

COMMONS GUIDE



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Introduction

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 need to have an email address associated with your Canvas account.

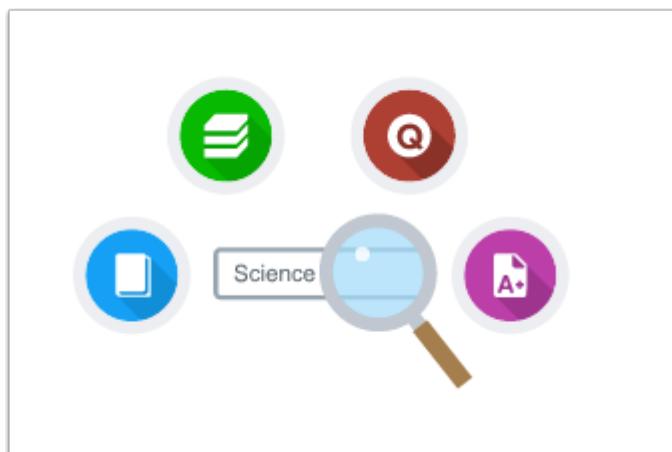
Notes:

- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Commons includes similar functionality with Blueprint Courses. To learn more about Blueprint Courses, see the [Course Distribution Comparison resource document](#).

What can I do with Commons?

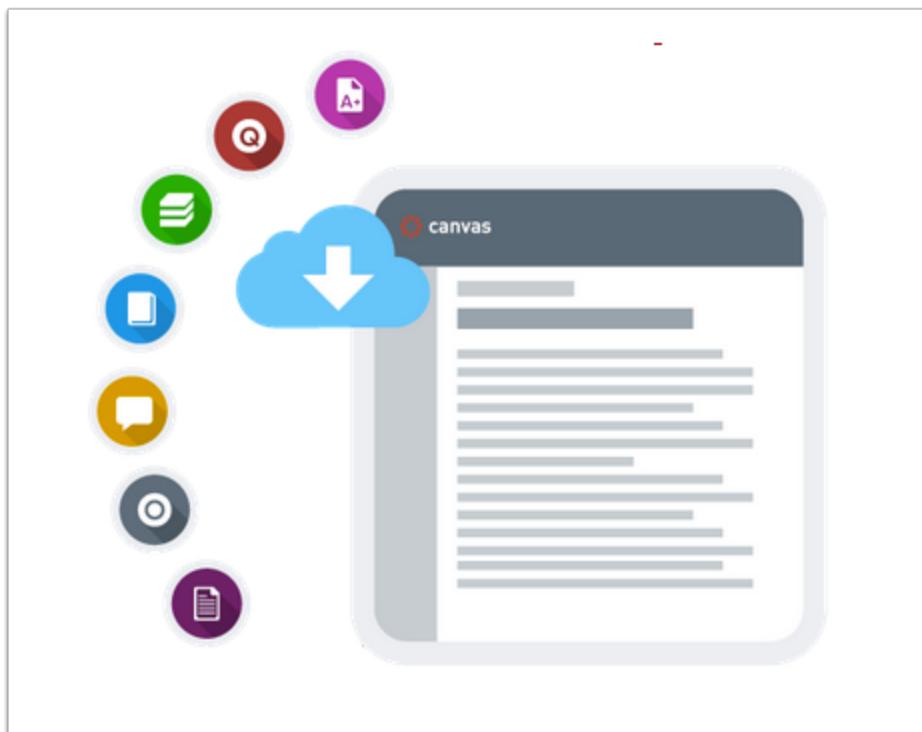
- Create a personal learning object repository
- Build a course from scratch with relevant materials shared by other Canvas users
- Create a name for yourself and your institution as a subject matter expert

Find Resources in Commons



[Find resources](#) by searching for a specific keyword, author, institution, or title.

Import to Canvas



[Import a resource](#) into a Canvas course. Once the import to Canvas is complete, you can start using and customizing your resource.

Share to Commons



[Share resources](#) you create in Canvas with other Canvas users, with colleagues and groups at your institution, or with only you.

Update Resources

Is this an update to a previously shared resource?

Select which resource you are updating:

Writing Assignment Change ✓

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can share the modified resource to Commons again. The existing resource will be updated in Commons.

Learn [how to update resources previously shared to Commons](#).

Instructor

How do I use Commons?

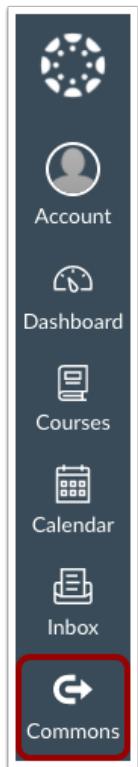
You can use Commons to search for and import content into your Canvas courses. You can also share resources to Commons from your Canvas courses.

[Learn more about Canvas Commons.](#)

Notes:

