

# Canvas Commons

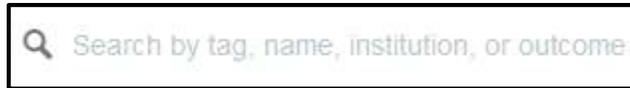
Commons is a learning object repository. Here teachers can find, import, and share Canvas resources. A resource can be an entire course, a module, a quiz, an assignment, a discussion, a page, a document, a video, an image, or an audio file.

## Finding Resources in Commons

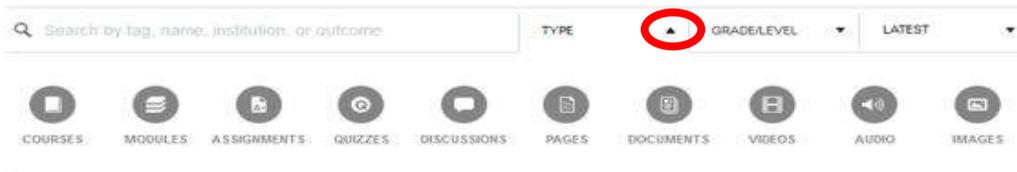
- In the navigation pane on the left, click **Commons**.



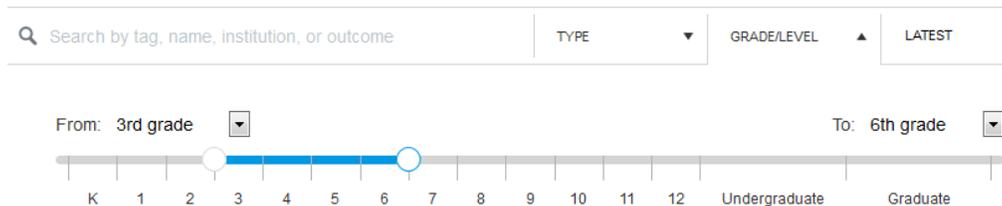
- Enter a keyword in the search field.



- To filter by resource type, click the drop down arrow and choose from the options.



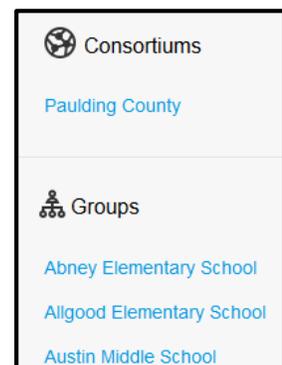
- Click the drop down arrow for Grade/Level to select a specific grade or range of grades.



- To filter by most relevant or highest-rated instead of the latest resources, click **Latest**.



- To view only resources shared within any groups you belong to, click the name of the group in the sidebar.



- To search all resources available in Commons, leave the search field and filters blank.

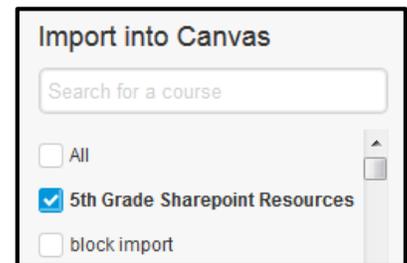
- Click the toggle button to view resources shared by Paulding County users rather than public resources.



- Click the displayed resource to view more details such as subject, grade level, description, and date of last update. NOTE: You cannot preview a resource within Commons; you will need to import the resource into a course in order to see the content.

### Importing Resources From Commons

- To import a resource, click the name of the resource.
- Search for the course(s) you want to import the resource into or select the course(s) from the list.



- Click **Import into Course**.



- View the status of the import in the notification at the top of your screen.

**You have successfully started the import!** Please note that it may take a while to see changes in your course.

- To view the resource(s), open the course you imported the resource(s) into.
- If you imported something other than a course, such as an assignment or quiz, click that area in the course navigation to view the resource.
- The resource is now yours to edit and make your own.