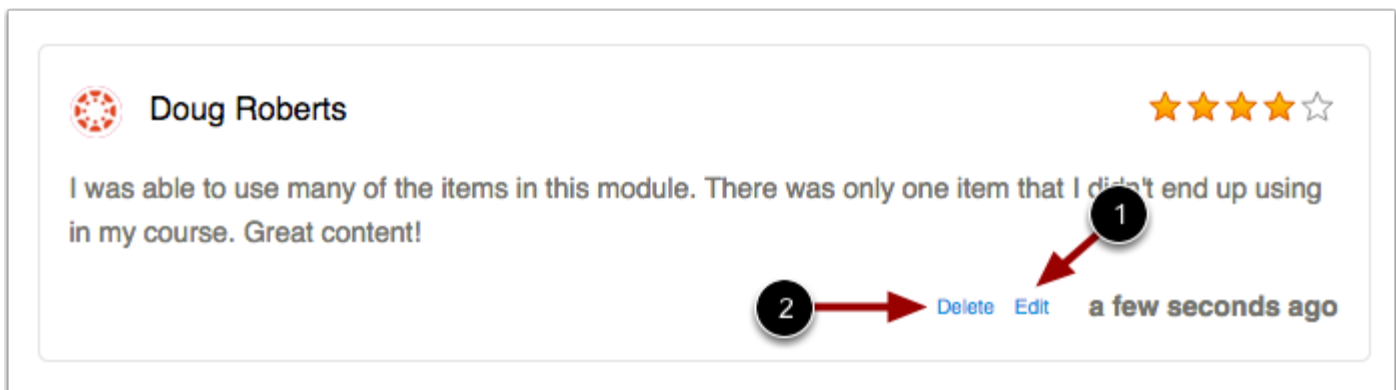
## Submit Review



Write a review in the text field [1]. To leave a rating, click the **star** icon [2] next to the number of stars you want to rate the resource. Click the **Submit** button when you're done.

**Note:** Leaving a star rating without a review is currently not supported. Reviews without a star rating are not counted in the number of star reviews.


## Edit or Delete Your Review



To edit your review, click the **Edit** link [1]. To delete your review, click the **Delete** link [2].

## Vote for Reviews

Reviews
★★★★☆ 1



Doug Roberts
★★★★☆

I was able to use many of the items in this module. There was only one item that I didn't end up using in my course. Great content!

Was this helpful?
Yes (1)
2 minutes ago

You can also vote for reviews that were helpful to you. Click the **Yes** link. The most helpful reviews will appear at the top of the list.

## How do I view my imported resources in Commons?

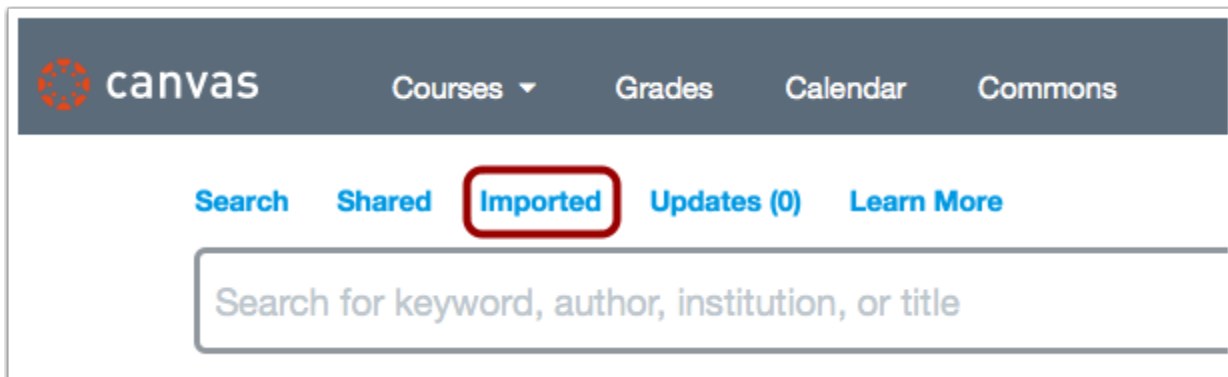
Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

You can easily view all the resources you have imported from Commons in one place.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.


## Open Imported




In Commons Navigation, click the **Imported** link.

View Imported Resources

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)










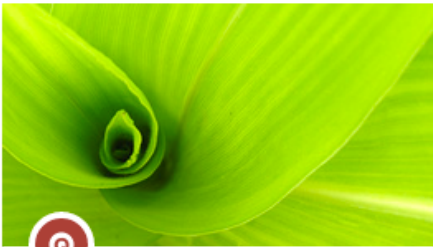
**Biological Classification**


Suspendisse cursus mauris eget diam dapibus sodales ac non justo. Duis feugiat aliquam sapien quis

By: Doug Roberts

MAY 21 2015










**Basics Quiz**

Nullam quis risus eget urna mollis ornare vel eu leo. Donec id elit non mi porta gravida at eget metus.

By: Kate McGee

MAY 6 2015





**Unit 1: Pre-Colonial to 1789**

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aenean eu

By: Kate McGee







APR 24 2015

View resources you have [imported from Commons into Canvas](#). Resources are sorted by most recent date.

## How do I view updates to resources I previously imported from Commons?

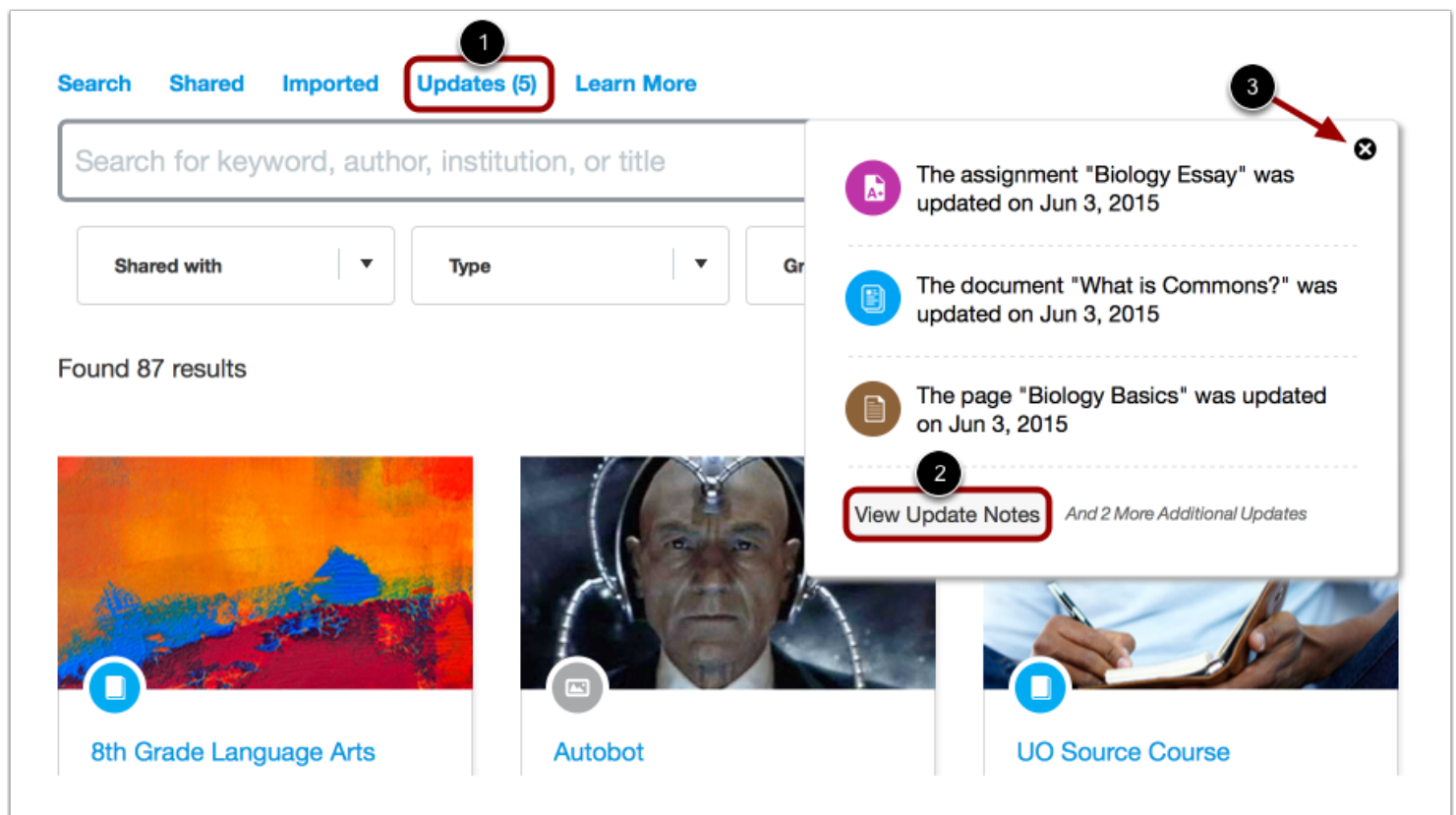
Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

When a [modified resource is re-shared to Commons](#), users who have imported a copy of that resource in Commons prior to the update will receive a notification with the option to update the resource. When an update is available, it will appear on the updates page, in the notifications center, and on the resource detail page.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If your current version of a resource has student submissions, it is recommended that you do not update the resource.

## Open Updates



The screenshot shows the Canvas Commons interface. At the top, there are tabs for 'Search', 'Shared', 'Imported', 'Updates (5)', and 'Learn More'. The 'Updates (5)' tab is highlighted with a red box and a circled '1'. Below the tabs is a search bar with the placeholder text 'Search for keyword, author, institution, or title'. Below the search bar are filters for 'Shared with' and 'Type'. Below the filters, it says 'Found 87 results'. Below the results, there are three resource cards: '8th Grade Language Arts', 'Autobot', and 'UO Source Course'. On the right side, there is a 'View Update Notes' dialog box. The dialog box has a title bar with a close button (circled '3'). It contains a list of updates: 'The assignment "Biology Essay" was updated on Jun 3, 2015', 'The document "What is Commons?" was updated on Jun 3, 2015', and 'The page "Biology Basics" was updated on Jun 3, 2015'. At the bottom of the dialog box, there is a 'View Update Notes' button (circled '2') and a link 'And 2 More Additional Updates'.



In Commons navigation, click the **Updates** link [1]. You can also click the **View Update Notes** button [2] in the notifications center.



To dismiss the notifications center, click the **close** icon [3]. The notifications center will reappear only when there is a new update.

**Note:** The notifications center will display up to three updates, however, you can view all available updates on the Updates page.

## View Available Updates

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(5\)](#)
[Learn More](#)

---

1

2

3

**Biology Basics**  
 By: Jenn L.  
**JUN 1, 2015 - 4:36 PM**  
 Updated page content.



---


4

5

**Biology Demo**  
 Version: Jun 1, 2015 - 4:24 PM

---



**Biological Classification**  
 By: Doug Roberts  
**MAY 21, 2015 - 8:13 PM**  
 Updated the PDF document.

---


☒ **Biology 101**  
 Version: Mar 10, 2015 - 4:40 PM

---

☒ **AP Biology**  
 Version: Mar 10, 2015 - 4:40 PM

---

On the Updates page, you can view all of your previously imported resources that have been updated by the original user. You can view the name and type of resource [1], date and time [2] the resource was last updated, and notes [3] of what was updated in this version.



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You can also view which course(s) [4] you previously imported the resource into and which version of the resource [5] you are currently using.

To view the resource details page or view the full version history, click the name of the resource.

**Note:** Resources removed or deleted from Canvas cannot be updated.

### View Resource Details Page

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(5\)](#)
[Learn More](#)


UPDATE

Update your courses with the latest version.

1 Show Courses

3 Back

2 Version notes



## Biological Classification PDF

☆☆☆☆☆ 0

[Leave a Review](#)

Subjects

Science

Grade/Level

11, 12

Shared With

Lorcruz

Type

Adobe Portable Document Format (pdf)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science


Import into Course

Download 61.42 kB

LAST UPDATE:

5/21/2015

SHARED BY:



Doug Roberts


ACCOUNT:

LOR Test Account

On the resource details page, you can also view update notifications. Click the **Show Courses** button [1] to view updates.

To view the version history, click the **Version notes** link [2].

To return to the updates page, click the **Back** button [3].





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## Select Courses


[Search](#) [Shared](#) [Imported](#) [Updates \(5\)](#) [Learn More](#)

---




**Biological Classification**  
By: Doug Roberts  
MAY 21, 2015 - 8:13 PM  
Updated the PDF document.

---



☐ **Biology 101**  
Version: Mar 10, 2015 - 4:40 PM

---



☒ **AP Biology**  
Version: Mar 10, 2015 - 4:40 PM

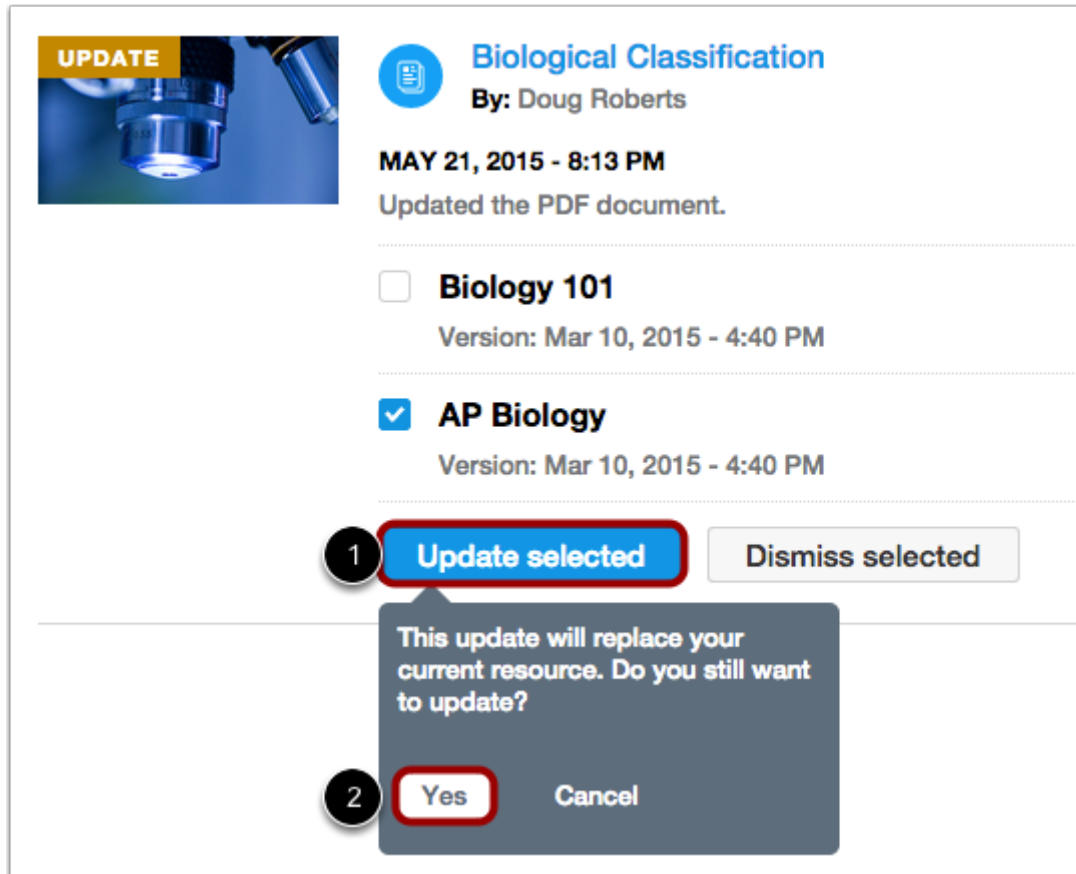
---

[Update selected](#)

[Dismiss selected](#)

If you imported the resource into more than one course, you have the option to select which course(s) you want to update. All courses will be selected by default. Click the checkbox next to the course(s) to select or deselect the course for update.

## Update



**UPDATE**

**Biological Classification**  
By: Doug Roberts

MAY 21, 2015 - 8:13 PM  
Updated the PDF document.

☐ **Biology 101**  
Version: Mar 10, 2015 - 4:40 PM

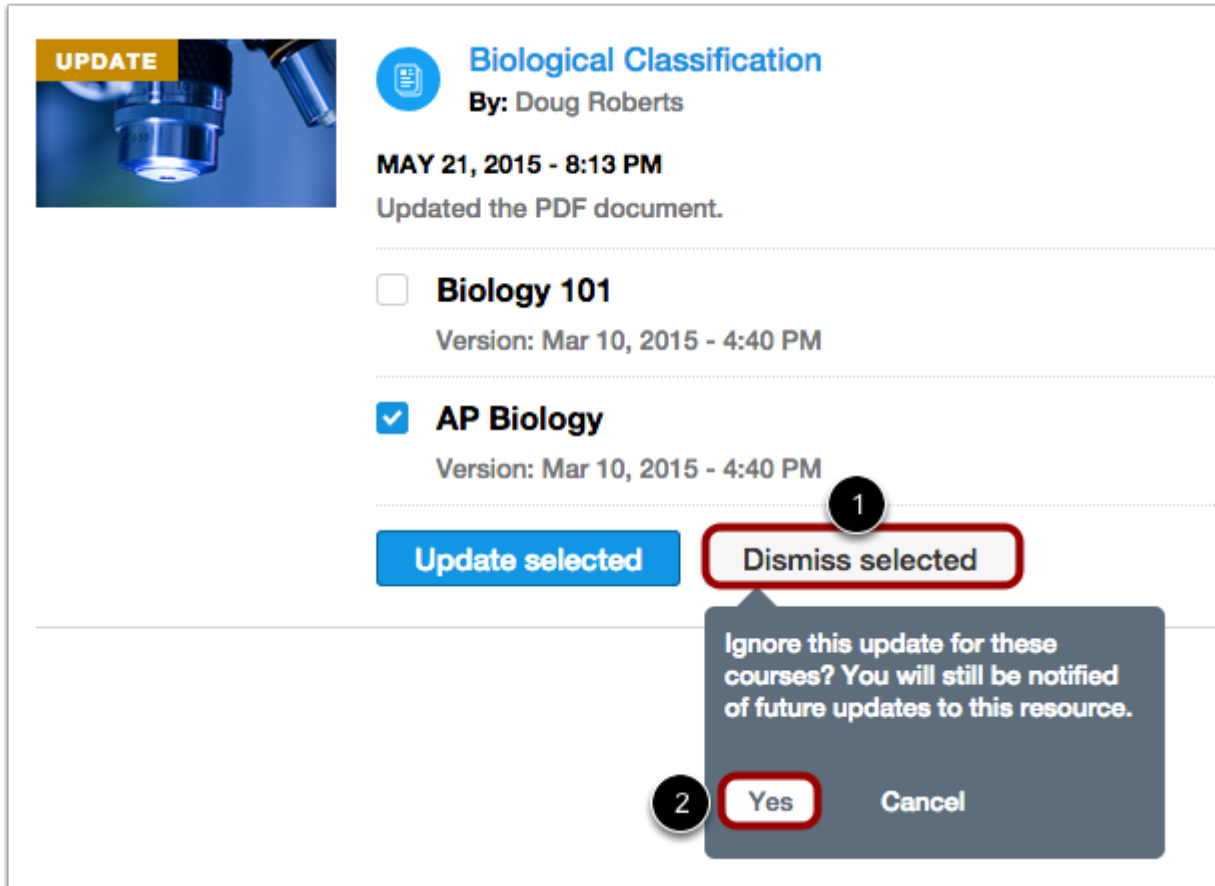
☒ **AP Biology**  
Version: Mar 10, 2015 - 4:40 PM

1 **Update selected** Dismiss selected


2 This update will replace your current resource. Do you still want to update?  
**Yes** Cancel

To update your resource, click the **Update** or **Update selected** button [1]. Updating your resource will replace your current resource. To confirm, click the **Yes** button [2].

## Dismiss



**UPDATE**

 **Biological Classification**  
By: Doug Roberts

**MAY 21, 2015 - 8:13 PM**  
Updated the PDF document.

---

☐ **Biology 101**  
Version: Mar 10, 2015 - 4:40 PM

---

☒ **AP Biology**  
Version: Mar 10, 2015 - 4:40 PM

---

**Update selected** **Dismiss selected**

Ignore this update for these courses? You will still be notified of future updates to this resource.

**Yes** Cancel

You can also choose to ignore the update if you do not want to update your copy of the resource. To ignore the update for the selected course(s), click the **Dismiss** or **Dismiss selected** button [1]. Prior to dismissal, you will need to confirm you wish to ignore the update. To confirm, click the **Yes** button [2].