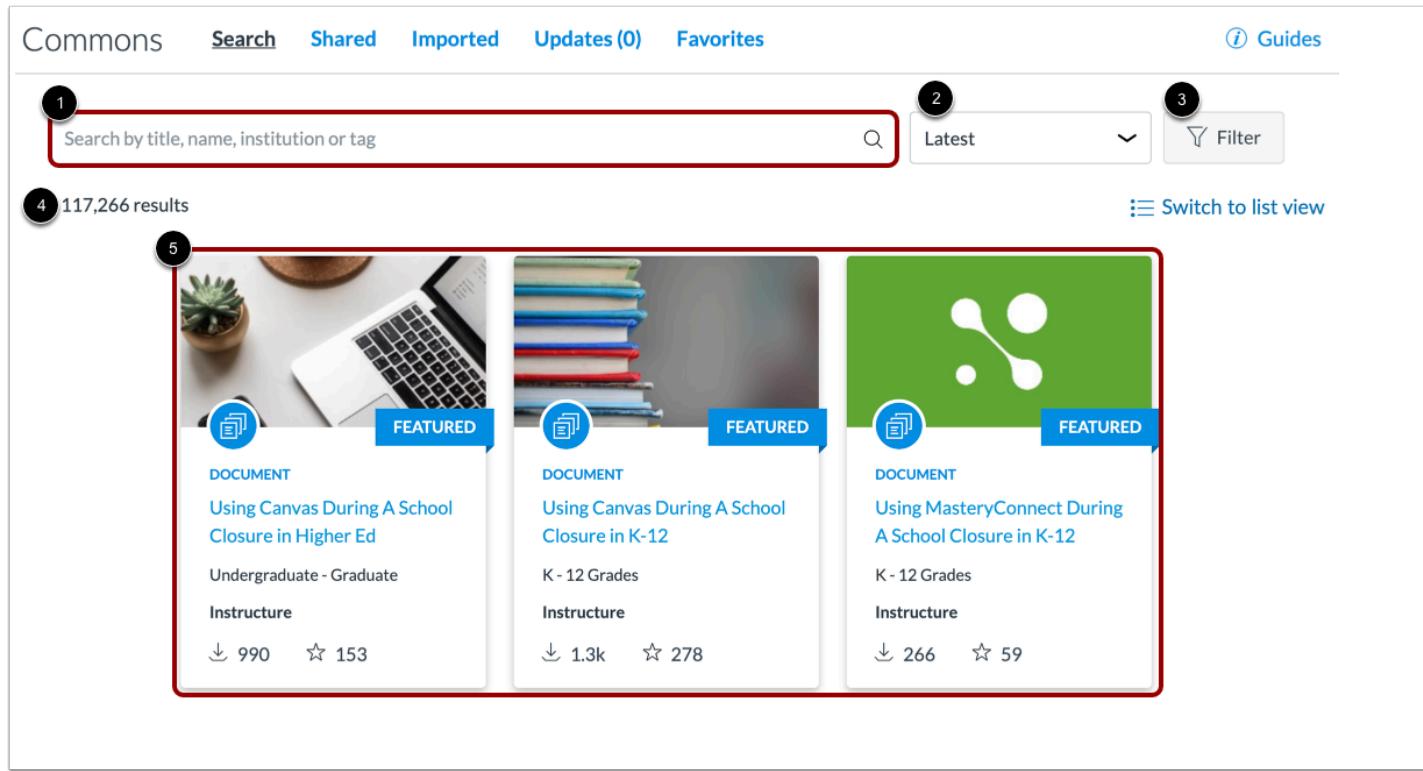
- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you need to have an email address associated with your Canvas account.
- Users who can create or edit course content in Canvas also have access to Commons. This includes Admins, Teachers, Designers, and TAs. If an institution does not want student TAs to have access to Commons, an account admin should create a custom TA role in Canvas that does not have permission to create or edit course content.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Open Commons



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

Find Resources



Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

1 Search by title, name, institution or tag

2 Latest

3 Filter

4 117,266 results

5

Thumbnail	Category	Title	Grades	Author	Downloads	Likes
	DOCUMENT	Using Canvas During A School Closure in Higher Ed	Undergraduate - Graduate	Instructure	990	153
	DOCUMENT	Using Canvas During A School Closure in K-12	K - 12 Grades	Instructure	1.3k	278
	DOCUMENT	Using MasteryConnect During A School Closure in K-12	K - 12 Grades	Instructure	266	59

Switch to list view

A resource in Commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource type has a unique icon. Look for these related colors and icons when searching for resources. To find resources in Commons, use the search field [1]. You can search for keywords such as author, institution, or title. You can also search by outcome, consortium, or group.

To sort search results, click the **Sort by** drop-down menu [2].

To apply search filters to your search, click the **Filter** button [3].

Based on your selected filters, the number of results are displayed in the page [4]. To search everything available to you in Commons, leave the search field and filters blank.

You can also view featured content in the results page [5]. Featured content includes high quality content that is featured in the Commons search page. Featured content can be imported or downloaded like any other content in Commons.

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

Filter Search Results

[X Filter Results](#)

1 Only Lorbeta Canvas Account Approved Resources

2 View only these types

 COURSES	 MODULES	 ASSIGNMENTS
 CLASSIC QUIZZES	 NEW QUIZZES	 DISCUSSIONS
 PAGES	 DOCUMENTS	 VIDEOS
 AUDIO	 IMAGES	

3 Content Types

Templates

Open Textbooks

4 Grade/Levels

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 8th grade
<input type="checkbox"/> 1st grade	<input type="checkbox"/> 9th grade
<input type="checkbox"/> 2nd grade	<input type="checkbox"/> 10th grade
<input type="checkbox"/> 3rd grade	<input type="checkbox"/> 11th grade
<input type="checkbox"/> 4th grade	<input type="checkbox"/> 12th grade
<input type="checkbox"/> 5th grade	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> 6th grade	<input type="checkbox"/> Graduate
<input type="checkbox"/> 7th grade	

