

Sharing to Canvas Commons

To share a content to Canvas Commons

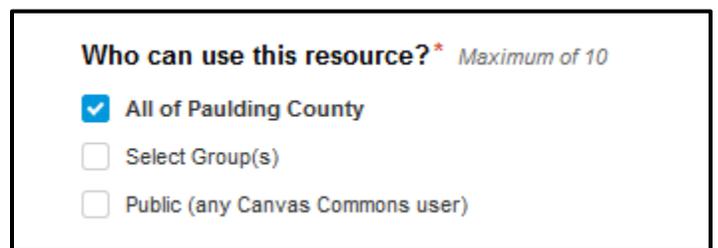
- Choose the course you want to share to Commons.
 - To share the entire course
 - Click **Settings** in the course navigation pane.
 - In the list on the right choose **Share to Commons**.



- To share an individual resource such as a module, quiz, or assignment
 - Locate the resources.
 - Click the gear icon next to the item.
 - Click **Share to Commons**.



- Choose a sharing option:
 - **All of Paulding County** – allows other teachers within our district to use the content
 - **Select Group(s)** – allows teachers to share content with teachers at individual schools or with different groups within the county
 - **Public (any Canvas Commons user)** – allows Canvas users anywhere to access the content

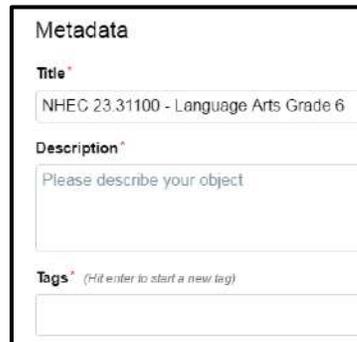


NOTE: The “Only me” option has been removed, but users can still share resources privately by not selecting a share option.

- Leave the Copyright and Licenses field set to **Copyrighted**.

- Complete the required fields:

- Title
- Description
- Tags



The screenshot shows a 'Metadata' form with three input fields. The 'Title' field contains the text 'NHEC 23.31100 - Language Arts Grade 6'. The 'Description' field contains the placeholder text 'Please describe your object'. The 'Tags' field contains the placeholder text '(Hit enter to start a new tag)'.

- Click to add an image.
 - Drag an image to the box or click browse to find an image on your computer.
 - Click **Save**.



The screenshot shows an 'Image' field with a large empty box and a 'Click to change' button centered below it.

- If desired, select grade level(s) and outcomes.

- When you've completed all of the required items, click **Share**.



- You will see a message telling you your share was successful and an estimated time for content processing.

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