**Note:** If you ignore the update for the selected course(s), you will still be notified of future updates to the resource.

View Updated Resource in Canvas

AP

Home

Announcements

Assignments

Discussions

Grades

People

Pages

**Files**

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Settings

🏠 > AP > Files

Search for files

👁

🔒

🔗

📄

🗑

1 item selected

+ Folder

Upload


▼ 📁 AP Biology

Name ▲	Date Created	Date Modified	Modified By	Size
<div><div>📄</div><div>Biological Classification.pdf</div></div>	2:39pm	2:40pm		65 KB <div>✔</div>

0% of 524.3 MB used

All My Files

In Canvas, if you imported a resource other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) to view the item. In this example, on the Files page, the Biological Classification.pdf was updated.



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## What information do I need to share a resource to Commons?

*Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.*

When sharing a resource to Commons, you will need to add details about the resource, select a content license, and choose a sharing option.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Resource Information

1

Title

Biology 101

2

Description

3

Tags (Hit enter to start a new tag)

4

Grade/Level (Check all that apply)

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


5

Subjects (Check all that apply)

☐ Art & Music
☐ English Language Arts
☐ Foreign Language
☐ Math
☐ Science
☐ Social Studies, History, Geography
☐ Specialty

6

Thumbnail



Select an Image

Enter and select the following details about your resource:

1. **Title\***: Edit the title of your resource if necessary (this will be pre-populated based on the resource name).
2. **Description\***: Enter a description for your resource (if you plan to share your resource with other users, be as descriptive as possible).
3. **Tags\***: Enter tags to make it easy for other users to find your resource (at least one tag is required). For example, you can add Common Core State Standard tags.
4. **Grade/Level**: Select the appropriate grade level(s).
5. **Subjects**: Choose a subject.
6. **Thumbnail\***: Select an image from the Commons library or [upload your own image](#) (Note: Select an image is not available for image or video resources).

Items marked with an asterisk (\*) are required.



## Content Licensing

CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

Copyright (I reserve all rights) ▼

[Add Use Specifications](#)

You will need to select a content license to share a resource to Commons. [Learn what types of content licenses are available.](#)

**Note:** The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.

## Sharing Options

SHARING OPTIONS

**Share with:**

☐ Only me

☐ Share to LOR Test Account

☐ Share within LOR Test Account sub-accounts

☐ Share with public (All Canvas users)

You will also need to choose who you want to share the resource with. [Learn more about sharing options.](#)

Canvas root account admins can see the root account and all subaccounts within the root account. Canvas subaccount admins can see the root account, the subaccount they are an admin of, and all children subaccounts of said subaccount. Teachers can only see the subaccounts their courses belong to and the root account.

### Notes:

- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
- When [updating resources](#), resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific sub-accounts.

Preview

Title

US History

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id lacus in diam egestas convallis non id nunc. Vivamus a eleifend magna, ut hendrerit ipsum. Cras quis porta nunc, vel placerat enim. Donec in lacus libero. Aliquam non ornare odio.

Tags

(Hit enter to start a new tag)
 

X history
 X united states

Grade/Level

(Check all that apply)
 


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

Subjects

(Check all that apply)
 


☐ Art & Music
 ☐ English Language Arts
 ☐ Foreign Language
 ☐ Math
 ☐ Science
 ☒ Social Studies, History, Geography
 ☐ Specialty

Thumbnail



Select an Image

3



1

US History

2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id lacus in diam egestas

By: Jenn L.

☆☆☆☆
 APR 2 2015

As you start adding information about your resource, you can see how the title [1], description [2], and thumbnail [3] will appear in search results.


## How do I add a thumbnail image to my shared resource?

When sharing a resource to Commons, you can upload your own thumbnail image or select an image from the library. A thumbnail image is a visual representation of your resource and is used in the Commons resource repository.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Create Information



MODULE INFORMATION

**Title**

Genetics Module

**Description**

Quisque augue tortor, convallis nec ullamcorper nec, rutrum sed nunc. Sed feugiat mi sit amet nulla sodales condimentum. Nunc semper ultrices diam, efficitur suscipit dolor. Nulla sit amet nulla rutrum, sagittis tellus non, scelerisque urna. Ut sagittis lectus in mauris

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

× genetics

**Grade/Level** (Check all that apply)


☐ K
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☒ 12

☐ Undergraduate
 ☐ Graduate

**Subjects** (Check all that apply)

☐ Art & Music
 ☐ English Language Arts
 ☐ Foreign Language
 ☐ Math
 ☒ Science

☐ Social Studies, History, Geography
 ☐ Specialty



**Genetics Module**

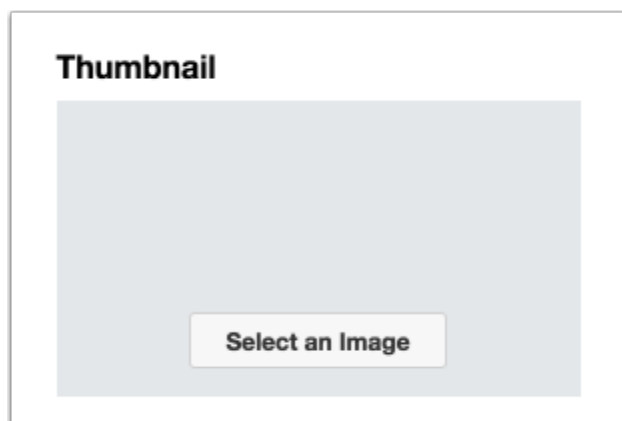
Quisque augue tortor, convallis nec ullamcorper nec, rutrum sed nunc. Sed feugiat mi sit amet nulla sodales

By: Jenn LaFrance

☆☆☆☆☆

On the share page, [enter resource details](#).


## Select Image



Click the **Select an Image** button.

**Note:** The option to select a thumbnail is not available for [image or video](#) file types.

From Library

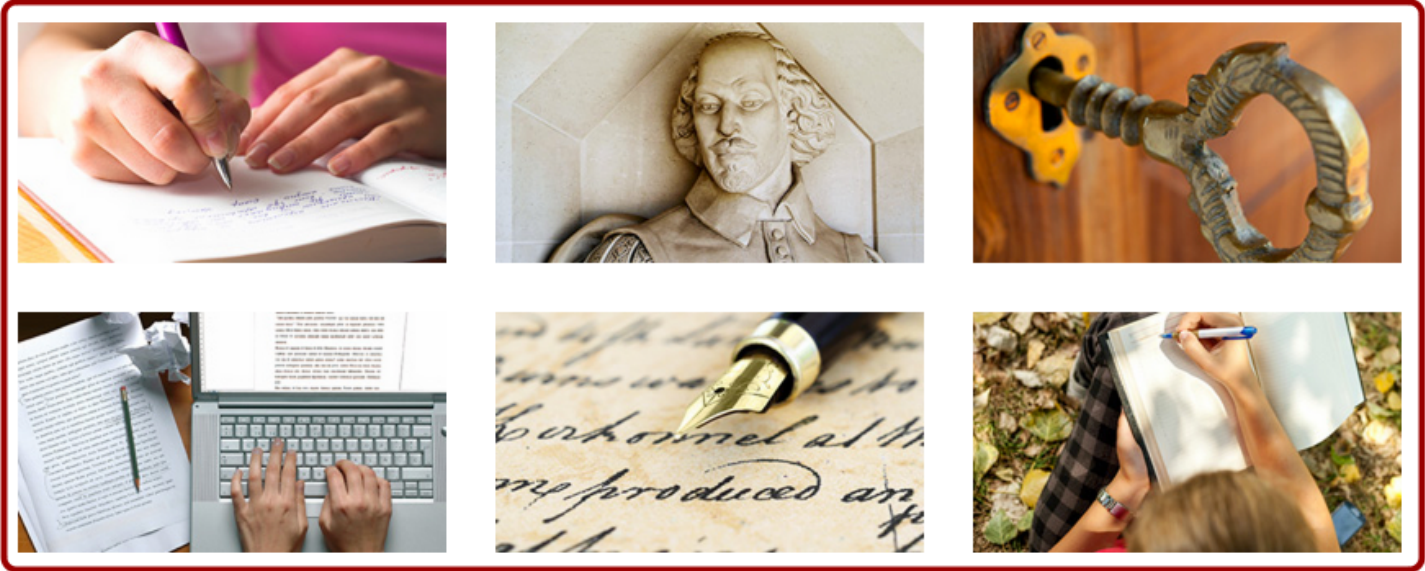


Drag and drop your image here or [browse](#) your computer.

*jpg, png, or gif files*

No file chosen


Or select an image thumbnail from our library:Cancel X



You can upload your own image or select an image from the Commons library. The library has over 80 images you can choose from.

Upload Image

2



1

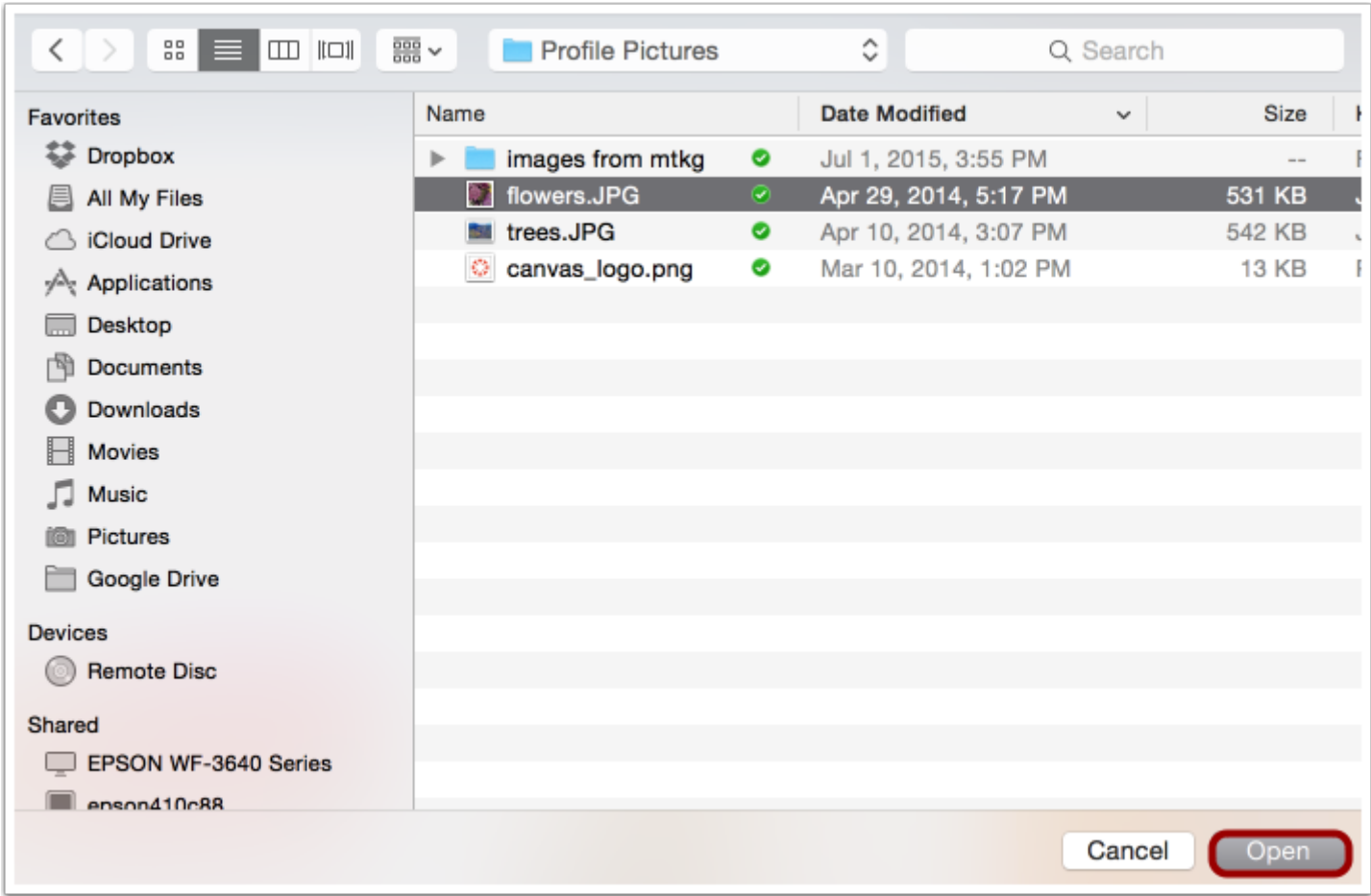
Drag and drop your image here or [browse](#) your computer.

*jpg, png, or gif files*

To upload your image, click the **browse** link [1] or drag and drop [2] your file directly into the image drop zone.

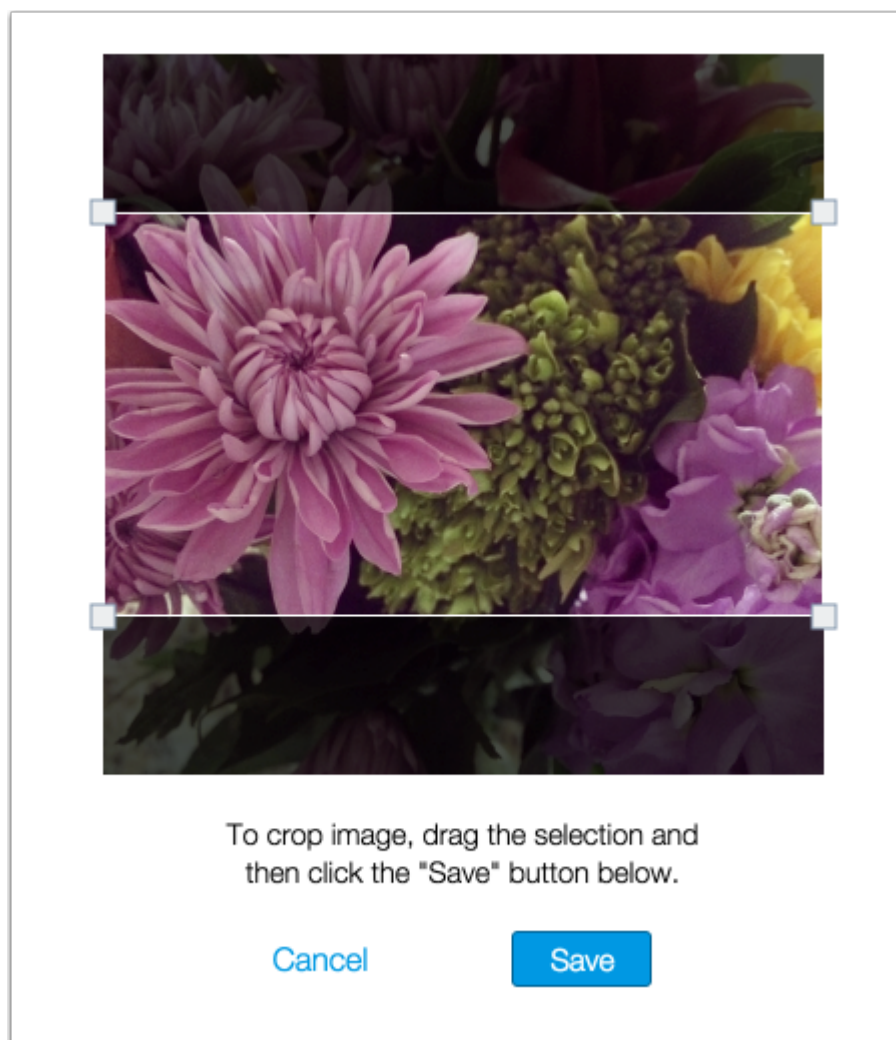
**Note:** Thumbnail images must be a jpg, png, or gif file.

**Browse**



Locate and click the name of the file you want to upload. Then click the **Open** button.

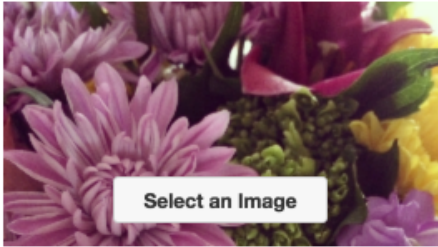
## Crop Image



To crop your image, drag the selection box to crop and select your desired image. When you're done, click the Save button. You will be able to preview the image before sharing your resource.

Preview Image

Thumbnail




Select an Image

CONTENT LICENSING

Copyright and Licenses [Help Me Choose](#)

Copyright (I reserve all rights) ▼

[Add Use Specifications](#)



**Genetics Module**

Quisque augue tortor, convallis nec ullamcorper nec, rutrum sed nunc. Sed feugiat mi sit amet nulla sodales

By: Jenn LaFrance

☆☆☆☆☆

Preview your thumbnail. If you are not satisfied, click the Select an Image button to upload a new image.

**Note:** User images are not saved in the image library for reuse.



## Share to Commons

CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

Copyright (I reserve all rights) ▼

[Add Use Specifications](#)

SHARING OPTIONS

**Share with:**

☒ Only me

☐ Share to Lorcrux Production

☐ Share within Lorcrux Production sub-accounts

☐ Share with public (All Canvas users)

[↩ Share to Commons](#) [Cancel](#)

Continue creating information for your resource, including [selecting a content license](#) and [choosing a share option](#).

When you're done, click the **Share to Commons** button.

## What types of content licenses are available in Commons?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

A Creative Commons license allows you to share, on your own terms, the course content you create. You determine how and to what extent other users can reuse your original course content. Likewise, you can reuse other users' content if it has a Creative Commons license. The benefit of using Creative Commons licenses is that

other instructors can use, build, and improve upon your own content. This type of creative collaboration can add value to your curriculum.

When sharing a resource to commons, you will need to select a copyright and content license option.

**Notes:**

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
- For more information about copyright infringement, please read the [Canvas Commons Terms of Use](#).

## Copyright (I reserve all rights)

**Copyright and Licenses** [Help Me Choose](#)

Copyright (I reserve all rights) ▼


[Add Use Specifications](#)

Copyright is original content created by you. If you select this option, you can add use specifications.

## Public Domain

**Copyright and Licenses** [Help Me Choose](#)

Public Domain ▼

 PUBLIC DOMAIN


No specifications needed for Public Domain resources

Public Domain means the work has no known copyright and is free to use without restrictions

## Attribution

**Copyright and Licenses** [Help Me Choose](#)

CC - Attribution




[Add Use Specifications](#)

All Creative Commons licenses require Attribution. In other words, when others distribute or reuse your work, they must always credit you for your original creation. If you select Attribution as your only Creative Commons license, others can copy, distribute, and use your course content or altered forms of your course content. If you select this option, you can add use specifications.

## Attribution ShareAlike

**Copyright and Licenses** [Help Me Choose](#)

CC - Attribution ShareAlike



[Add Use Specifications](#)


If you add a ShareAlike license to your course content, others are allowed to copy, distribute, and use your course content only if they redistribute your content using the same Creative Commons license. If you select this option, you can add use specifications.

**Tip:** The Attribution-ShareAlike license is used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.

## Attribution No Derivatives

**Copyright and Licenses** [Help Me Choose](#)

CC - Attribution NoDerivs




[Add Use Specifications](#)

A No Derivatives license indicates that others can use your course content, but they may not change it in any way. If you select this option, you can add use specifications.

## Attribution NonCommercial

**Copyright and Licenses** [Help Me Choose](#)

CC - Attribution NonCommercial ▼



[Add Use Specifications](#)

A Non-Commercial license adds the caveat that others can use your course content, but not for commercial purposes. If you select this option, you can add use specifications.

## Choose a Content License

**Copyright and Licenses** [Help Me Choose](#)

- ✓ Copyright (I reserve all rights)
- Public Domain
- CC - Attribution
- CC - Attribution ShareAlike
- CC - Attribution NoDerivs
- CC - Attribution NonCommercial
- CC - Attribution NonCommercial ShareAlike
- CC - Attribution NonCommercial NoDerivs

Select a license from the Copyright and Licenses drop-down menu to share your resource in the way that works best for you. The list below shows the available copyright and license combinations, from least restrictive to most restrictive:

- Copyright (I reserve all rights)
- Public Domain
- CC - Attribution
- CC - Attribution ShareAlike
- CC - Attribution NoDerivs
- CC - Attribution NonCommercial
- CC - Attribution NonCommercial ShareAlike
- CC - Attribution NonCommercial NoDerivs

You can view more information about Creative Commons licenses and how they work at [creativecommons.org/licenses](https://creativecommons.org/licenses).

## What types of sharing options are available in Commons?

*Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.*

When sharing a resource to Commons, you will need to choose who you want to share your resource with. Canvas root account admins can see the root account and all subaccounts within the root account. Canvas subaccount admins can see the root account, the subaccount they are an admin of, and all children subaccounts of said subaccount. Teachers can only see the subaccounts their courses belong to and the root account.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply, however, anything shared publicly will not count against your quota. [Learn more about Canvas file storage](#).