5 Shared With

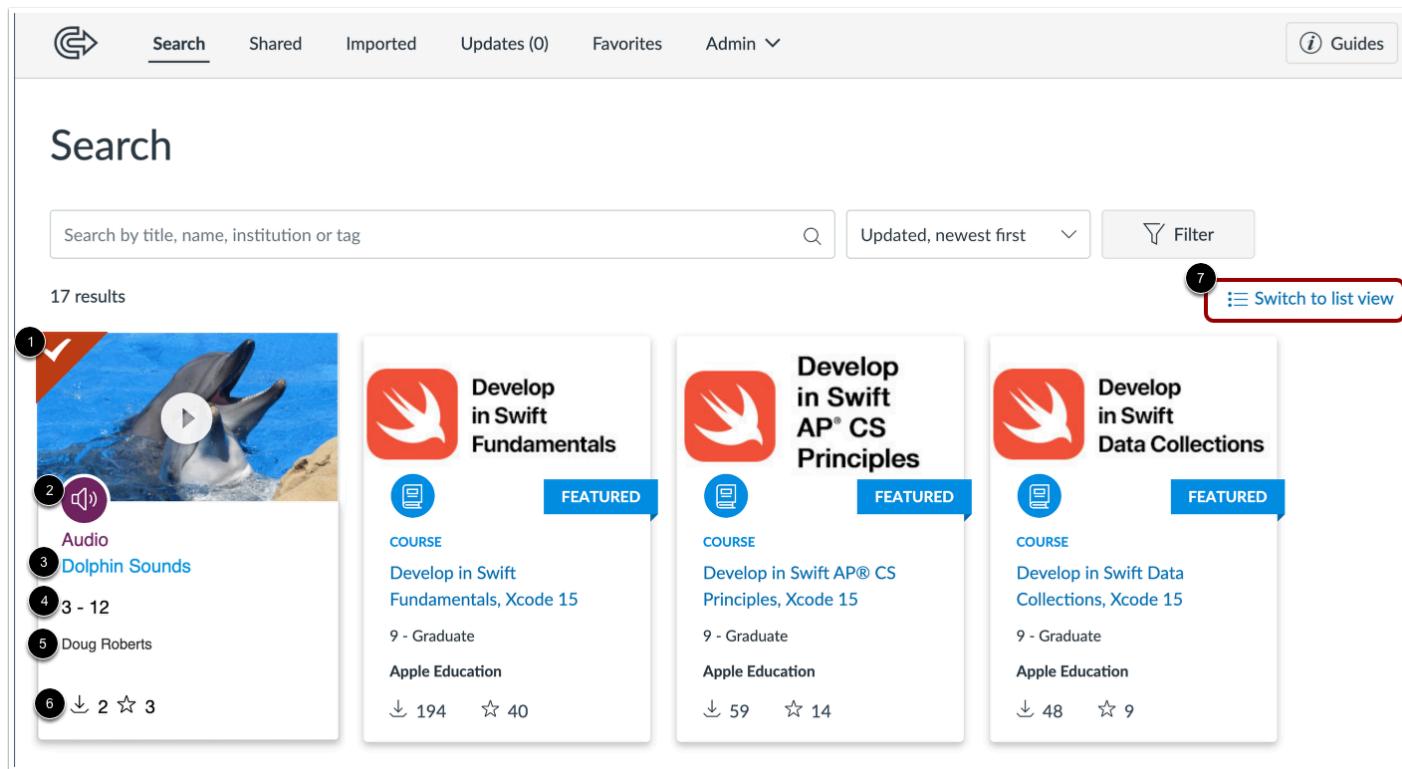
All (Includes Public Resources)

Lorbeta Canvas Account

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

- **Approved Resources** [1]: If your admin has enabled approved resources, you can filter results to only show approved resources.
- **Type** [2]: You can filter by resource type (e.g., Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Content Types** [3]: You can filter by template or open textbook.
- **Grade/Levels** [4]: You can select specific grades or level of education to narrow your search (e.g., K-12, Undergraduate, Graduate).
- **Shared With** [5]: You can filter results by resources shared publicly, in your account, in a group, or in a consortium.

View Resources in Card View



Search

Search by title, name, institution or tag

Updated, newest first

Filter

17 results

Switch to list view

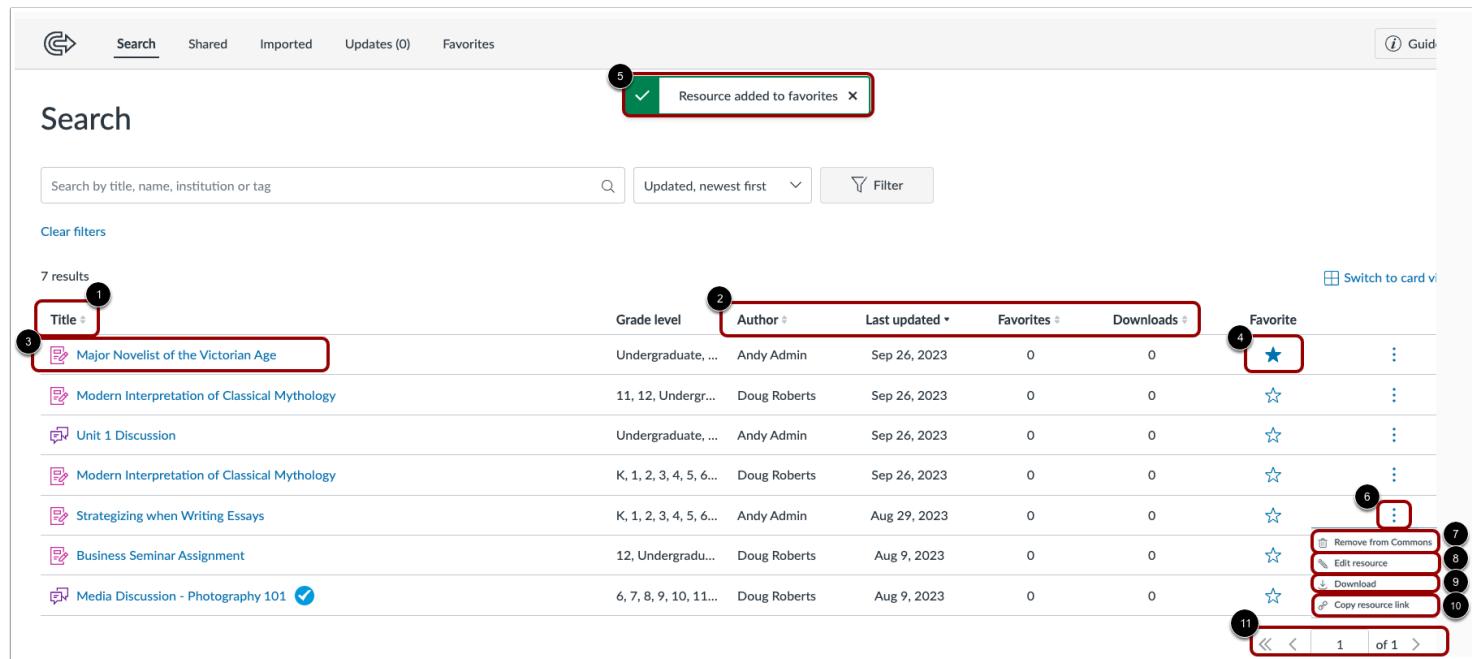
Resource Type	Title	Description	Grade Level	Author	Downloads	Favorites
COURSE	Develop in Swift Fundamentals	Develop in Swift Fundamentals, Xcode 15	9 - Graduate	Apple Education	194	40
	Develop in Swift AP® CS Principles	Develop in Swift AP® CS Principles, Xcode 15	9 - Graduate	Apple Education	59	14
COURSE	Develop in Swift Data Collections	Develop in Swift Data Collections, Xcode 15	9 - Graduate	Apple Education	48	9
	Develop in Swift Fundamentals	Develop in Swift Fundamentals, Xcode 15	9 - Graduate	Apple Education	194	40

When search results are displayed in Card View, resource details are displayed on content cards. Each card displays the following details:

- **Approved Resource icon [1]:** Identify institution-approved resources. Note that the approved resources feature must be enabled by an account admin.
- **Resource icon [2]:** Identify the resource type
- **Title [3]:** To preview a resource, view more details, or import a resource, click the resource title
- **Grade level(s) [4]:** View the grade/level of the resource
- **Author [5]:** View the author of the resource
- **Downloads and Favorites icons [6]:** View the number of times a resource has been downloaded and imported or added as a favorite.

To view resources in a list, click the **Switch to list view** link [7].

View Resources in List View



Search by title, name, institution or tag

Updated, newest first

Filter

Clear filters

7 results

Grade level	Author	Last updated	Favorites	Downloads	Favorite
Undergraduate, ...	Andy Admin	Sep 26, 2023	0	0	
11, 12, Undergr...	Doug Roberts	Sep 26, 2023	0	0	
Undergraduate, ...	Andy Admin	Sep 26, 2023	0	0	
K, 1, 2, 3, 4, 5, 6...	Doug Roberts	Sep 26, 2023	0	0	
K, 1, 2, 3, 4, 5, 6...	Andy Admin	Aug 29, 2023	0	0	
12, Undergradu...	Doug Roberts	Aug 9, 2023	0	0	
6, 7, 8, 9, 10, 11...	Doug Roberts	Aug 9, 2023	0	0	

Switch to card view

Remove from Commons

Edit resource

Download

Copy resource link

1 11 1 of 1

In the List View, resources display in a list format.

To sort the list in alphabetic or reverse alphabetic order, click the **Title sort** icon [1].

To sort the list in alphabetic or numeric order for additional parameters, select a parameter and click the **Sort** icon [2].

To preview a resource, view more details, or import a resource, click the resource name link [3].

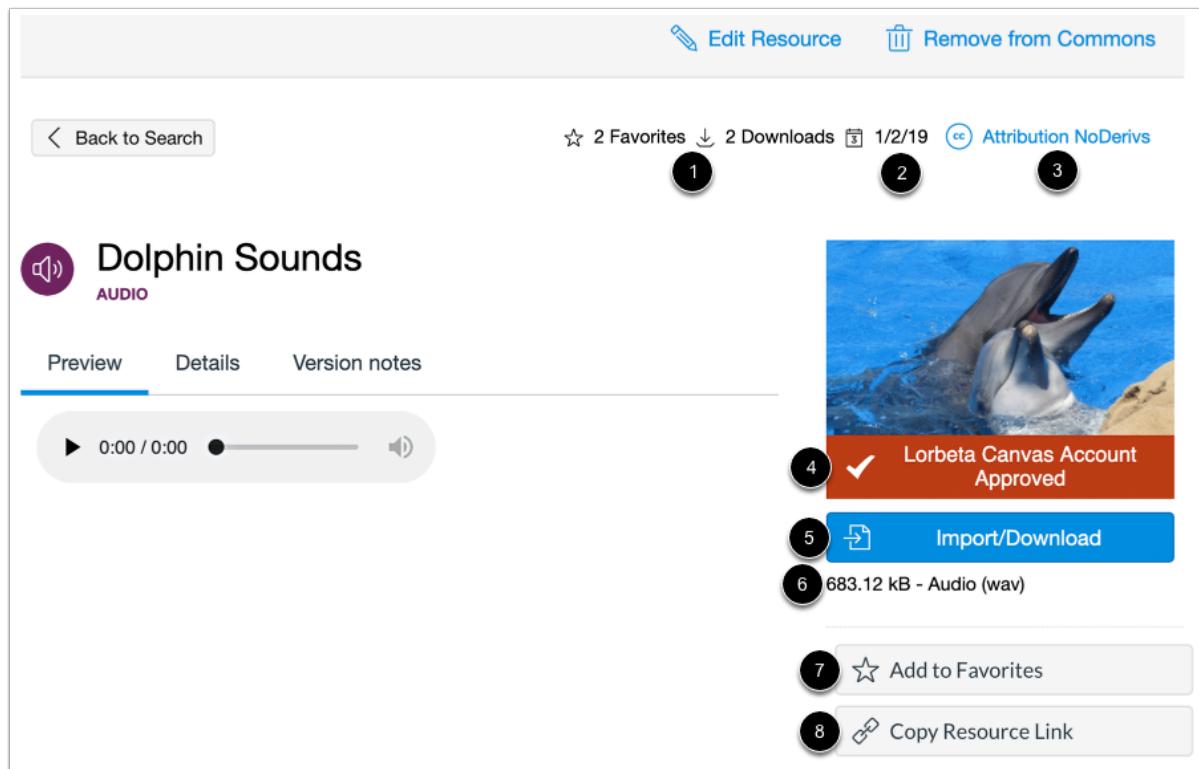
To designate a resource as a favorite, locate the resource in the list and click the **Favorite** icon [4].

The Resource added to favorites message displays [5].

To view the quick actions, click the **Options** icon [6]. Resource owners can **Remove from Commons** [7], **Edit resource** [8], **Download** [9], or **Copy resource link** [10] without opening the resource. Non-resource owners can only Download and Copy resource link.

To browse the resource list, click the **Page Forward** and **Page Back** icons [7].

View Resource


 A screenshot of the Canvas View Resource page for a file named 'Dolphin Sounds'. The page includes a header with 'Edit Resource' and 'Remove from Commons' buttons, a sidebar with 'Back to Search' and resource stats (2 Favorites, 2 Downloads, 1/2/19, Attribution NoDerivs), and a main content area with a preview player, file details, and various interaction buttons. Numbered circles 1 through 8 point to specific elements: 1. Favorites and Downloads, 2. Date of last update, 3. License, 4. Thumbnail and Approved Icon, 5. Import/Download button, 6. Size and Type, 7. Favorites button, and 8. Copy Resource Link button.