## View Sharing Options

SHARING OPTIONS

**Share with:**

- 1 ☐ Only me
- 2 ☐ Share to LOR Test Account
- 3 ☐ Share within LOR Test Account sub-accounts
- 4 ☐ Share with public (All Canvas users)

When sharing a resource to Commons, you have four options: share with only me (your private resources) [1], share to your entire account (including all subaccounts) [2], share within your account subaccounts [3], or share with the public (all Canvas users) [4].

Canvas root account admins can see the root account and all subaccounts within the root account. Canvas subaccount admins can see the root account, the subaccount they are an admin of, and all children subaccounts of said subaccount. Teachers can only see the subaccounts their courses belong to and the root account.

### Note:

- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

- If you share to your entire account, the resource will be shared to all subaccounts including subaccounts you may not be a user in.
- When [updating resources](#), resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific sub-accounts.

## Share with Only Me

**Share with:**  
☒ **Only me**  
☐ Share to LOR Test Account  
☐ Share within LOR Test Account sub-accounts  
☐ Share with public (All Canvas users)

To share the resource with only you, select the **Only me** radio button. This means the resource will not be available to anyone else.

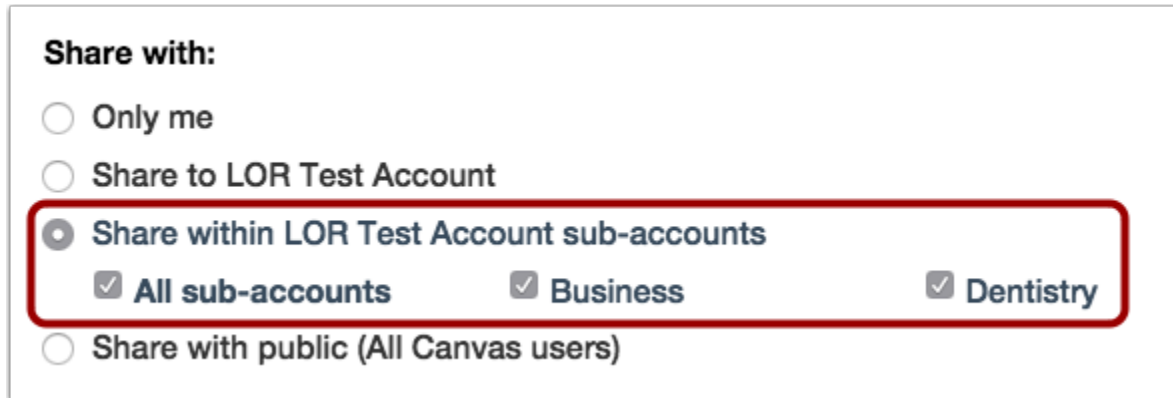
## Share to Account

**Share with:**  
☐ Only me  
☒ **Share to LOR Test Account**  
☐ Share within LOR Test Account sub-accounts  
☐ Share with public (All Canvas users)

To share the resource with your entire account, including all subaccounts, select the **Share to [account]** radio button.

**Note:** If you share to your entire account, the resource will be shared to all subaccounts including subaccounts you may not be a user in.

## Share within Sub-Accounts



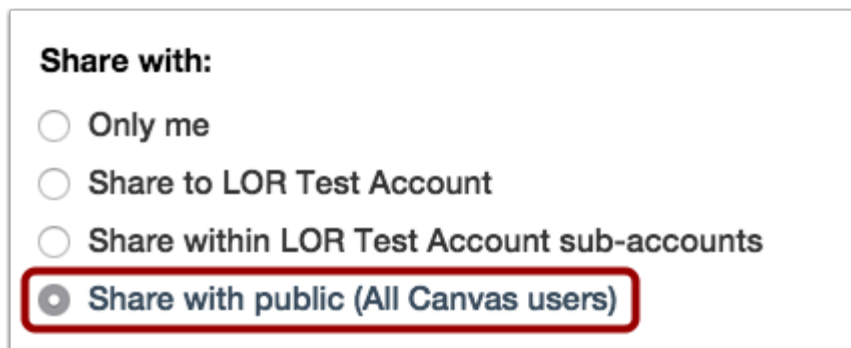
**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☒ **Share within LOR Test Account sub-accounts**
  - ☒ **All sub-accounts**
  - ☒ **Business**
  - ☒ **Dentistry**
- ☐ Share with public (All Canvas users)

To share the resource only within subaccounts, select the **Share within [account] sub-accounts** radio button. This includes the ability to share with all or select subaccounts. All checkboxes are selected by default; however, you can deselect individual checkboxes to limit sharing within subaccounts.

**Note:** Subaccount visibility is based on your Canvas user role and permissions.

## Share With Public (All Canvas Users)



**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☐ Share within LOR Test Account sub-accounts
- ☒ **Share with public (All Canvas users)**

To share the resource with all Canvas users, select the **Share with public (All Canvas users)** radio icon. The shared resource will be publicly available to anyone using Canvas.

## What types of document and media files can be shared to Commons?

Learn about what types of document and media files can be shared to Commons.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.

- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Not all files supported in Commons are supported in Canvas. Learn more about supported [document](#) and [media](#) file types in Canvas.

## Supported Document Types

The following document files can be shared to Commons:

- .doc
- .docx
- .ppt
- .pptx
- .pdf
- .xls
- .xlsx
- .rtf
- .txt
- .odt
- .odp
- .ods

## Supported Image Types

The following image files can be shared to Commons:

- .jpg
- .png
- .gif
- .svg

## Supported Video Types

The following video files can be shared to Commons:

- .asf – Windows Media
- .mov – Apple Quicktime
- .mpg – Digital Video Format
- .avi – Digital Video Format
- .m4v – Digital Video Format
- .wmv – Windows Media
- .mp4 - Digital Video Format
- .3gp – Multimedia Mobile Format
- .flv – Flash Video



## Supported Audio Types

The following audio files can be shared to Commons:

- .mp3
- .wav
- .mp4
- .aac
- .aif
- .ogg
- .webm

## How do I share a course to Commons?

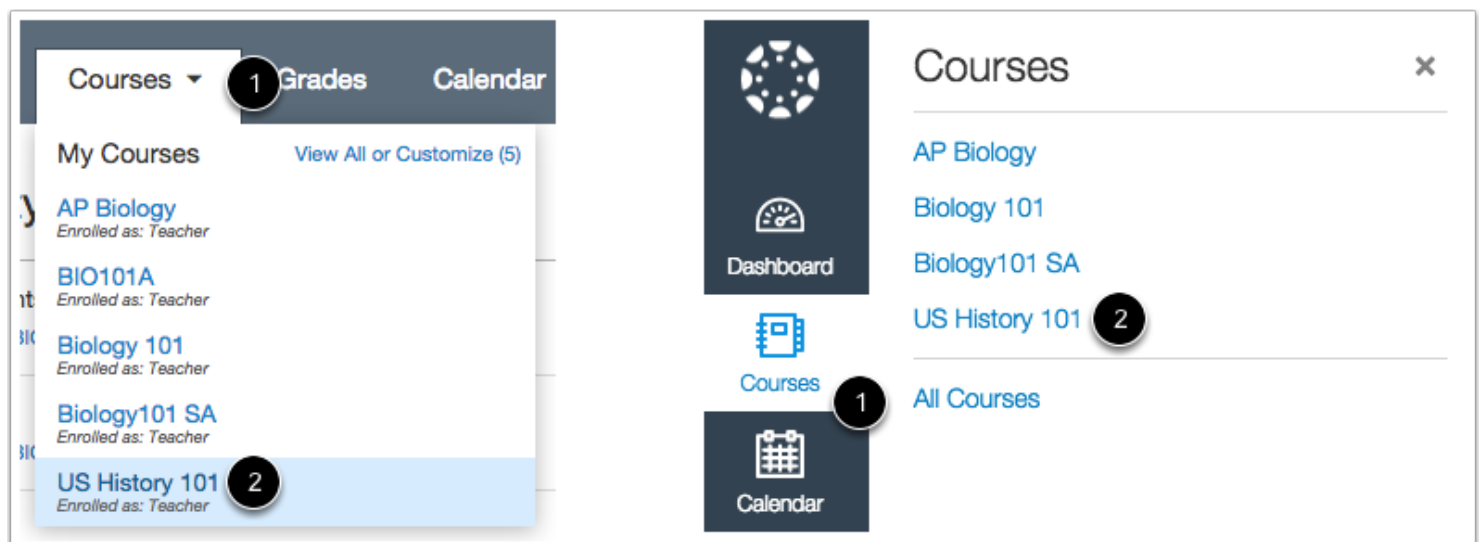
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to share a course in Canvas to Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

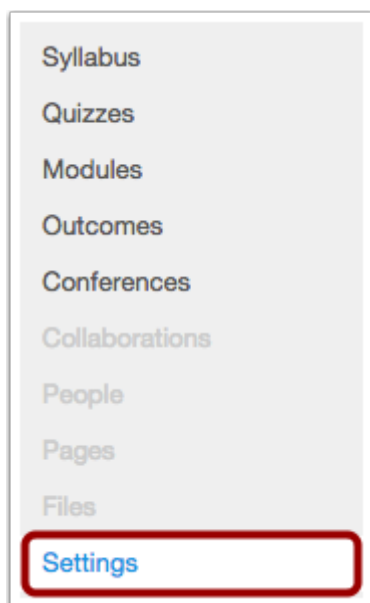
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



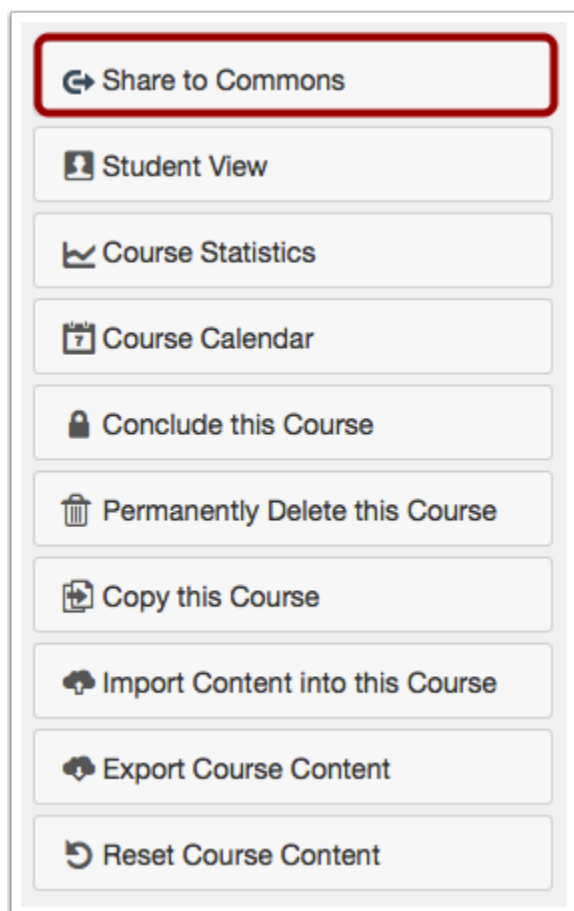
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share to Commons [2].

## Open Settings



In Course Navigation, click the **Settings** link.

## Share to Commons



In the sidebar, click the **Share to Commons** button.

## Create Information

COURSE INFORMATION

Title

US History

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id lacus in diam egestas convallis non id nunc. Vivamus a eleifend magna, ut hendrerit ipsum. Cras quis porta nunc, vel placerat enim. Donec in lacus libero. Aliquam non ornare odio.

Tags (Hit enter to start a new tag)

history

united states

Grade/Level (Check all that apply)

☐ K
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☐ 11
☒ 12


☒ Undergraduate
☐ Graduate

Subjects (Check all that apply)

☐ Art & Music
☐ English Language Arts
☐ Foreign Language
☐ Math

☐ Science
☒ Social Studies, History, Geography
☐ Specialty

Thumbnail



Select an Image

US History

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id lacus in diam egestas

By: Jenn L.

☆☆☆☆☆ APR 2 2015

Enter resource details and [add an image thumbnail](#).

[Learn more about what information you need to share a resource to Commons.](#)

## Choose Content License

CONTENT LICENSING

Copyright and Licenses [Help Me Choose](#)

Copyright (I reserve all rights)

▼

[Add Use Specifications](#)

Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

☐ Only me

☐ Share to LOR Test Account

☐ Share within LOR Test Account sub-accounts

☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

 [Cancel](#)


When you're done, click the **Share to Commons** button.

View Shared Resource

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(4\)](#)
[Learn More](#)


Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

[◀ Back](#)


**US History**


Resource Still Pending

LAST UPDATE:
 4/2/2015

SHARED BY:
 
 Jenn L.

ACCOUNT:
 LOR Test Account

LICENSE


 PUBLIC DOMAIN

Summary
 ☆☆☆☆☆
 0

**Subjects**
 Social Studies, History, Geography


**Grade/Level**
 12, Undergraduate

**Shared With**
 Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse id lacus in diam egestas convallis non id nunc. Vivamus a eleifend magna, ut hendrerit ipsum. Cras quis porta nunc, vel placerat enim. Donec in lacus libero. Aliquam non ornare odio.

history


united states



Reviews

☆☆☆☆☆
 0

View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.


 CC BY NC SA

Commons Guide Updated 2015-08-19

Page 74

Resource Unavailable Message

This is your shared resource!

Edit Resource

Remove from Commons

Search

Shared

Imported

Updates (4)

Learn More

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I share a module to Commons?

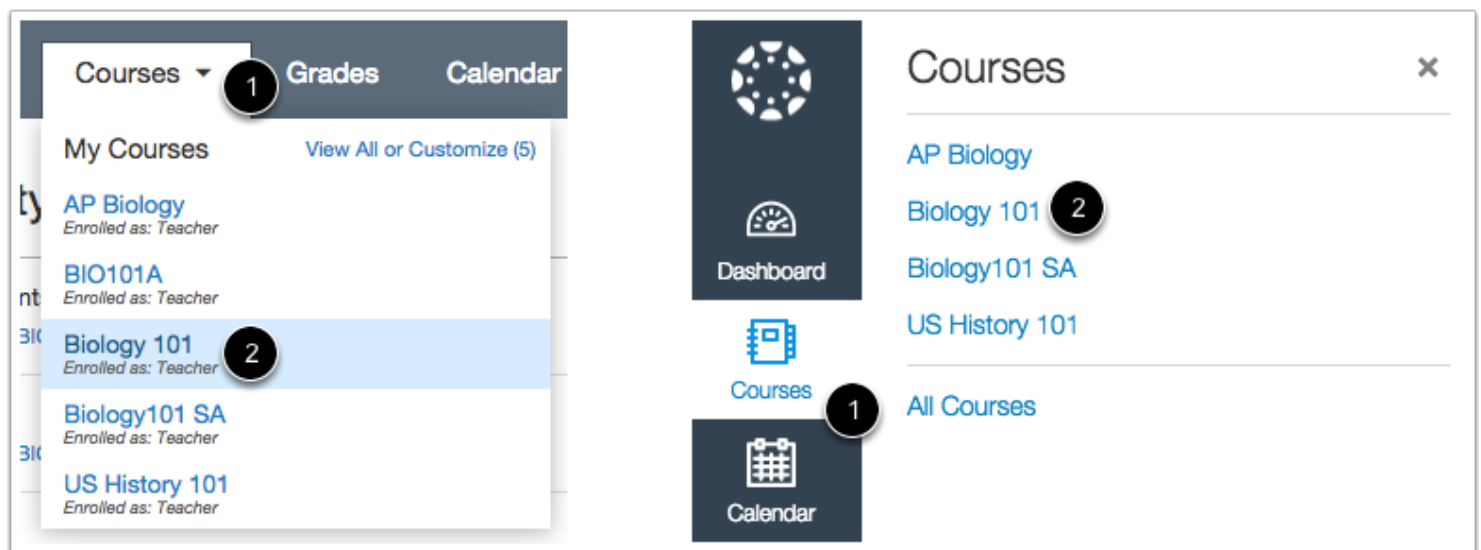
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to share a module in Canvas to Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

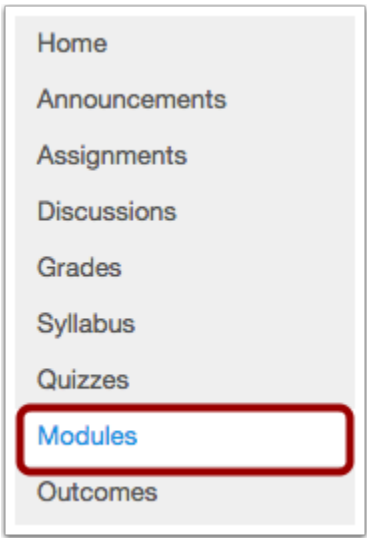
## Open Course



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

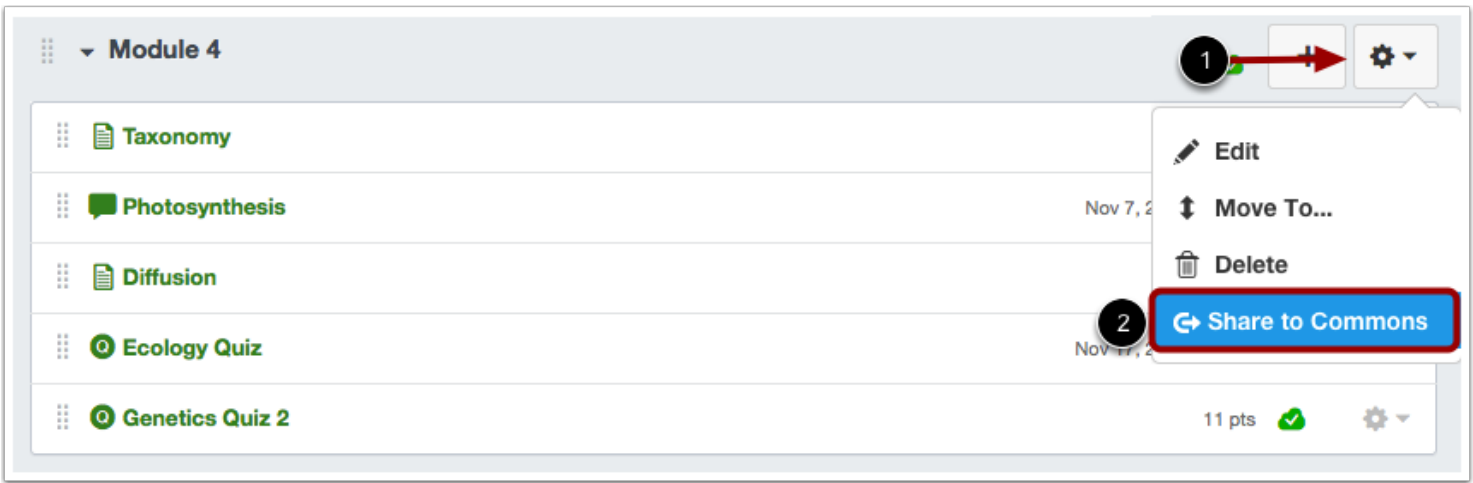


Open Modules




In Course Navigation, click the **Modules** link.

Share to Commons



Next to the module you want to share, click the **Settings** icon [1] then click the **Share to Commons** link [2].

## Create Information



MODULE INFORMATION

**Title**

**Description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut nisi neque, vulputate in elementum a, rhoncus et enim.

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

**Grade/Level** (Check all that apply)

☐ K
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☒ 11
☒ 12

☐ Undergraduate
☐ Graduate

**Subjects** (Check all that apply)


☐ Art & Music
☒ Science

☐ English Language Arts
☐ Social Studies, History, Geography


☐ Foreign Language
☐ Specialty

☐ Math

**Thumbnail**



Select an Image



**Cell Anatomy Module**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut nisi neque, vulputate in elementum a,


By: Jenn L.

APR 2 2015

Enter resource details and [add a thumbnail image](#).

[Learn more about what information you need to share a resource to Commons.](#)

## Choose Content License



CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

[Add Use Specifications](#)

Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☐ Share within LOR Test Account sub-accounts
- ☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

↩ Share to Commons

Cancel


When you're done, click the **Share to Commons** button.

View Shared Resource

[Search](#) [Shared](#) [Imported](#) [Updates \(4\)](#) [Learn More](#)

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

[◀ Back](#)



Cell Anatomy Module

☆☆☆☆☆ 0

Subjects

Science

Grade/Level

11, 12


Shared With

Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut nisi neque, vulputate in elementum a, rhoncus et enim.

biology

science



Reviews


☆☆☆☆☆ 0

Resource Still Pending

LAST UPDATE:

4/2/2015


SHARED BY:

 Jenn L.