Dolphin Sounds
AUDIO

Preview Details Version notes

0:00 / 0:00

1 2 Favorites 2 Downloads 1/2/19 Attribution NoDerivs

3

4  Lorbeta Canvas Account Approved

5  Import/Download

6 683.12 kB - Audio (wav)

7  Add to Favorites

8  Copy Resource Link

The content overview page loads the Preview tab by default. The sidebar contains further information and links:

- **Favorites and Downloads** [1]: Displays the number of times a resource has been added as a favorite or downloaded
- **Date of last update** [2]: Date when content was last [updated](#) by an author
- **License** [3]: Displays either the Copyright or Creative Commons [content license](#)
- **Thumbnail and Approved Icon** [4]: Resource thumbnail and, if applicable, the approved resource icon
- **Import/Download button** [5]: Button to download or import the resource
- **Size and Type** [6]: Size of resource file(s) and the type of content
- **Favorites button** [7]: Add the resource to your [Favorites](#)
- **Copy Resource Link button** [8]: Copy the resource link to your clipboard

View Resource Preview

Dolphin Sounds

Preview Details Version notes

▶ 0:00 / 0:00 ⏪ ⏹ ⏷



Lorbita Canvas Account Approved

Import/Download

683.12 kB - Audio (wav)

Add to Favorites

Copy Resource Link

To [preview resource content](#), click the **Preview** tab. The Preview tab is shown by default.

View Resource Details

Dolphin Sounds

Preview **Details** Version notes

1 A short clip that includes several different species of dolphins making a variety of sounds. Includes clicks, whistles, and other sounds.

2 Author(s)
 Doug Roberts

3 Account
 Lorbeta Canvas Account

4 ✓ Grade/Level
 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

5 Tags
 biology, dolphin, fish, mammal, ocean

6 Duration
 0:42

7 Outcomes
[4.2.17](#)

8 Shared With
 Lorbeta Canvas Account

9 Reviews



Lorbeta Canvas Account Approved

Import/Download

683.12 kB - Audio (wav)

Add to Favorites

Copy Resource Link

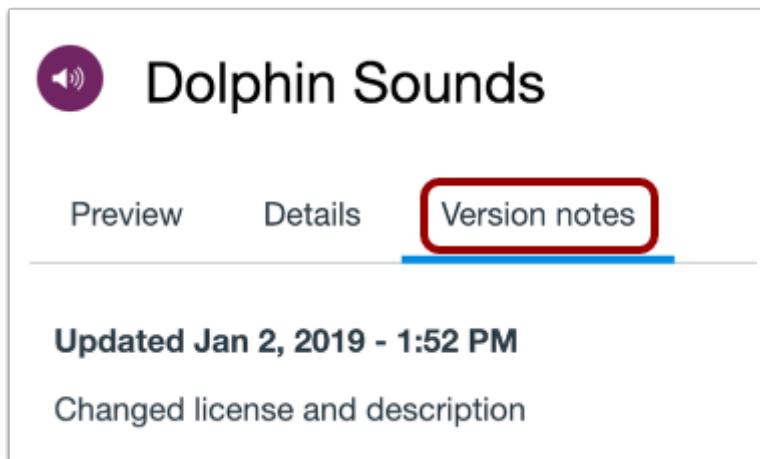
In the Details tab, you can view a summary of the resource and related information:

- **Description** [1]: A brief explanation or summary of the resource
- **Author(s)** [2]: User(s) who shared the resource
- **Account** [3]: The account from which the resource was shared
- **Grade/Level** [4]: The suggested grade level(s) for the resource
- **Tags** [5]: Relevant tags or keywords to identify the resource
- **Duration** [6]: Duration of an audio or video file. Only applicable to audio or video resources
- **Outcomes** [7]: Outcomes linked to a resource. Only applicable to resources with linked outcomes
- **Shared With** [8]: Sharing settings (account, group(s), consortium(s), public, private)
- **Reviews** [9]: [Reviews by other users](#)

When you are ready to [import a resource](#), click the **Import/Download** button and select a course.

Note: Not all resources will display all details. Listed details depend on the type of resource and information provided by the author.

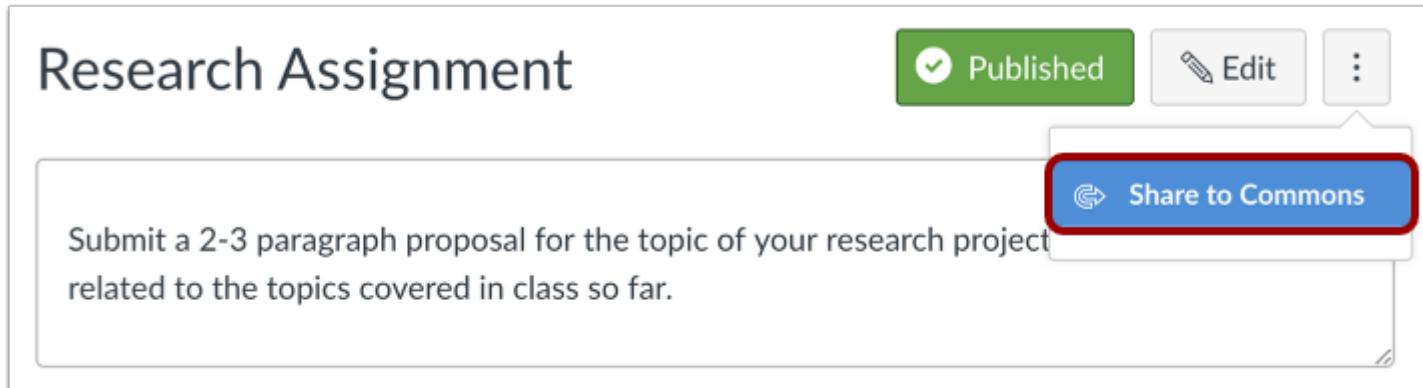
View Version Notes



The screenshot shows a resource titled "Dolphin Sounds". The "Version notes" tab is selected and highlighted with a red box. Below the tabs, the text "Updated Jan 2, 2019 - 1:52 PM" is displayed, followed by the note "Changed license and description".

To view any updates made to the resource, click the **Version notes** tab. Updates are sorted by date and time and may include a description of changes made.

Share a Resource



The screenshot shows a resource titled "Research Assignment". The status "Published" is shown with a green button. Below the title, there is a text box containing the instruction: "Submit a 2-3 paragraph proposal for the topic of your research project related to the topics covered in class so far." To the right of the text box, there are three buttons: "Edit", "More options", and "Share to Commons", with the "Share to Commons" button highlighted with a red box.