ACCOUNT:

LOR Test Account

LICENSE



View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.



Commons Guide Updated 2015-08-19

Page 80

Resource Unavailable Message

This is your shared resource!

Edit Resource

Remove from Commons

Search

Shared

Imported

Updates (4)

Learn More

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I share an assignment to Commons?

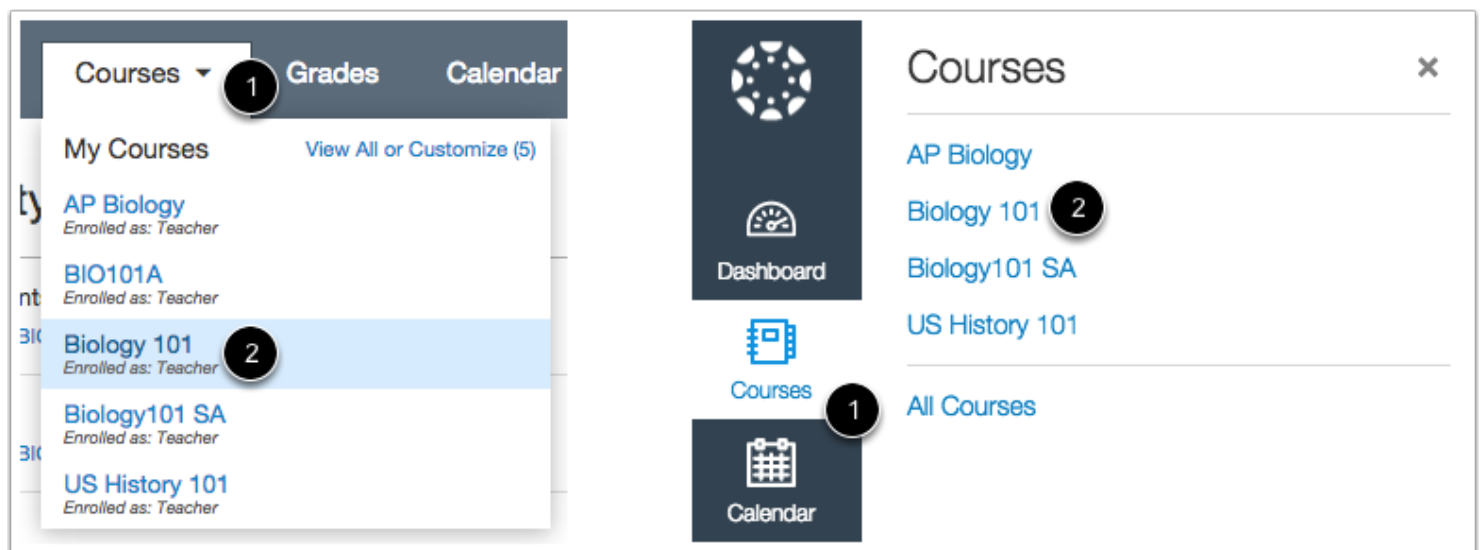
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to share an assignment in Canvas to Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

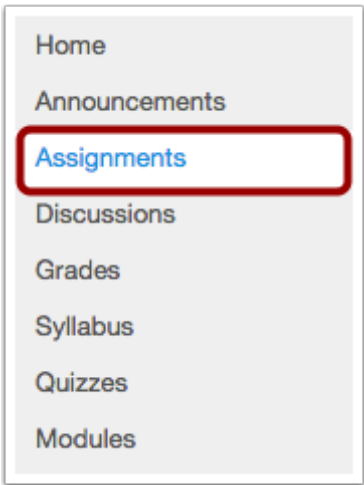
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



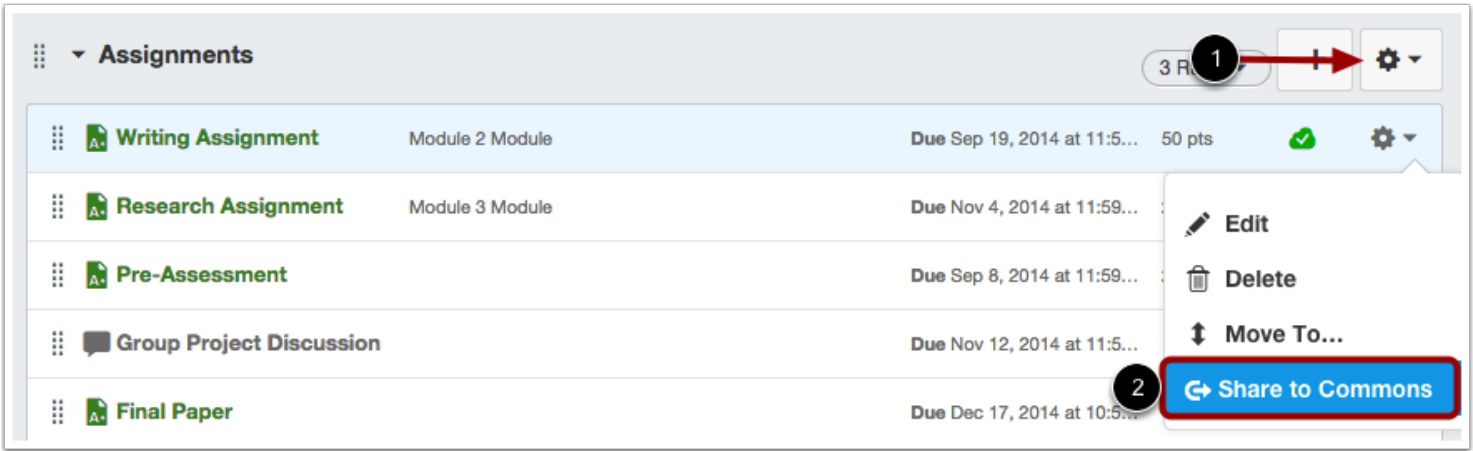
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the assignment from [2].

Open Assignments



In Course Navigation, click the **Assignments** link.

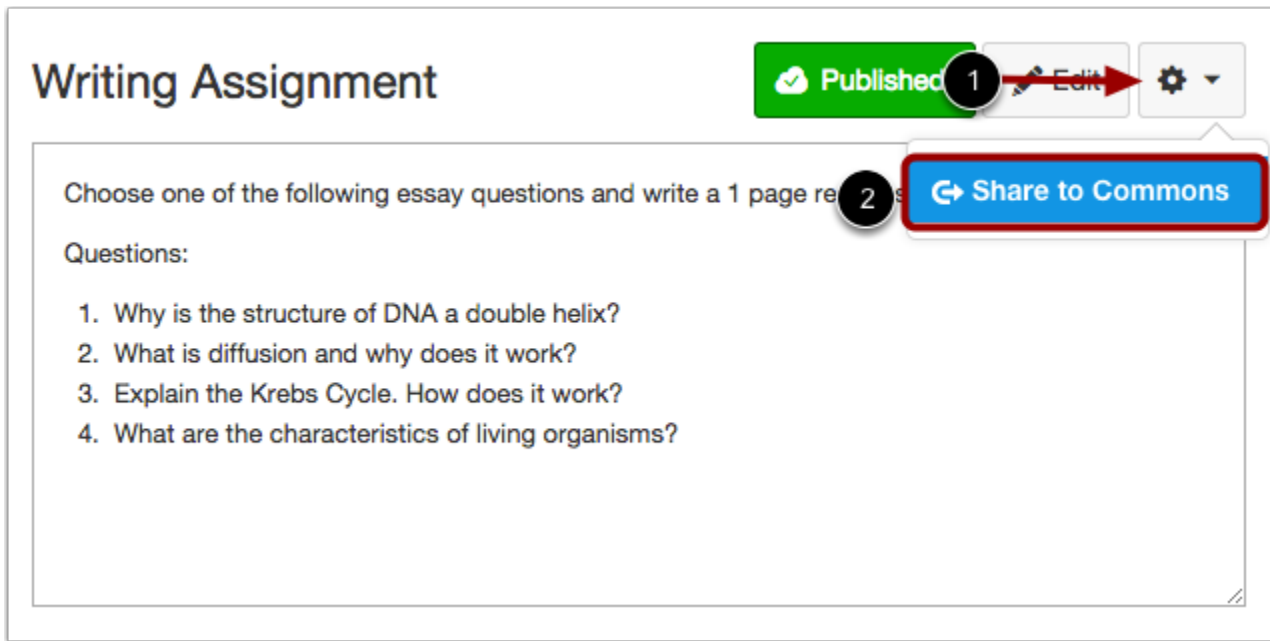
Share via Assignments Index Page



To share an assignment from the Assignments Index Page, next to the assignment, click the **Settings** icon [1] then click the **Share to Commons** link [2].

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

## Share via Assignment Details




The screenshot shows a 'Writing Assignment' interface. At the top right, there is a green 'Published' button with a checkmark icon, labeled with a circled '1'. Next to it is an 'Edit' button with a pencil icon and a settings gear icon with a dropdown arrow. Below the 'Published' button, a red arrow points to a blue button labeled 'Share to Commons' with a circular arrow icon, labeled with a circled '2'. The main content area contains the text: 'Choose one of the following essay questions and write a 1 page response'. Below this, under the heading 'Questions:', there is a list of four questions:

1. Why is the structure of DNA a double helix?
2. What is diffusion and why does it work?
3. Explain the Krebs Cycle. How does it work?
4. What are the characteristics of living organisms?

You can also open the individual assignment to share to Commons. Click the **Settings** icon [1] then click the **Share to Commons** link [2].



## Create Information



ASSIGNMENT INFORMATION

**Title**

**Description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

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

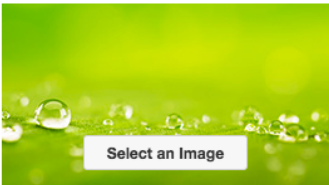
**Grade/Level** (Check all that apply)

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


**Subjects** (Check all that apply)


☐ Art & Music
☐ English Language Arts
☐ Foreign Language
☐ Math
☒ Science
☐ Social Studies, History, Geography
☐ Specialty

**Thumbnail**



Select an Image





**Biology Writing Assignment**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

**By:** Jenn L.

APR 2 2015

Enter resource details and [add a thumbnail image](#).

[Learn more about what information you need to share a resource to Commons.](#)

## Choose Content License

CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

[Add Use Specifications](#)

Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☐ Share within LOR Test Account sub-accounts
- ☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

↗ Share to Commons

Cancel


When you're done, click the **Share to Commons** button.

View Shared Resource

[Search](#) [Shared](#) [Imported](#) [Updates \(4\)](#) [Learn More](#)

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

[◀ Back](#)

 **Biology Writing Assignment**

☆☆☆☆☆ 0

SubjectsScience


Grade/Level11, 12

Shared WithPrivate

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science




Reviews☆☆☆☆☆ 0

Resource Still Pending

LAST UPDATE:4/2/2015


SHARED BY:

 Jenn L.


ACCOUNT:

LOR Test Account

LICENSE

 PUBLIC DOMAIN

View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.



Commons Guide Updated 2015-08-19

Page 87

Resource Unavailable Message

This is your shared resource!

Edit Resource

Remove from Commons

Search

Shared

Imported

Updates (4)

Learn More

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I share a quiz to Commons?

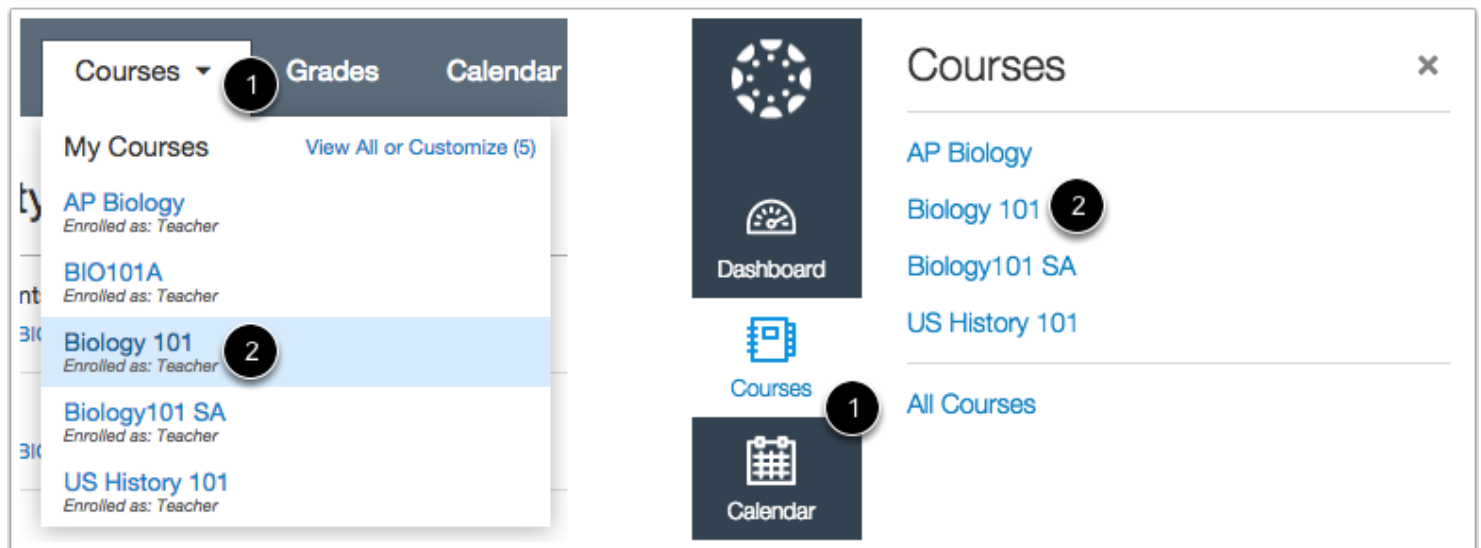
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to share a quiz in Canvas to Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

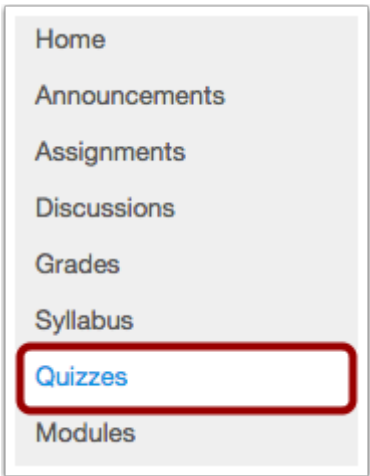
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



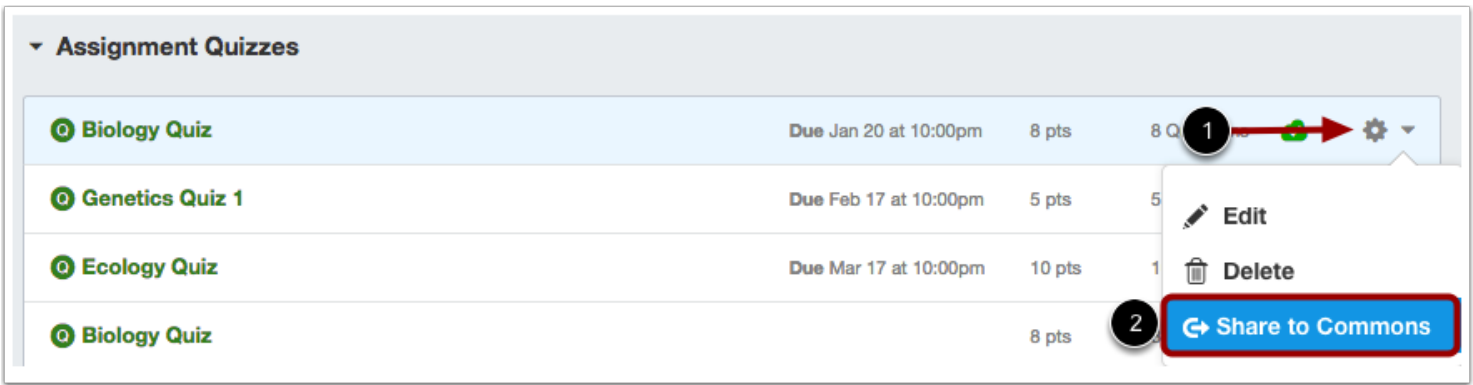
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the quiz from [2].

## Open Quizzes



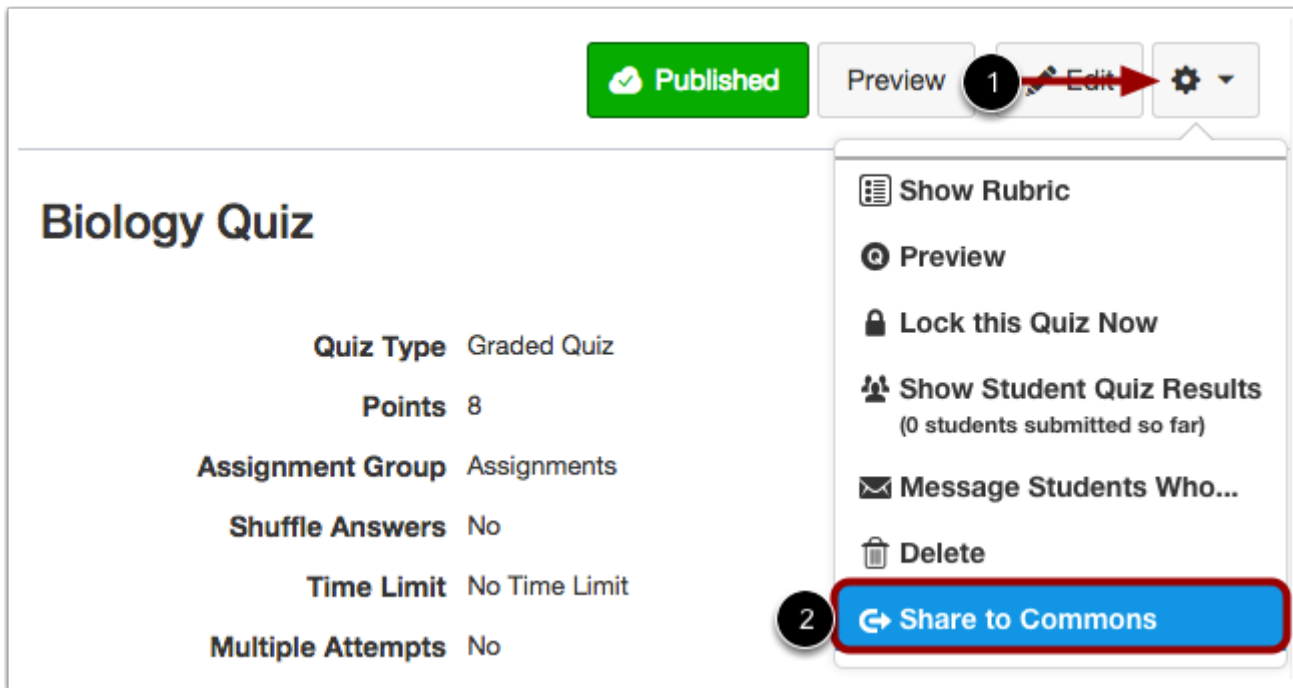
In Course Navigation, click the **Quizzes** link.

## Share via Quizzes Index Page



To share a quiz from the Quizzes Index Page, next to the quiz, click the **Settings** icon [1] then click the **Share to Commons** link [2].

## Share via Quiz Details



**Biology Quiz**

**Quiz Type** Graded Quiz

**Points** 8

**Assignment Group** Assignments

**Shuffle Answers** No

**Time Limit** No Time Limit


**Multiple Attempts** No

**Settings Menu:**

- Show Rubric
- Preview
- Lock this Quiz Now
- Show Student Quiz Results (0 students submitted so far)
- Message Students Who...
- Delete
- Share to Commons**

You can also open the individual quiz to share to Commons. Click the **Settings** icon [1] then click the **Share to Commons** link [2].

## Create Information



QUIZ INFORMATION

**Title**

**Description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

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

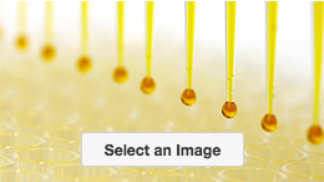
**Grade/Level** (Check all that apply)

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


**Subjects** (Check all that apply)

☐ Art & Music
☐ English Language Arts
☐ Foreign Language
☐ Math
☒ Science
☐ Social Studies, History, Geography
☐ Specialty

**Thumbnail**



Select an Image



**Biology Quiz**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

☆☆☆☆☆ APR 2 2015

Enter resource details and [add a thumbnail image](#).

[Learn more about what information you need to share a resource to Commons.](#)

## Choose Content License

CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

[Add Use Specifications](#)



Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☐ Share within LOR Test Account sub-accounts
- ☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

↩ Share to Commons

Cancel


When you're done, click the **Share to Commons** button.

View Shared Resource

[Search](#) [Shared](#) [Imported](#) [Updates \(4\)](#) [Learn More](#)

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

[◀ Back](#)

 **Biology Quiz**

☆☆☆☆☆ 0

**Subjects** Science

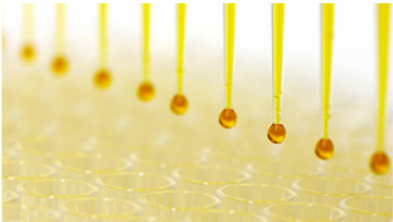
**Grade/Level** 11, 12

**Shared With** Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science




Reviews

☆☆☆☆☆ 0


Resource Still Pending

LAST UPDATE: 4/2/2015


SHARED BY:  
 Jenn L.

ACCOUNT:  
LOR Test Account

LICENSE



View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.



Commons Guide Updated 2015-08-19

Page 94

Resource Unavailable Message

This is your shared resource!

Edit Resource

Remove from Commons

Search

Shared

Imported

Updates (4)

Learn More

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I share a page to Commons?

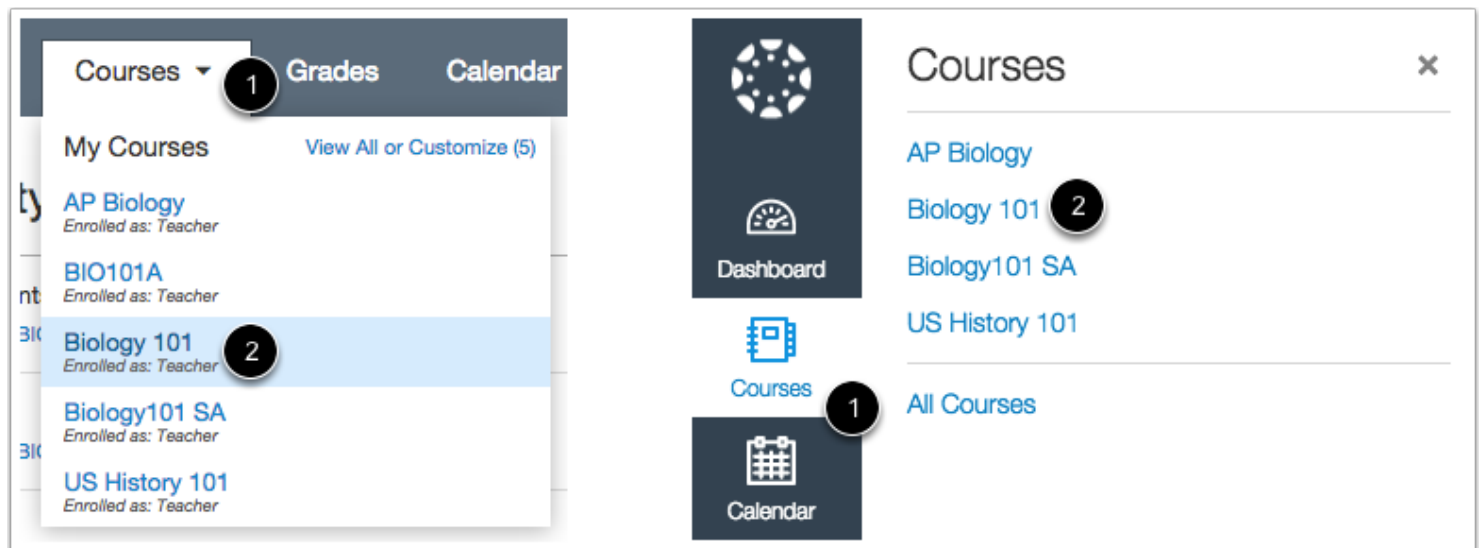
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to share a page in Canvas to Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

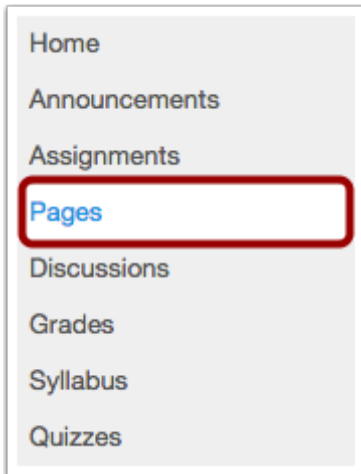
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



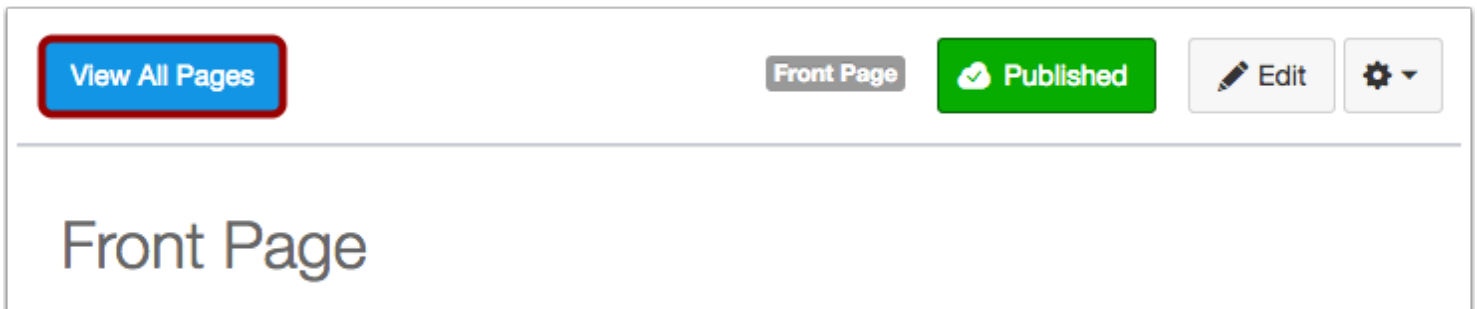
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the page from [2].

## Open Pages








In Course Navigation, click the **Pages** link.

## View All Pages



Pages is designed to open to the designated front page for the course. To view the Pages Index from the Front Page or any individual page, click the **View All Pages** button.

Share via Pages Index


PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼	
Biological Evolution	Jan 30, 2015	Jan 30, 2015	1 
Biological Evolution Video	Jan 30, 2015	Jan 30, 2015	 Edit
Cell Anatomy	Jan 30, 2015	Jan 30, 2015	 Delete
Diffusion	Jan 30, 2015	Jan 30, 2015	 Use as Front Page
Front Page <span>Front Page</span>	Jan 30, 2015	Jan 30, 2015	2  Share to Commons

To share a page from the Pages Index, next to the page, click the **Settings** icon [1] then click the **Share to Commons** link [2].

Share via Page Details


View All Pages

Published

1 


Biological Evolution

Evolution

2  Share to Commons

You can also open the page and share it to Commons. Click the **Settings** icon [1] then click the **Share to Commons** link [2].

## Create Information



PAGE INFORMATION

**Title**

**Description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

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

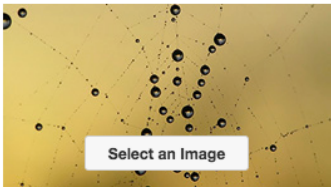
**Grade/Level** (Check all that apply)

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


**Subjects** (Check all that apply)

☐ Art & Music
 ☐ English Language Arts
 ☐ Foreign Language
 ☐ Math
 ☒ Science
 ☐ Social Studies, History, Geography
 ☐ Specialty

**Thumbnail**



Select an Image



**Biological Evolution Page**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

APR 2 2015

Enter resource details and [add a thumbnail image](#).

[Learn more about what information you need to share a resource to Commons.](#)

## Choose Content License

CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

[Add Use Specifications](#)

Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☐ Share within LOR Test Account sub-accounts
- ☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

↪ Share to Commons

Cancel

When you're done, click the **Share to Commons** button.



View Shared Resource

[Search](#) [Shared](#) [Imported](#) [Updates \(4\)](#) [Learn More](#)

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

◀ Back

Biological Evolution Page

☆☆☆☆☆ 0

Subjects

Science

Grade/Level

11, 12


Shared With

Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science



Reviews

☆☆☆☆☆ 0

Resource Still Pending

LAST UPDATE:4/2/2015


SHARED BY:

Jenn L.


ACCOUNT:

LOR Test Account

LICENSE



View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.



Commons Guide Updated 2015-08-19

Page 101

Resource Unavailable Message

This is your shared resource!

Edit Resource

Remove from Commons

Search

Shared

Imported

Updates (4)

Learn More

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I share a discussion to Commons?

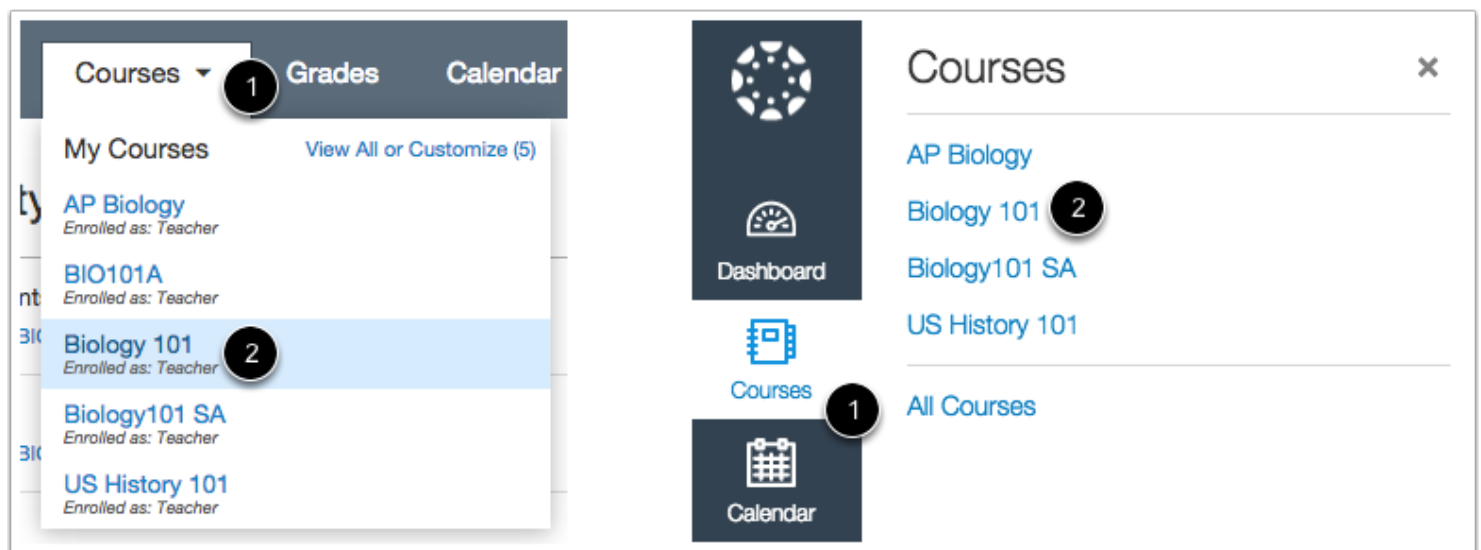
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Learn how to share a discussion in Canvas to Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

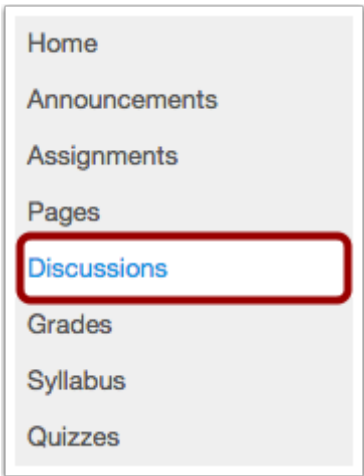
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



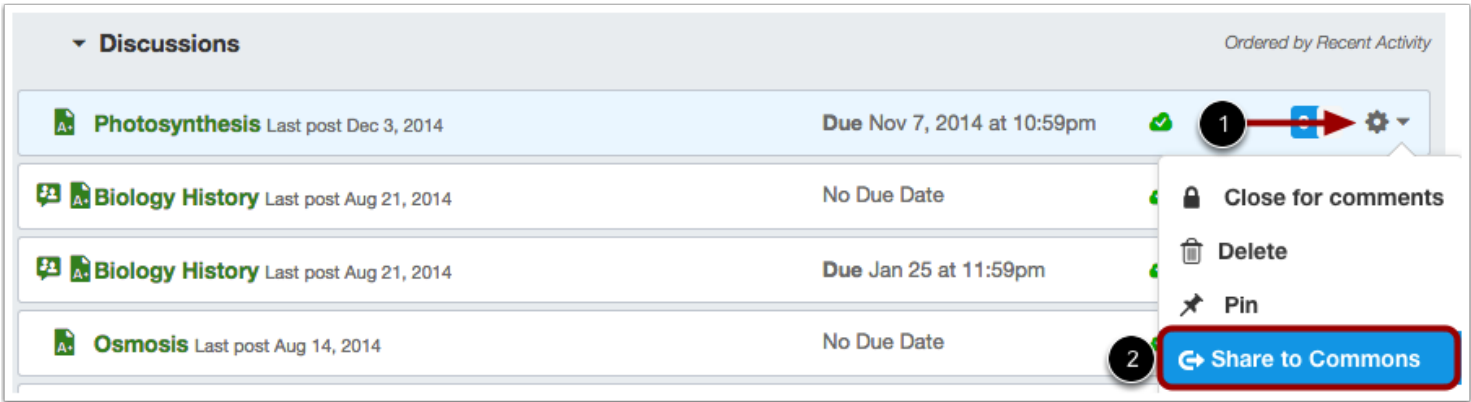
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the discussion from [2].

## Open Discussion



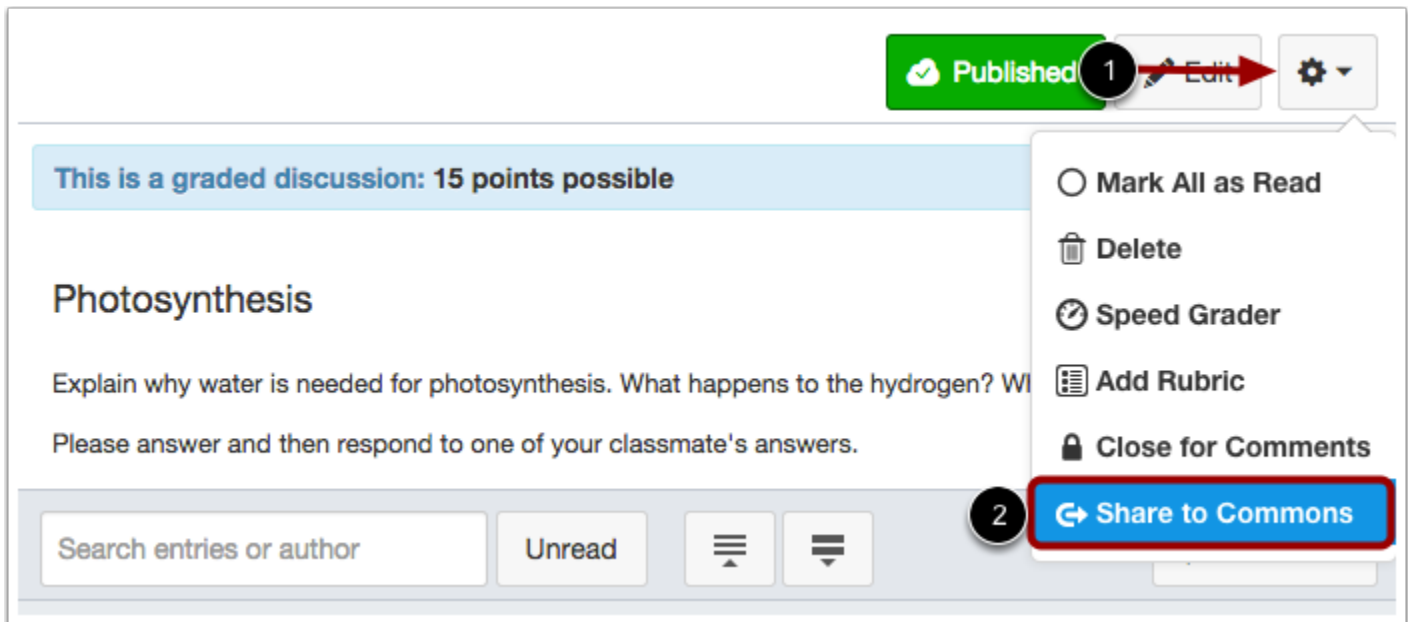
In Course Navigation, click the **Discussions** link.

## Share via Discussions Index Page



To share a page from the Discussions Index Page, next to the page, click the **Settings** icon [1] then click the **Share to Commons** link [2].

## Share via Discussion Details



The screenshot shows a Canvas discussion interface. At the top right, there is a green 'Published' button with a checkmark icon, followed by an 'Edit' button with a pencil icon. A red arrow points from the 'Published' button to a settings gear icon. A black circle with the number '1' is placed over the settings gear icon. Below this, a blue banner states 'This is a graded discussion: 15 points possible'. The main title of the discussion is 'Photosynthesis'. Below the title, the text reads: 'Explain why water is needed for photosynthesis. What happens to the hydrogen? WI' and 'Please answer and then respond to one of your classmate's answers.' At the bottom of the interface, there is a search bar labeled 'Search entries or author', an 'Unread' button, and two menu icons. A black circle with the number '2' is placed over the 'Share to Commons' button, which is highlighted with a red border. The 'Share to Commons' button is blue with a white arrow icon and the text 'Share to Commons'. A dropdown menu is open from the settings gear icon, showing options: 'Mark All as Read', 'Delete', 'Speed Grader', 'Add Rubric', and 'Close for Comments'.

You can also open the discussion and share it to Commons. Click the **Settings** icon [1] then click the **Share to Commons** link [2].

## Create Information

DISCUSSION INFORMATION

Title

Photosynthesis Discussion

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

Tags (Hit enter to start a new tag)

biology

science

Grade/Level (Check all that apply)

☐ K
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☒ 11
 ☒ 12

☐ Undergraduate
 ☐ Graduate

Subjects (Check all that apply)


☐ Art & Music
 ☒ Science

☐ English Language Arts
 ☐ Social Studies, History, Geography

☐ Foreign Language
 ☐ Specialty

☐ Math

Thumbnail



Select an Image

Photosynthesis Discussion

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

☆

☆

☆

☆

☆

APR 2 2015

Enter resource details and [add a thumbnail image](#).

[Learn more about what information you need to share a resource to Commons.](#)

## Choose Content License

CONTENT LICENSING

Copyright and Licenses [Help Me Choose](#)

Copyright (I reserve all rights)

▼

[Add Use Specifications](#)

Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

- ☐ Only me
- ☐ Share to LOR Test Account
- ☐ Share within LOR Test Account sub-accounts
- ☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

↩ Share to Commons

Cancel


When you're done, click the **Share to Commons** button.

View Shared Resource

[Search](#) [Shared](#) [Imported](#) [Updates \(4\)](#) [Learn More](#)

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

[◀ Back](#)

 **Photosynthesis Discussion**

☆☆☆☆☆ 0

**Subjects** Science


**Grade/Level** 11, 12

**Shared With** Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science




Reviews

☆☆☆☆☆ 0


Resource Still Pending

LAST UPDATE: 4/2/2015


SHARED BY:  
 Jenn L.

ACCOUNT:  
LOR Test Account

LICENSE

 PUBLIC DOMAIN

View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.




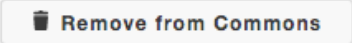
Commons Guide Updated 2015-08-19

Page 108



## Resource Unavailable Message

This is your shared resource!