You can share a variety of resources to Commons from your Canvas course, including [a Canvas course](#), [course content](#), and [files](#).

Note: Only course instructors can course content to Commons. Admins can add course content to Commons if they act as an instructor of the course.

View Commons Guides

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(1\)](#) [Favorites](#) [Guides](#)

To view a list of helpful Commons guides, click the **Guides** link.

Access Commons Guides



Need more help with Commons?

We collected a few useful articles for you, but you can always go and learn more from our [Canvas Commons Guides](#) [1].

[2]

- [How do I use Commons?](#)
- [How do I import and view a Commons resource in Canvas?](#)
- [What types of content licenses are available in Commons?](#)
- [How do I share a resource to Commons?](#)

To access all the Commons guides, click the **Canvas Commons Guides** link [1]. To access a specific Commons guide, click the link of the corresponding guide [2].

Terms of Use, Privacy Policy, and Help



The screenshot shows a Canvas assignment page. At the top, there is a green button labeled "beta". Below the button, the word "ASSIGNMENT" is in bold, followed by "Beta Definitions" in blue. Underneath, the text "3 - 6" and "Pedro Fajardo" are displayed. At the bottom, there is a "↓ 0" and a "1" with a star icon. At the very bottom of the page, there is a footer with three links: "Terms of Use", "Privacy Policy", and "Help". The "Help" link is highlighted with a red border.

You can access the Terms of Use, Privacy Policy, and Help in the footer in any page in Commons.

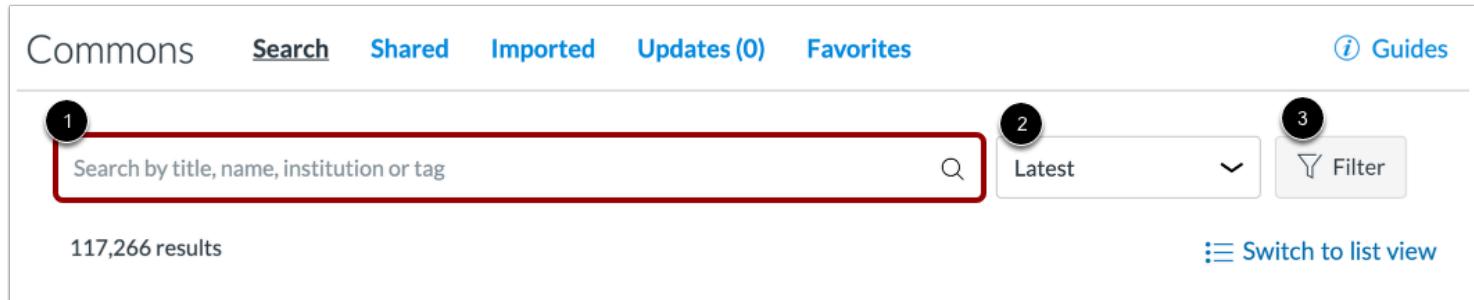
How do I preview resources in Commons?

You can preview resources in Commons before importing the resource into your Canvas course. In the search results, you can preview video and audio files for up to 10 seconds. Learn about [supported file types 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.
- Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Find Resource



Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

1 Search by title, name, institution or tag 2 Latest 3 Filter

117,266 results [Switch to list view](#)

Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results [3].

Learn more about [searching in Commons](#).

Open Course



 COURSE

Intro to Biology

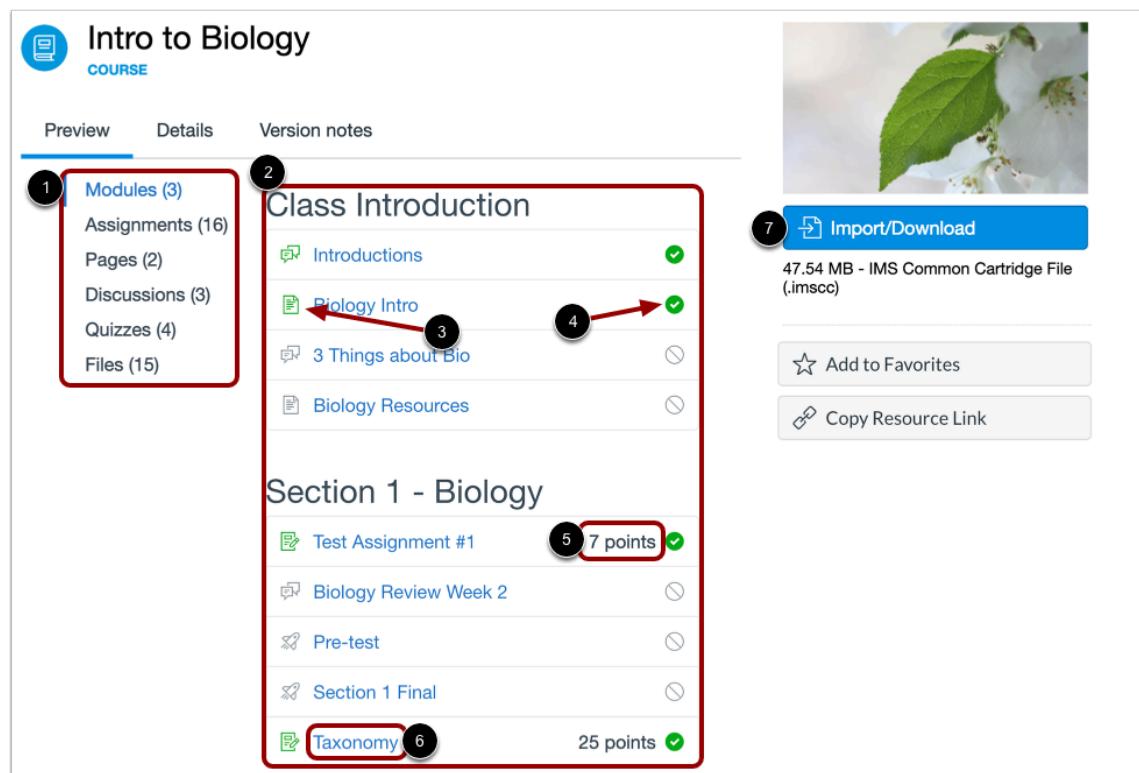
11 - Undergraduate

Doug Roberts

 0  0

To preview a course, click the course title.