---

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(4\)](#)
[Learn More](#)

---

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I share a document, image, video, or audio file to Commons?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

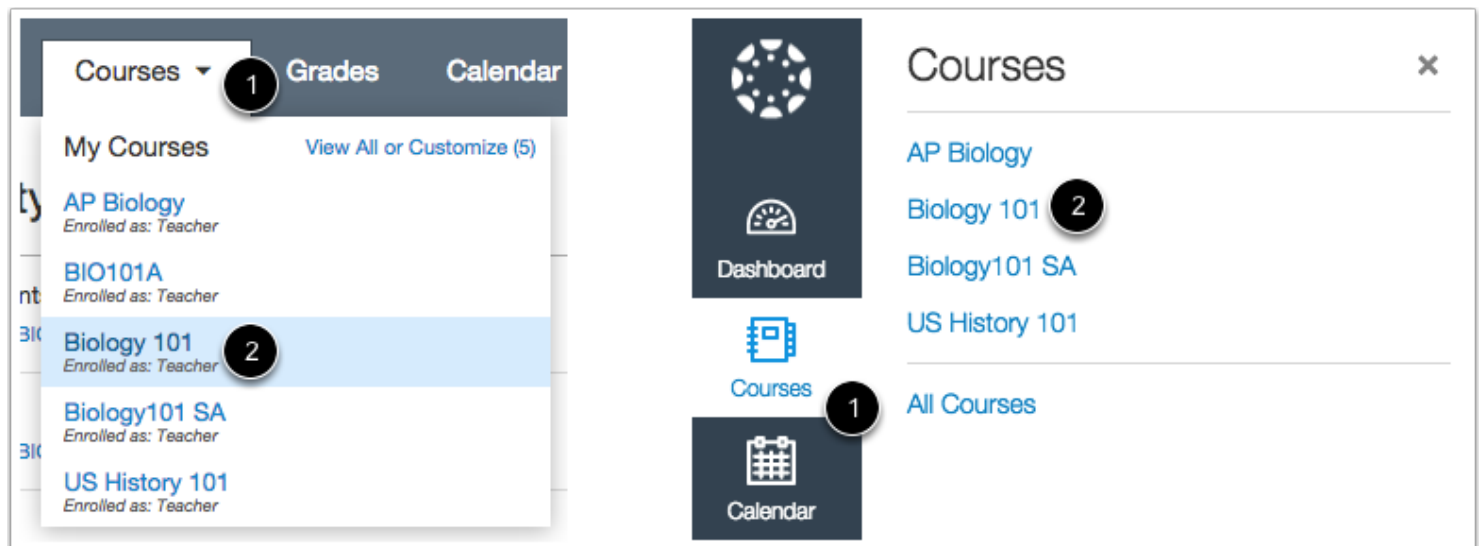
Learn how to share files in Canvas to Commons. Learn more about [supported file types in Commons](#).

To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

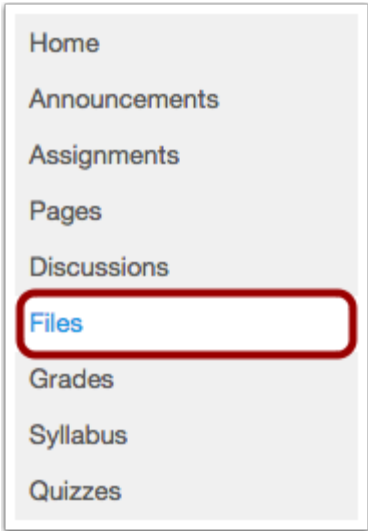
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



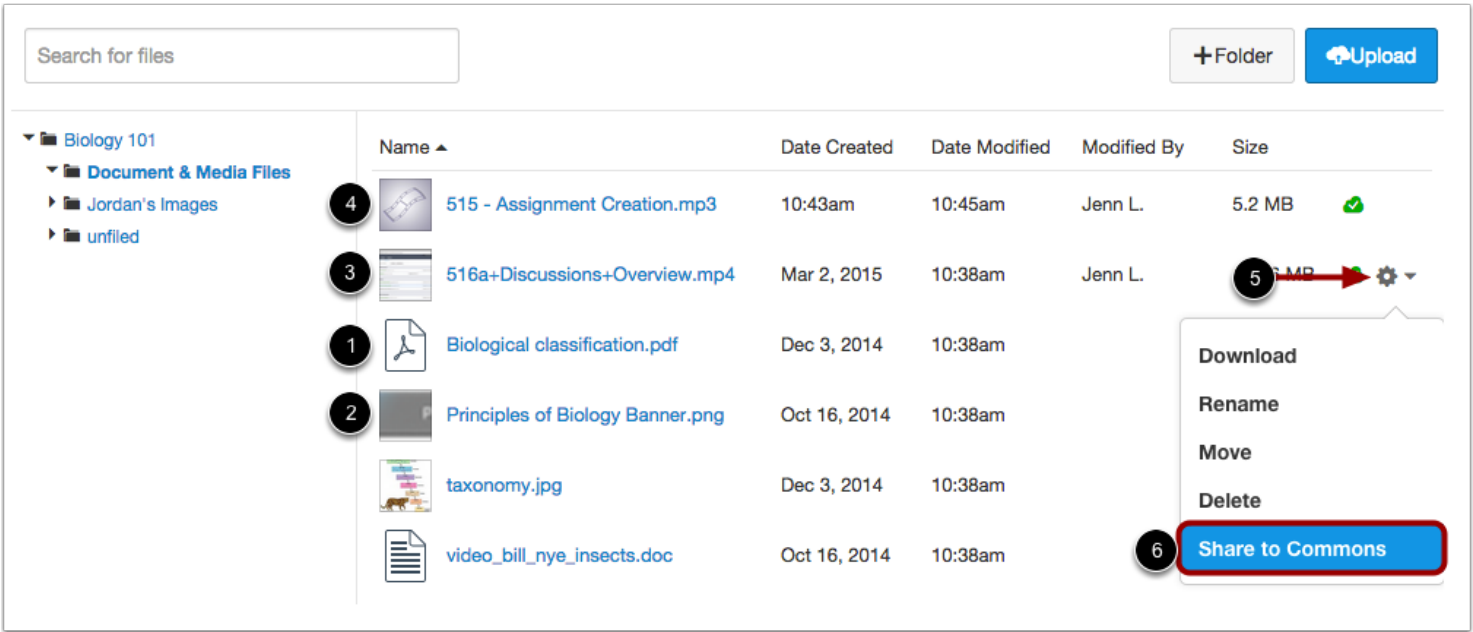
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the file from [2].

Open Files



In Course Navigation, click the **Files** link.

Share File



To share a document [1], image [2], video [3], or audio [4] file, next to the file, click the **Settings** icon [5] then click the **Share to Commons** link [6]. Learn more about [supported file types in Commons](#).

[illegible]

[Learn more about what information you need to share a resource to Commons.](#)



## Choose Content License

CONTENT LICENSING

**Copyright and Licenses** [Help Me Choose](#)

Copyright (I reserve all rights) ▼

[Add Use Specifications](#)

Select your content license from the Copyright and Licenses drop-down menu. [Learn more about content license options.](#)

## Choose Sharing Option

SHARING OPTIONS

**Share with:**

☐ Only me

☐ Share to LOR Test Account

☐ Share within LOR Test Account sub-accounts

☐ Share with public (All Canvas users)

Select a sharing option. [Learn more about sharing options.](#)

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

## Share to Commons

↩ Share to Commons

Cancel


When you're done, click the **Share to Commons** button.

## View Shared Resource

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(4\)](#)
[Learn More](#)

Your share was successful!

[Back](#)


**Discussions Overview**

1

Type

2

Duration

Specialty

10, 11

Private

Video (mp4)

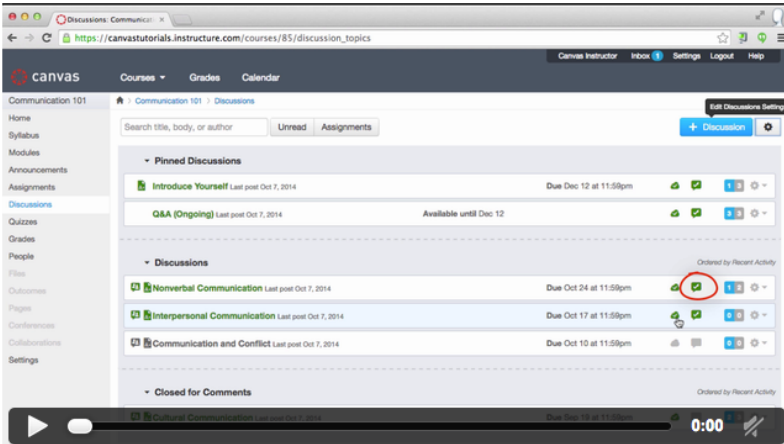
7:11

This video provides a brief overview of Canvas Discussions.


canvas

discussions


overview




Reviews



0



 Import into Course


 Download 136.26 kB

LAST UPDATE:

4/2/2015


SHARED BY:


 Jenn L.

ACCOUNT:

LOR Test Account

LICENSE



View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

### Notes:

- The file type [1] will automatically display in the resource details.
- The duration [2] will only display for video and audio file types.

## Resource Unavailable Message

This is your shared resource!

Edit Resource

Remove from Commons

---

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(4\)](#)
[Learn More](#)

---

There was an error sharing your resource, please try again.

If there was a problem sharing your resource, an error notification will appear on the page.

## How do I view resources I have shared to Commons?


Canvas recently introduced a new page design called the New Canvas User Interface (UI). Depending on your Canvas view, your page design may vary from the images shown in this lesson. However, the functionality and location of the components remain the same.

On the Shared page, you can view and manage all the resources you have shared to Commons.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Shared



[Courses](#)
[Grades](#)
[Calendar](#)
[Commons](#)

---

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)

---

Search for keyword, author, institution, or title

In Commons Navigation, click the **Shared** link.

View Shared Resources

[Search](#) [Shared](#) [Imported](#) [Updates \(1\)](#) [Learn More](#)


Shared with ▾

Type ▾

Grade/Level ▾

Subject ▾

My Shared Resources




**Biology History**

Graded, peer review discussion.

By: Jenn L.

☆☆☆☆☆

JUN 19, 2015




**Ballad to Abraham Lincoln**

This ballad to Abraham Lincoln mp3 is used in my US History course.

By: Jenn L.

☆☆☆☆☆

MAY 21, 2015



**Biology Writing Assignment**


DNA structures, diffusion, Krebs cycle, and characteristics of living organisms. (Updated 02 Apr 2015)

By: Jenn L.

☆☆☆☆☆

APR 29, 2015

View your shared resources. Resources are sorted by most recent share date.




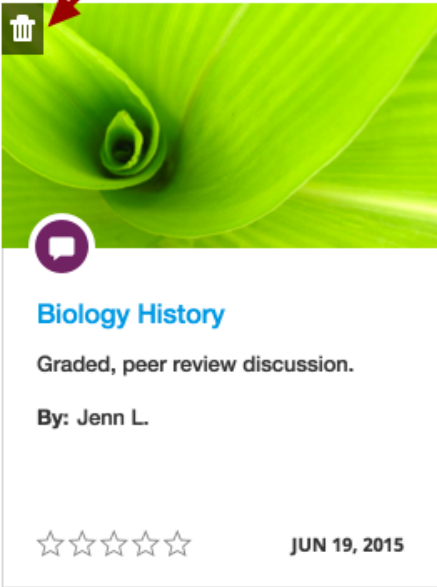
Commons Guide Updated 2015-08-19


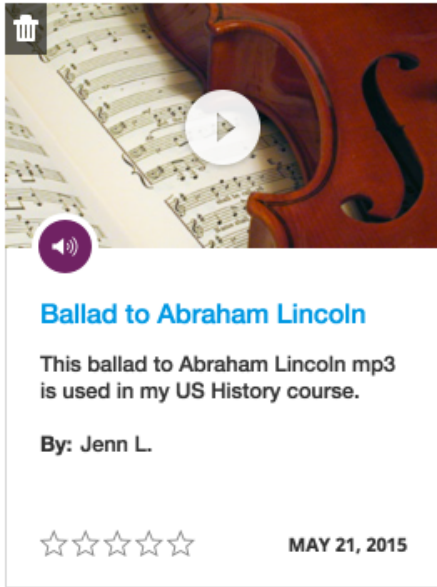
Page 116


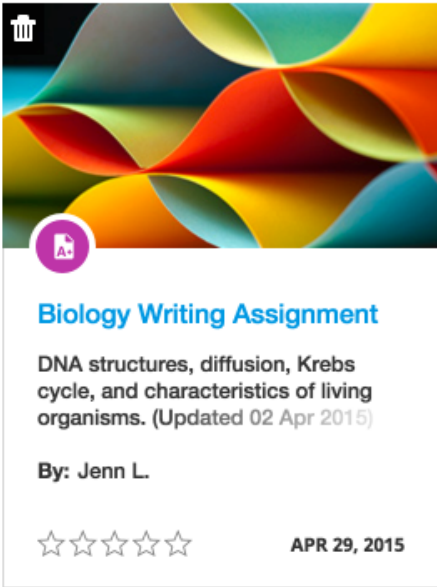


## Remove Resource

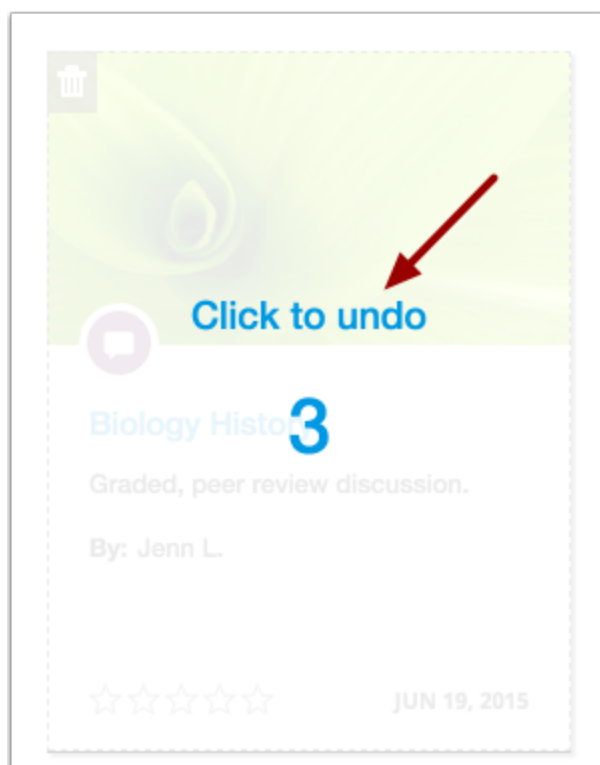
My Shared Resources

Locate the resource you want to remove from Commons and click the **Remove** icon in the upper left corner of the resource tile.



Before the resource is removed from Commons, you will see a five second countdown to quickly undo if you choose. You will be unable to recover the resource once it is removed from Commons.

## How do I update a resource I previously shared to Commons?

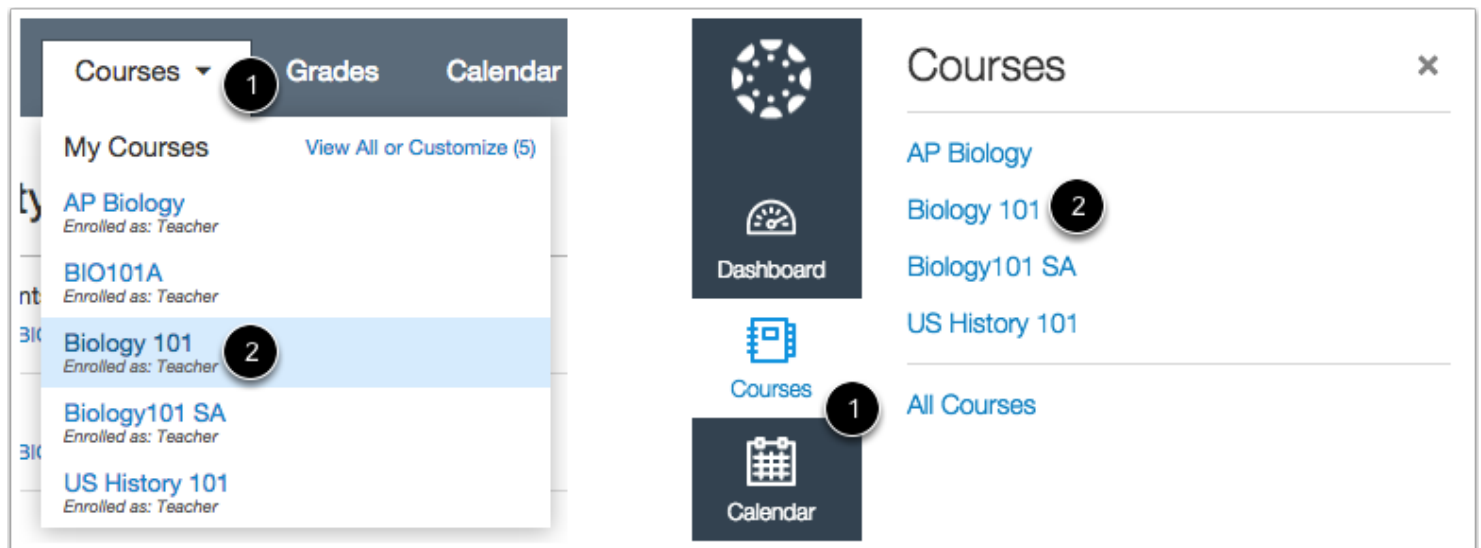
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can reshare the modified resource to Commons and the existing resource in Commons will be updated. In this article, we will use an Assignment as an example.

### Notes:

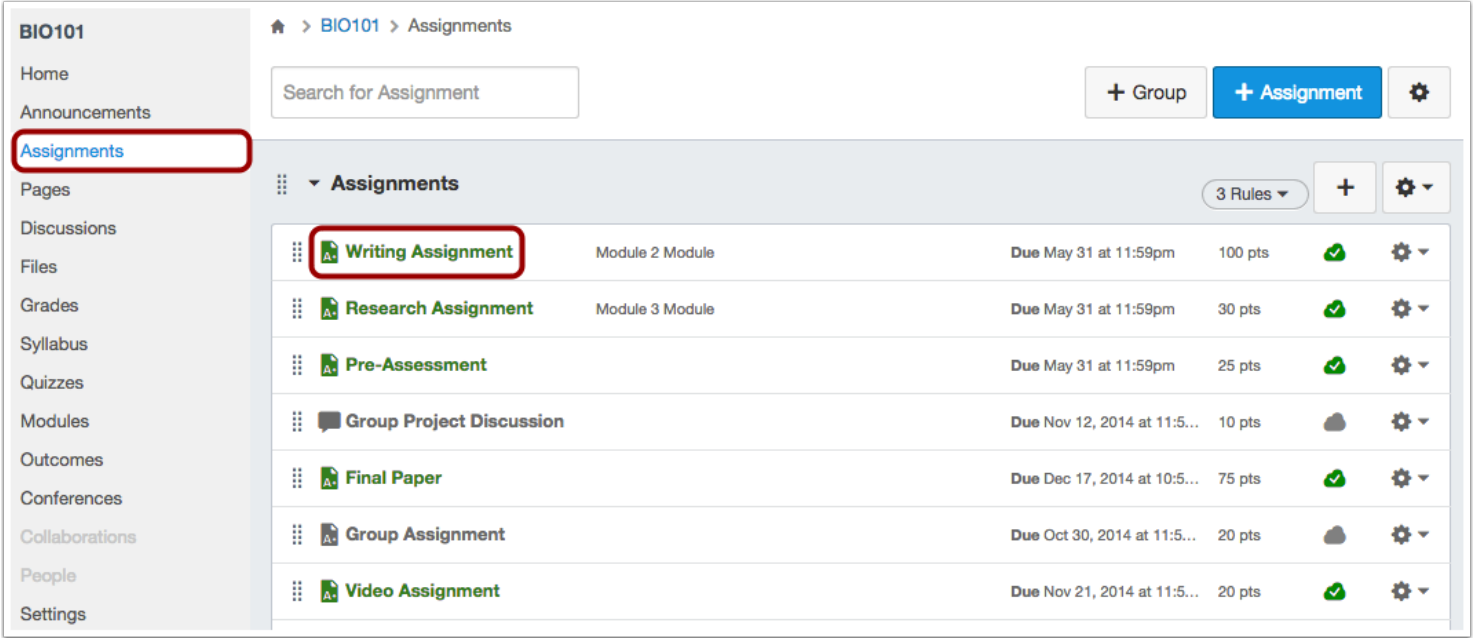
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open Assignments



BIO101

Home

Announcements

Assignments

Pages

Discussions

Files

Grades

Syllabus

Quizzes

Modules

Outcomes

Conferences

Collaborations

People

Settings

Search for Assignment

+ Group + Assignment

Assignments

3 Rules +

Writing Assignment	Module 2 Module	Due May 31 at 11:59pm	100 pts	✓	⚙
Research Assignment	Module 3 Module	Due May 31 at 11:59pm	30 pts	✓	⚙
Pre-Assessment		Due May 31 at 11:59pm	25 pts	✓	⚙
Group Project Discussion		Due Nov 12, 2014 at 11:5...	10 pts	☁	⚙
Final Paper		Due Dec 17, 2014 at 10:5...	75 pts	✓	⚙
Group Assignment		Due Oct 30, 2014 at 11:5...	20 pts	☁	⚙
Video Assignment		Due Nov 21, 2014 at 11:5...	20 pts	✓	⚙

In Course Navigation, click the **Assignments** link. Locate and click the name of the assignment you want to modify.

To modify a resource other than an assignment, navigate to the feature area (e.g., Modules, Quizzes, Discussions, Pages, or Files) to edit the item. **Note:** When updating a file, if you change the file name, Commons might not be able to match it with your existing resource.

If you modified a course, navigate to course Settings to reshare the updated course to Commons.

Edit Assignment



Writing Assignment


Published Edit ⚙


To modify assignment details, click the **Edit** button. Learn more about [adding and editing assignment details](#) in Canvas.

Share to Commons

Writing Assignment

Published

1 



Choose one of the following essay questions and write a 1 page response.


Questions:


1. Why is the structure of DNA a double helix?

2. What is diffusion and why does it work?

3. Explain the Krebs Cycle. How does it work?

4. What are the characteristics of living organisms?

[Principles of Biology Banner.png](#)


2 

Points

50

Submitting


a text entry box or a file upload

File Types

doc, docx, and pdf

Click the **Settings** icon [1] then click the **Share to Commons** link [2].

Select Update Option



This is an update to a previously shared resource



This is an update to a previously shared resource

Commons will automatically check whether or not the resource can be updated and create a default option. Use the **Update** toggle to manually choose whether or not the currently shared resource is an update to a previously shared resource.

Notes:

- If you choose not to update the previously shared resource, a new resource will be created.

- Resources not previously shared to Commons will not have an update option.

## Change Resource

**Select which resource you are updating:**

Biology Writing Assignment

→

Change

✓

Commons will automatically select the best match for which resource you are updating. To change which resource you are updating, click the **Change** button.

## Select Resource

✓

This is an update to a previously shared resource

**Select which resource you are updating:**

Biology Homework 1	Select
Biology Writing Assignment	Select
Biology Writing Assignment	→ Select
Biology Writing Assignment	Select

A list of previously shared resources is pre-populated for you. Locate and click the **Select** button next to the resource you are updating.

## Add Version Notes

**Version notes**

Updated assignment requirements to meet Common Core standards.

In the **Version notes** field, let users know what you updated. Version notes will be visible to users on the resource details page.

## Edit Resource Details

**Title**

**Description**  

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

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

**Grade/Level** (Check all that apply)  

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

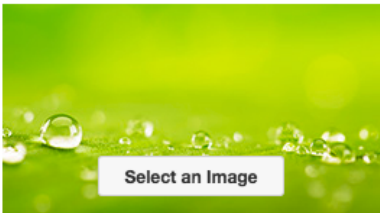
☐ Graduate

**Subjects** (Check all that apply)  

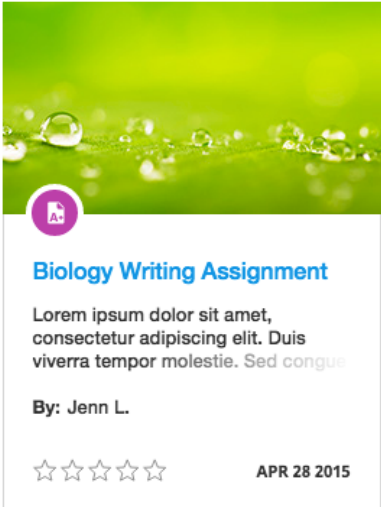
☐ Art & Music
 ☐ English Language Arts
 ☐ Foreign Language
 ☐ Math
 ☒ Science

☐ Social Studies, History, Geography
 ☐ Specialty

**Thumbnail**  



Select an Image



If necessary, you can edit resource details. Learn more about editing [resource information](#), [content licensing](#), and [sharing options](#).

**Note:** Resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific sub-accounts.



Update Resource



When you are ready, click the **Update** button.

View Updated Resource

[Search](#) [Shared](#) [Imported](#) [Updates \(4\)](#) [Learn More](#)

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

◀ Back

Summary

Version notes

0

Subjects

Science

Grade/Level

11, 12


Shared With

Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science



Reviews

0

Biology Writing Assignment

Resource Still Pending

LAST UPDATE:

4/28/2015

SHARED BY:

Jenn L.

ACCOUNT:

LOR Test Account

LICENSE

PUBLIC DOMAIN

View your updated resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

## How do I edit resource details in Commons?

Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

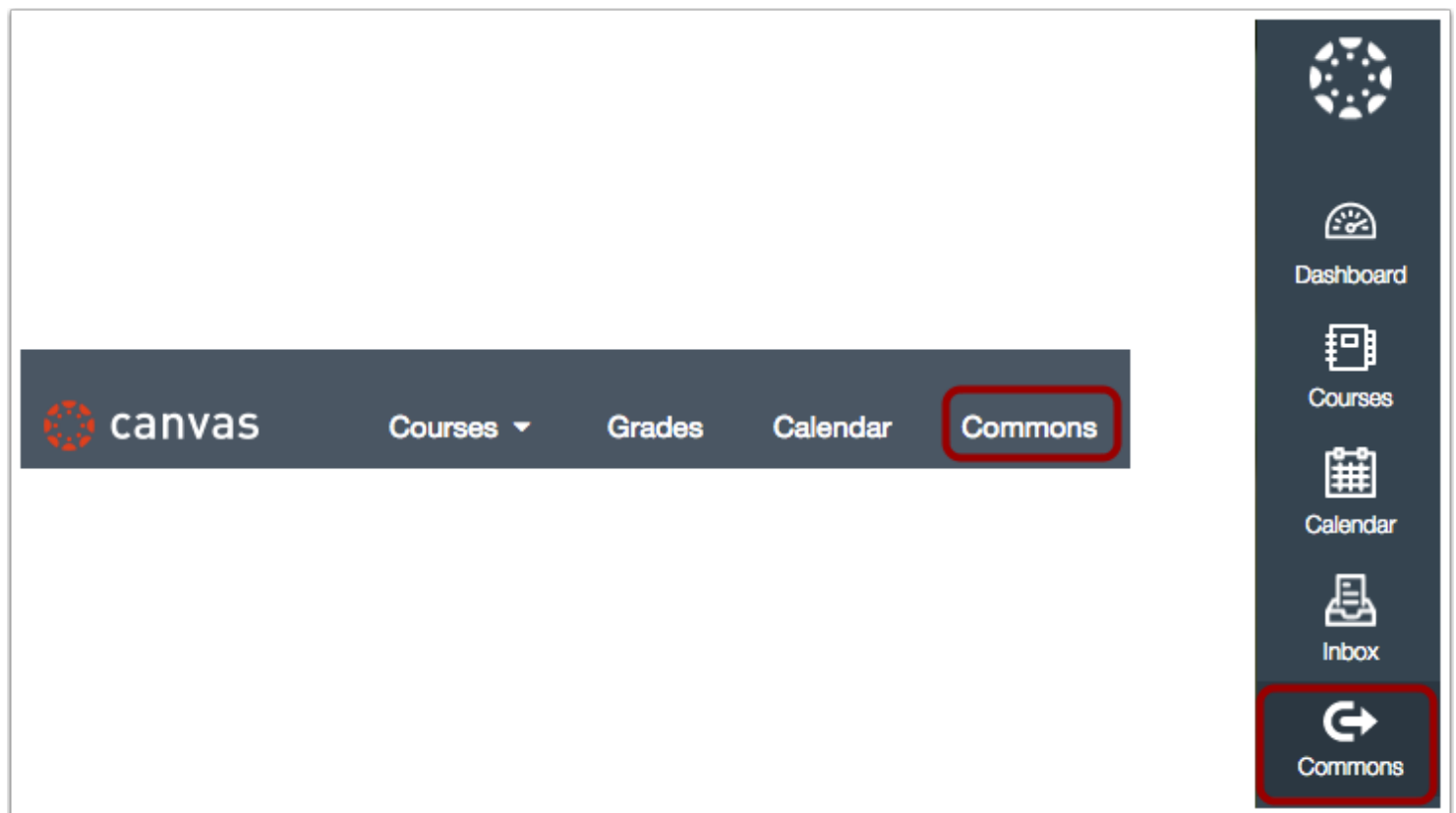
Authors can remove their shared resources from Commons. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

Admins will also be able to [edit shared account resources](#) that are not private to the author.

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Commons




In Global Navigation, click the **Commons** link.


## Find Resource

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)

In the search field, find the resource you want to edit or click the **Shared** link to [view all your shared resources](#).

## Open Resource






**Biology Writing Assignment**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

**By:** Jenn L.



**APR 2, 2015**

Click the name of the resource you want to edit.

View Resource

This is your shared resource!

Edit Resource

Remove from Commons

Search Shared Imported Updates (1) Learn More

Back

Biology Writing Assignment

Summary

☆☆☆☆☆ 0

Subjects

Science

Grade/Level

11, 12


Shared With

Private

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science



Reviews


☆☆☆☆☆ 0

Import into Course

LAST UPDATE:

4/2/15


SHARED BY:

 Jenn L.

ACCOUNT:

LOR Test Account

LICENSE




View your shared resource.

Edit Resource

Edit Resource


Click the **Edit Resource** button.



Commons Guide Updated 2015-08-19

Page 129

## Edit Resource Details


**ASSIGNMENT INFORMATION**

**Title**

**Description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

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

biology
science

**Grade/Level** (Check all that apply)

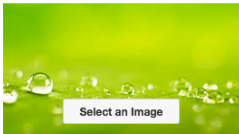
☐ K
 ☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☒ 12

☐ Undergraduate
 ☒ Graduate

**Subjects** (Check all that apply)

☐ Art & Music
 ☐ English Language Arts
 ☐ Foreign Language
 ☐ Math
 ☒ Science
 ☐ Social Studies, History, Geography
 ☐ Specialty

**Thumbnail**




Select an Image

**CONTENT LICENSING**

**Copyright and Licenses** [Help Me Choose](#)

Public Domain




No specifications needed for Public Domain resources

**SHARING OPTIONS**

**Share with:**

☐ Only me
 ☒ Share to Lorcrux
 ☐ Share within Lorcrux sub-accounts
 ☐ Share with public (All Canvas users)



**Biology Writing Assignment**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

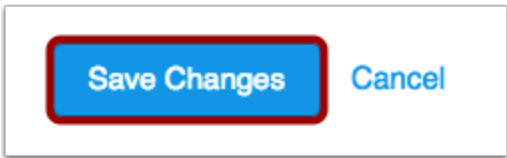
By: Jenn L.

☆☆☆☆☆
APR 2, 2015

Edit the [resource information](#), [content licensing](#), and [sharing options](#).

**Note:** The Version notes field is only available for previously shared resources that have been updated. Learn [how to update your resource](#) or [view updates to resources you have imported](#).


Save Changes




When you're done, click the **Save Changes** button.


View Updated Resource


This is your shared resource!

 Edit Resource

 Remove from Commons

[Search](#) [Shared](#) [Imported](#) [Updates \(1\)](#) [Learn More](#)

 Back



### Biology Writing Assignment

☆☆☆☆☆ 0

Subjects

Science

Grade/Level

11, 12


Shared With

Lorcrux

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

biology

science




Import into Course

LAST UPDATE:

4/2/15


SHARED BY:

 Jenn L.

ACCOUNT:


LOR Test Account

LICENSE

 PUBLIC DOMAIN

Reviews

☆☆☆☆☆ 0



Commons Guide Updated 2015-08-19

Page 131

View updated resource details.

## How do I remove a resource from Commons?

*Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.*

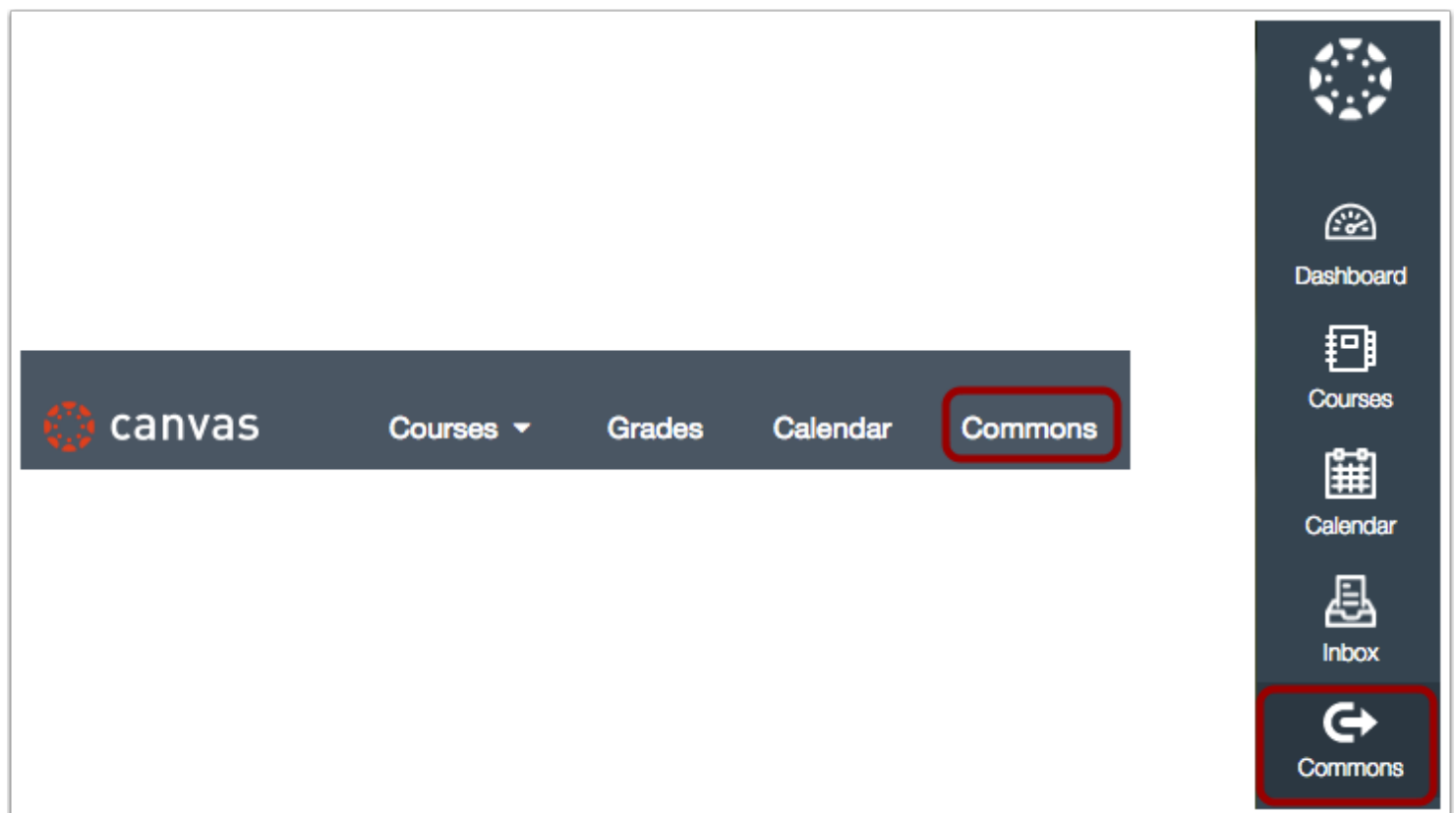
Authors can remove their shared resources from Commons. Admins will also be able to [remove shared account resources](#) that are not private to the author.

To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

### Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Open Commons






In Global Navigation, click the **Commons** link.


## Find Resource

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)

In the search field, find the resource you want to delete or click the **Shared** link to [view all your shared resources](#).

## Open Resource






### Biology Writing Assignment

DNA structures, diffusion, Krebs cycle, and characteristics of living organisms. (Updated 02 Apr 2015)

By: Jenn L.



APR 29, 2015

Click the name of the resource you want to delete.

## View Resource

This is your shared resource!


[Edit Resource](#) [Remove from Commons](#)

---

[Search](#) [Shared](#) [Imported](#) [Updates \(1\)](#) [Learn More](#)

---

[◀ Back](#)

 **Biology Writing Assignment**

Summary

☆☆☆☆☆ 0


**Subjects** Science

**Grade/Level** 11, 12

**Shared With** Private

DNA structures, diffusion, Krebs cycle, and characteristics of living organisms. (Updated 02 Apr 2015)


[biology](#) [science](#)




**Reviews** ☆☆☆☆☆ 0

**Import into Course**

**LAST UPDATE:** 1/7/15

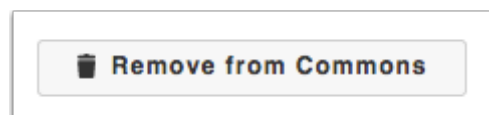
**SHARED BY:**  
 Jenn L.

**ACCOUNT:**  
LOR Test Account

**LICENSE**  


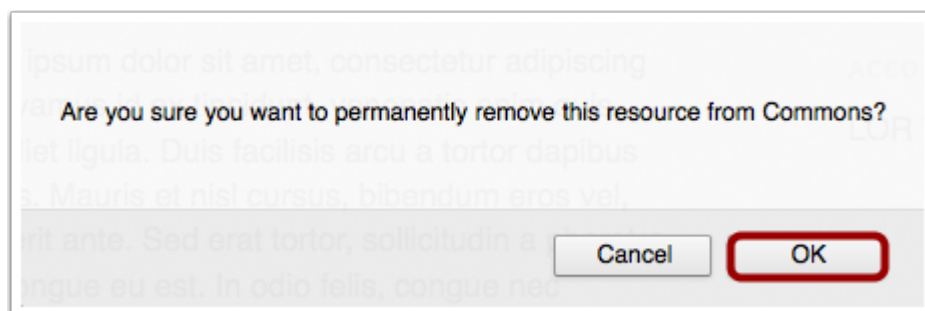
View your shared resource.

## Remove from Commons



Click the **Remove from Commons** button.

## Confirm Removal



Click the **OK** button.

## How do I submit Commons feedback?

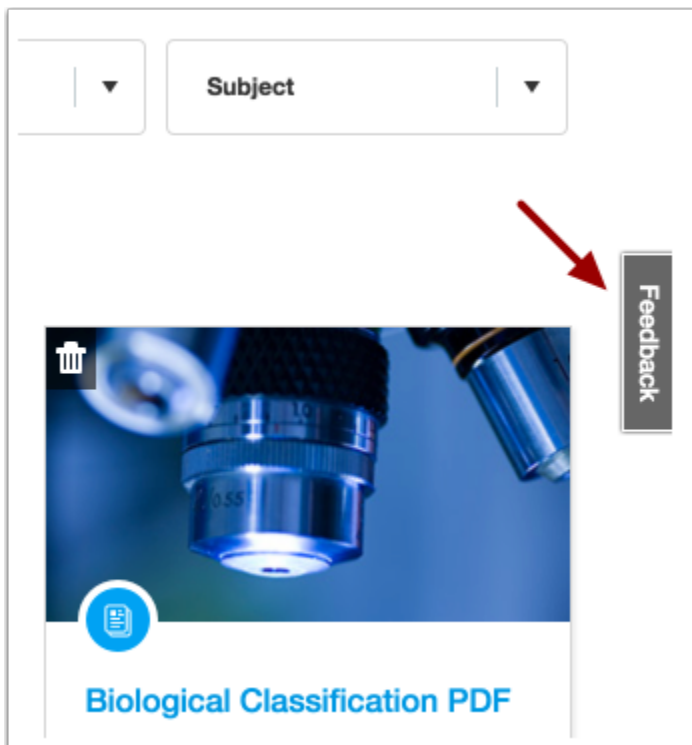
Canvas recently introduced a new page design called the New Canvas User Interface (UI). This lesson may include two images for specific steps to show the difference between the two designs. Unless otherwise indicated, the functionality and location of the components remain the same. The view available to you is determined by your institution.

Have an idea to improve Commons? Visit the [Commons Learning Object Repository Feature Discussion Forum](#) in the Canvas Community where you can submit your ideas about how to make Commons even better.