Preview Course



1 Modules (3)
Assignments (16)
Pages (2)
Discussions (3)
Quizzes (4)
Files (15)

2 Class Introduction

- 3 Introductions
- 4 Biology Intro
- 5 3 Things about Bio
- 6 Biology Resources

Section 1 - Biology

- 7 Test Assignment #1 7 points
- 8 Biology Review Week 2
- 9 Pre-test
- 10 Section 1 Final
- 11 Taxonomy 25 points

7 Import/Download
47.54 MB - IMS Common Cartridge File (.imscc)

Add to Favorites

Copy Resource Link

In the course details page, you can preview the various learning activities within the course. To preview course content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4]. If applicable, points possible are also shown [5].

To preview a content item, click the item title [6]

To download the file to your computer, click the **Import/Download** button [7].

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

Preview Course Content

Intro to Biology

COURSE

Preview Details Version notes

Modules (3) Previous Next

Assignments (16)

Pages (2)

Discussions (3)

Quizzes (4)

Files (15)

 **ASSIGNMENT**

Taxonomy

Submitting: a text entry box, or a file upload

Points: 25

Complete all parts of this assignment. Review the [chapter material](#) as necessary.

Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the preview depends on the type of content being previewed.

Open Module





MODULE

Intro to Biology - Class Introduction

9 - Undergraduate

Doug Roberts

 0  0

To preview a module, click the module title.

Preview Module

Intro to Biology - Class Introduction

MODULE

Preview Details Version notes

1 Modules (1)
Pages (2)
Discussions (2)

2 Class Introduction

5 Introductions 4 ✓
Biology Intro 3 4 ✓
3 Things about Bio 5
Biology Resources 6



Import/Download
7.41 kB - IMS Common Cartridge File (.imsc)

Add to Favorites

Copy Resource Link

In the module details page, you can preview items in the module. To preview module content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4].

To preview a content item, click the item title [5].

Preview Module Content

Intro to Biology - Class Introduction

MODULE

Preview Details Version notes

Modules (1) Next

Pages (2)

Discussions (2)

 **DISCUSSION**

Introductions

Welcome to Class!

Please introduce yourself to your classmates. Include some interesting facts about yourself. Some ideas include: favorite food, favorite vacation spot, favorite animal, hobbies, likes/dislikes, books you read this year, accomplishments. Please post your introduction and then respond to at least 2 other classmates.



 **Import/Download**
7.41 kB - IMS Common Cartridge File (.imscc)

 **Add to Favorites**

 **Copy Resource Link**

Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the resource preview depends on the type of content being previewed.

Open Document or Image



 DOCUMENT
1 History Reading Assignment

11 - Undergraduate

Doug Roberts

↓ 4 ★ 1



 IMAGE
2 Hummingbird

All Grades

Doug Roberts

↓ 0 ★ 0

In the search results page, click the title of the document [1] or image [2] you want to preview.

Note: Some image thumbnails are cropped automatically.

Preview Document or Image

History Reading Assignment

DOCUMENT

Preview Details Version notes

1 Page < 1 > of 2 | ZOOM | + | ↕ |



US History & Government
Summer Reading Assignment
Summer 2018

3 Import/Download

2 39.6 kB - Adobe Portable Document Format (pdf)

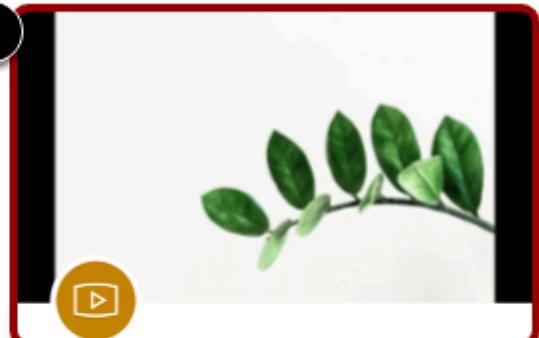
Add to Favorites

Copy Resource Link

In the resource details page, you can preview the image or document before importing it into your course [1]. You can also view the file type and size [2].

To import the file into your course or to download the file to your computer, click the **Import/Download** button [3].