### Notes:

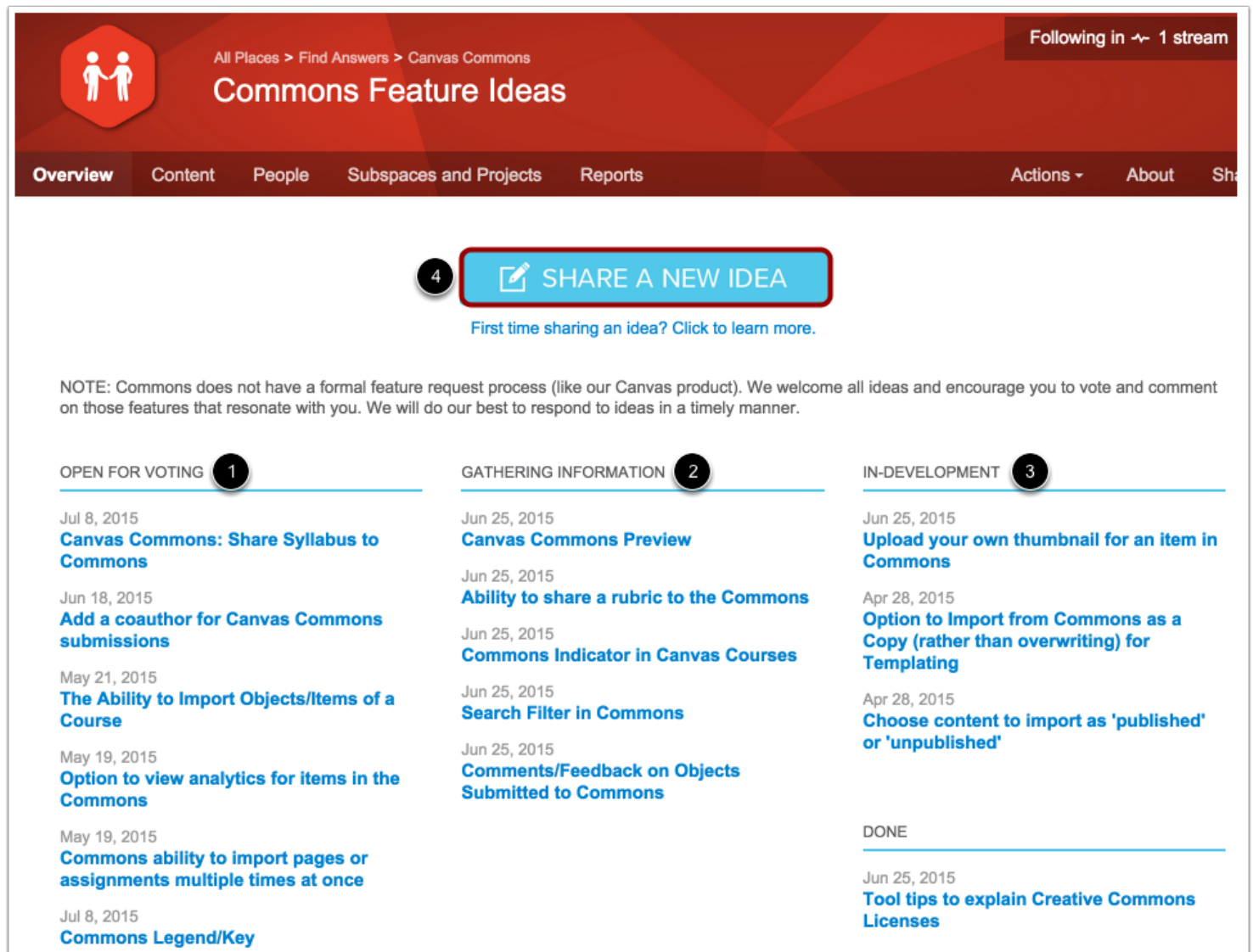
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

## Click Feedback Tab



Click the **Feedback** tab on any page in Commons.

## Share a New Idea or Submit Feedback



**Commons Feature Ideas**

All Places > Find Answers > Canvas Commons

Following in ~ 1 stream

**Overview** Content People Subspaces and Projects Reports Actions About Share

**4** **SHARE A NEW IDEA**

First time sharing an idea? [Click to learn more.](#)

NOTE: Commons does not have a formal feature request process (like our Canvas product). We welcome all ideas and encourage you to vote and comment on those features that resonate with you. We will do our best to respond to ideas in a timely manner.

**OPEN FOR VOTING 1**

- Jul 8, 2015  
**Canvas Commons: Share Syllabus to Commons**
- Jun 18, 2015  
**Add a coauthor for Canvas Commons submissions**
- May 21, 2015  
**The Ability to Import Objects/Items of a Course**
- May 19, 2015  
**Option to view analytics for items in the Commons**
- May 19, 2015  
**Commons ability to import pages or assignments multiple times at once**
- Jul 8, 2015  
**Commons Legend/Key**

**GATHERING INFORMATION 2**

- Jun 25, 2015  
**Canvas Commons Preview**
- Jun 25, 2015  
**Ability to share a rubric to the Commons**
- Jun 25, 2015  
**Commons Indicator in Canvas Courses**
- Jun 25, 2015  
**Search Filter in Commons**
- Jun 25, 2015  
**Comments/Feedback on Objects Submitted to Commons**

**IN-DEVELOPMENT 3**

- Jun 25, 2015  
**Upload your own thumbnail for an item in Commons**
- Apr 28, 2015  
**Option to Import from Commons as a Copy (rather than overwriting) for Templating**
- Apr 28, 2015  
**Choose content to import as 'published' or 'unpublished'**

**DONE**

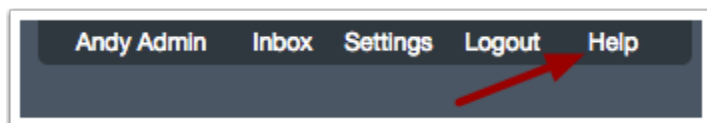
- Jun 25, 2015  
**Tool tips to explain Creative Commons Licenses**

In the Commons Feature Ideas space, please let us know what features you would like to see in Commons or how we can better improve the product.

Before you request a new feature, check out the existing feature ideas that are open for voting [1], gathering information [2], or in-development [3]. If you don't see your feature idea, click the **Share a New Idea** button [4].

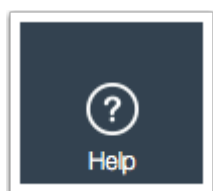
**Note:** You will need to log in using your Canvas credentials to follow, share, and participate in the community.

## Click Help



To get help with Commons, in the Help Corner, click the [Help](#) link.

## Click Help in New Canvas UI



If you are using the New Canvas User Interface (UI), at the bottom of Global Navigation, click the **Help** link.

## Admin Users

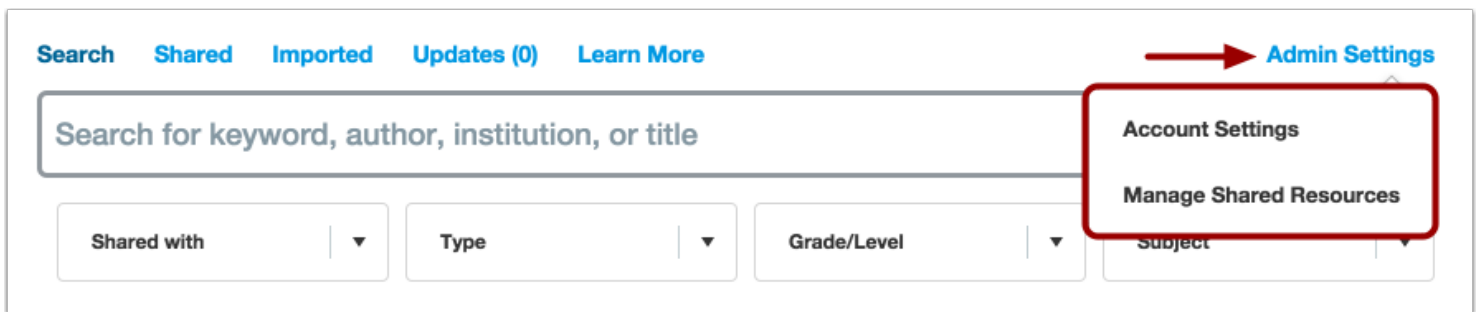
## What are my account settings in Commons?

As a Canvas admin, you can access account settings in Commons to manage public sharing and importing options for your account.

### Notes:

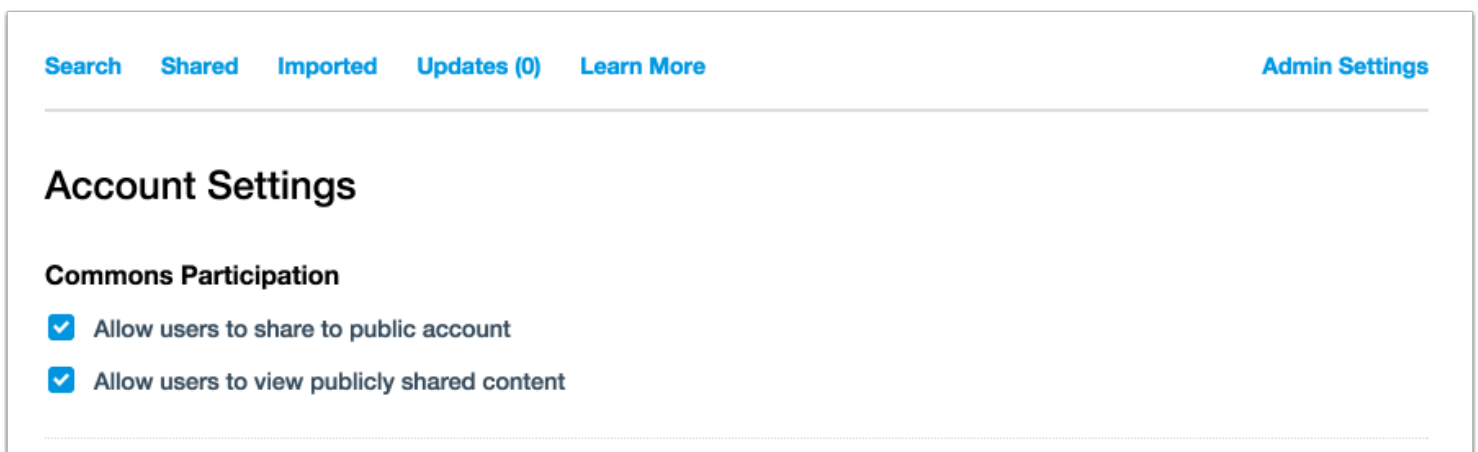
- Canvas account admins are automatically made account admins in Commons.
- Non-admins (teachers, designers, etc) will not have access to Admin Settings.

## Admin Settings



Located in Commons Navigation, you have access to an **Admin Settings** menu where you can manage settings and shared resources for your account.

## Account Settings



On the Account Settings page, you can manage Commons participation for users in your account. By default, users will be able to share and view public content. You can [edit your account settings](#) at any time.



## Manage Shared Resources

[Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Learn More](#) [Admin Settings](#)




Shared with ▾

Type ▾

Grade/Level ▾

Subject ▾

Account's Shared Resources






### Photosynthesis Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

★★★★☆

APR 29, 2015




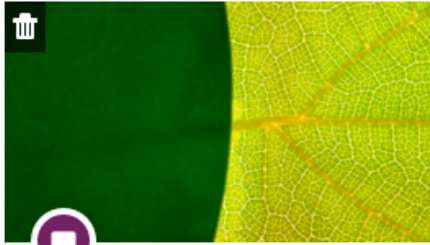

### Biological Classification PDF

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

☆☆☆☆☆

FEB 17, 2015



### Photosynthesis Discussion


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

☆☆☆☆☆

MAR 13, 2015

On the [Manage Shared Resources](#) page, you can manage (search, view, remove) all resources shared by your institution that are not private to the author/sharer. You can also edit resource metadata (details, content licensing, share option); however, you cannot edit or update resource content.



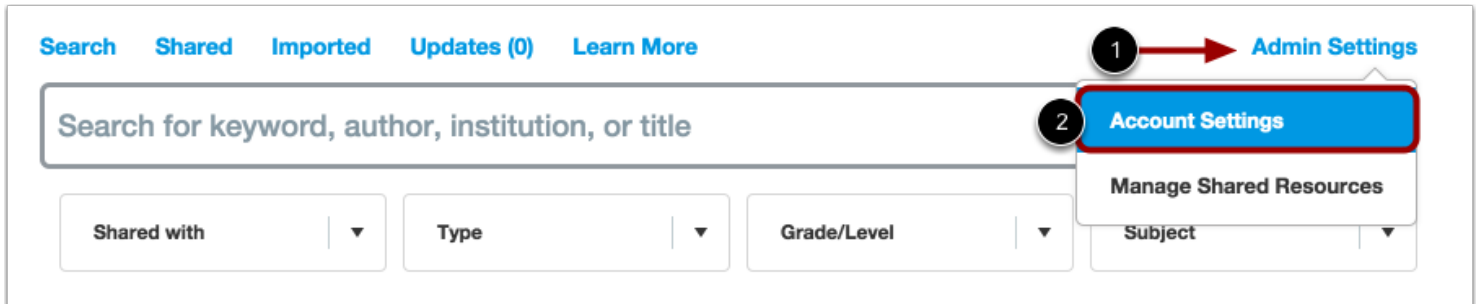
Commons Guide Updated 2015-08-19

Page 141

## How do I edit my account settings in Commons?

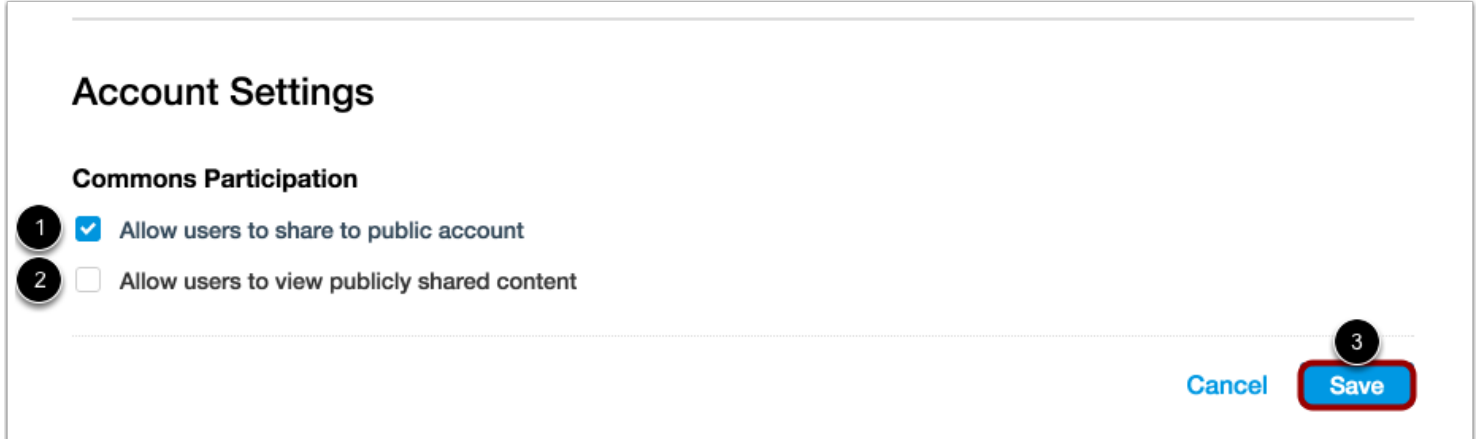
As an admin, you can change your account settings at any time.

### Open Account Settings



In Commons Navigation, click **Admin Settings** [1] then click the **Account Settings** link [2].

### Edit Account Settings



By default, users will be able to share and view public content.

To disable public sharing, deselect the **Allow users to share to public account** checkbox [1]. This will remove the *Public* option when [finding a resource](#) in Commons and the *Share with public (All Canvas users)* option when [sharing a resource](#) to Commons.

To prevent users in your account from viewing publicly shared content, deselect the **Allow users to view publicly shared content** checkbox [2]. This option will hide all publicly shared resources from your Commons account.


Click the **Save** button [3] when you're finished.

#### Notes:

- Authors of publicly shared resources will always be able to view their resource.
- If the **Allow users to view publicly shared content option** is disabled, discovering users will not be able to view updates to previously imported publicly shared resources.

## View Updated Account Settings

### Account Settings



Successfully updated your account settings

#### Commons Participation

☒ Allow users to share to public account
   
☐ Allow users to view publicly shared content

View updated account settings.

## How do I manage shared resources for my account in Commons?

As an admin, you can manage (search, view, edit, remove) your account's shared resources.

## Open Manage Shared Resources

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)

Shared with

▼

Type

▼

Grade/Level

▼

Subject

▼

1 → [Admin Settings](#)

Account Settings

2 [Manage Shared Resources](#)

In Commons Navigation, click **Admin Settings** [1] then click the **Manage Shared Resources** link [2].

## View Account Shared Resources

[Search](#)
[Shared](#)
[Imported](#)
[Updates \(0\)](#)
[Learn More](#)
[Admin Settings](#)

1 Search My Account's Shared Resources

2


Shared with

Type

Grade/Level

Subject

### Account's Shared Resources




**Biological Classification PDF**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue

By: Jenn L.

☆☆☆☆☆ FEB 17, 2015

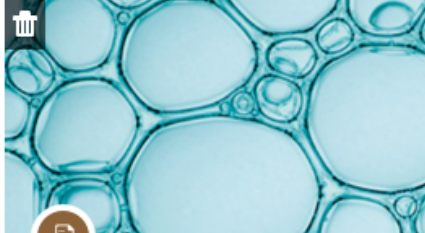


**Photosynthesis Discussion**

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By: Jenn L.

☆☆☆☆☆ MAR 13, 2015



**Biological Evolution**

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By: Andy Admin

☆☆☆☆☆ DEC 3, 2014

On the Manage Shared Resources page, you can search, view, and remove resources shared by your institution that are not private to the author.

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## Remove Resource

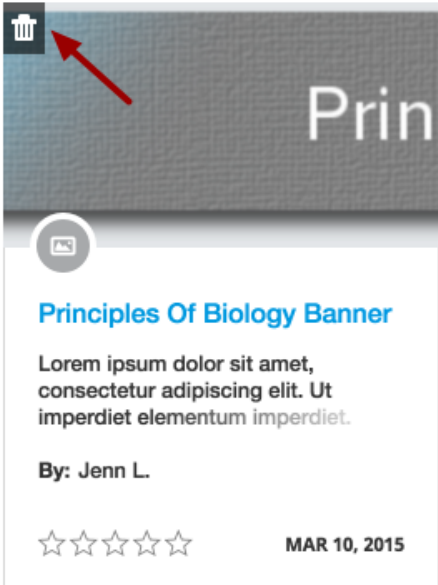


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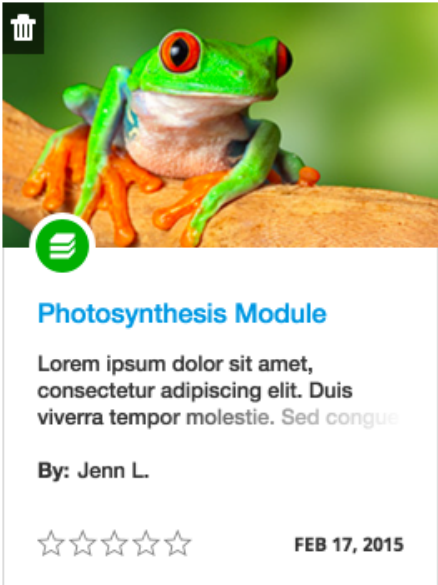


**Principles Of Biology Banner**

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By: Jenn L.

☆☆☆☆☆ MAR 10, 2015



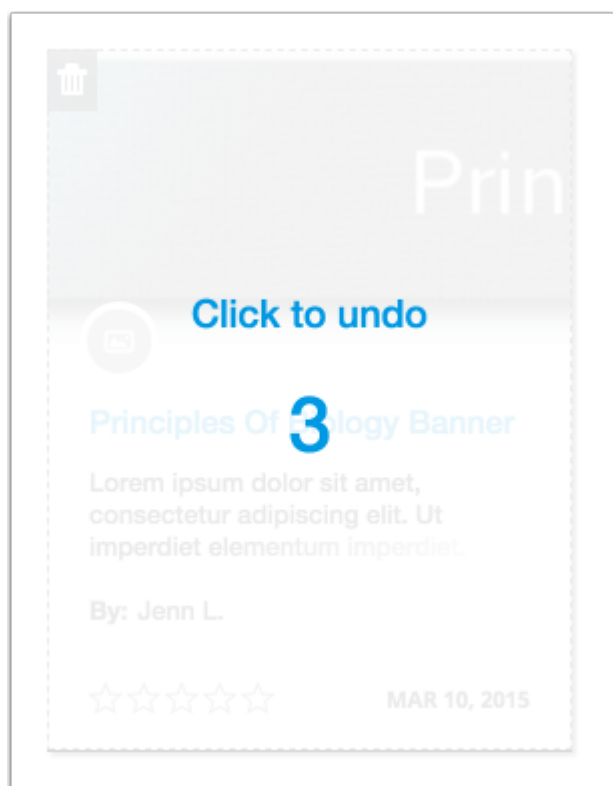
**Photosynthesis Module**

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Locate the resource you want to remove from Commons and click the **Remove** icon in the upper left corner of the resource tile.



Before the resource is removed, you will see a five second countdown to quickly undo if you choose. You will be unable to recover the resource once it is removed from Commons.

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**Photosynthesis Module**

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By: Jenn L.

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To view more details about a specific resource, click any where on the resource tile.


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