Open Media File



1

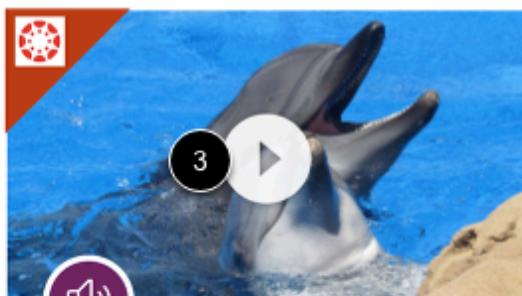
VIDEO

Biology Slideshow

All Grades

Doug Roberts

↓ 0 ☆ 0



3

AUDIO

Dolphin Sounds

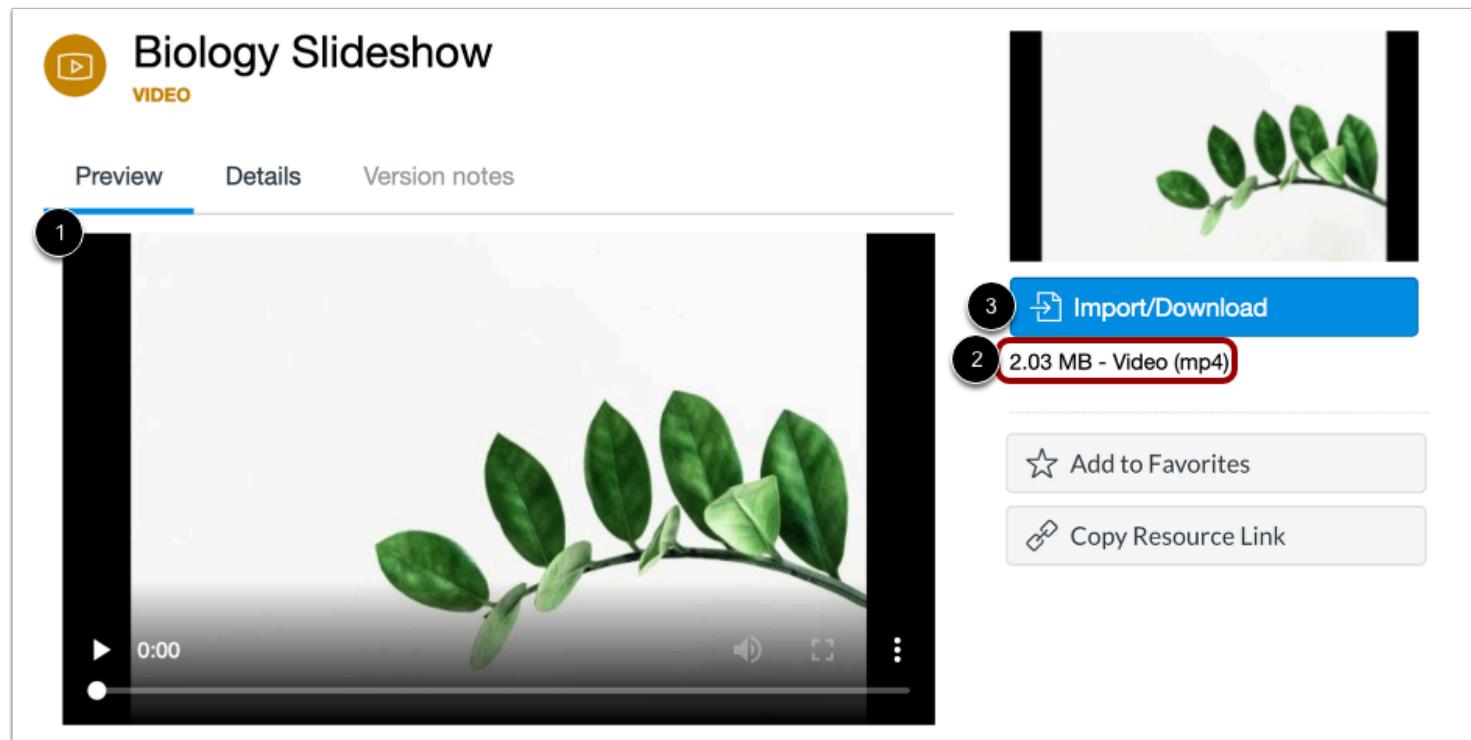
3 - 12

Doug Roberts

↓ 2 ☆ 1

In the search results page, you can preview video and audio files (up to 10 seconds). To preview a video, hover your cursor over the video thumbnail [1]; the video preview will play automatically. Audio is not available when previewing a video. To view the full video with audio, click the video resource title [2]. To listen to a preview of an audio file, click the **Play** icon [3].

Preview Media File



The screenshot shows a media file preview page for a video titled "Biology Slideshow". The video player displays a preview of a green leafy branch. Below the player, the file size is listed as "2.03 MB - Video (mp4)". To the right of the file size, there is an "Import/Download" button. The page also includes options to "Add to Favorites" and "Copy Resource Link".

1 Preview

2 2.03 MB - Video (mp4)

3 Import/Download

In the resource details page, you can preview the full video or audio file before importing it into your course [1]. You can also view the file type and size [2]. To import or download the file, click the **Import/Download** button [3].

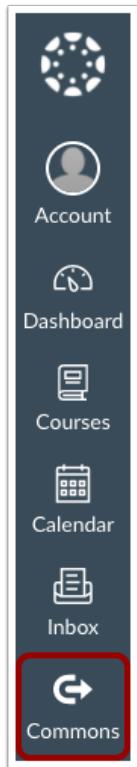
How do I import and view a Commons resource in Canvas?

You can import courses, modules, assignments, quizzes, discussions, pages, or files from Commons into your Canvas course. Imported resources 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.
- Student data remains private when sharing and importing resources.
- Imported Commons resources retain their options/settings in the new course except for their due dates.
- Commons currently does not support sharing/importing question banks associated with a quiz.
- Studio content cannot be shared to or imported from Commons.

Open Commons



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

Find Resource



Search

1

2

3

Search by title, name, institution or tag

Updated, newest first

Filter

Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results by approved content, type of content, grade/level, and sharing settings [3]. Learn more about [searching in Commons](#).

Note: Importing content from Commons only displays course options from the instance where you launched Commons.

Open Resource



 COURSE

Intro to Biology

11 - Undergraduate

Doug Roberts

 0  0

To view resource details, click the resource title.

Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.

View Resource

[Back to Search](#) 0 Favorites 0 Downloads 2/8/19 Attribution ShareAlike



Intro to Biology

COURSE

[Preview](#) [Details](#) [Version notes](#)

Modules (3)
Assignments (16)
Pages (2)
Discussions (3)
Quizzes (4)
Files (15)

Class Introduction

 Introductions	<input checked="" type="checkbox"/>
 Biology Intro	<input checked="" type="checkbox"/>
 3 Things about Bio	<input type="checkbox"/>



[!\[\]\(179e2591af3fcd6fe965dc00f7aa8d5b_img.jpg\)](#) **Import/Download**

47.54 MB - IMS Common Cartridge File (.imscc)

[!\[\]\(108264172ed6bc4307e1a53fa6c3dac2_img.jpg\) Add to Favorites](#)

[!\[\]\(84aff814db8ea25f9e2f8bbb1301cf0e_img.jpg\) Copy Resource Link](#)

To import or download the resource, click the **Import/Download** button.

Import Resource

Import into Canvas

1

2 All
 Biology 101
 Biology 201
 Test Course 101

3  Import into Course

4  Download

Search for the course(s) into which you would like to import the resource [1], or select the course(s) from the list [2]. Then, click the **Import into Course** button [3].

To download the file to your computer, click the **Download** button [4].

Notes:

- Canvas users enrolled in a course as an Instructor, TA, Designer, or a custom role based on one of the previously listed roles will see the Import into Course list, provided that the course they are enrolled in is current.
- If a course is set to override term dates and the *Users can only participate in the course between these dates* checkbox is selected, the course will appear in the course list if the course end date is not in the past.
- If a course uses term dates, the course will appear in the course list if the term start date is not in the future and the end date is not in the past.

Import Warning Message

Import/Download

Import into Canvas

Search for a course

All
 Biology 101
 Biology 201
 Test Course 101

 Import into Course

 Download

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

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

Import/Download

Import into Canvas

Search for a course

- All
- Biology 101
- Biology 201
- Test Course 101

 **Resource Pending**

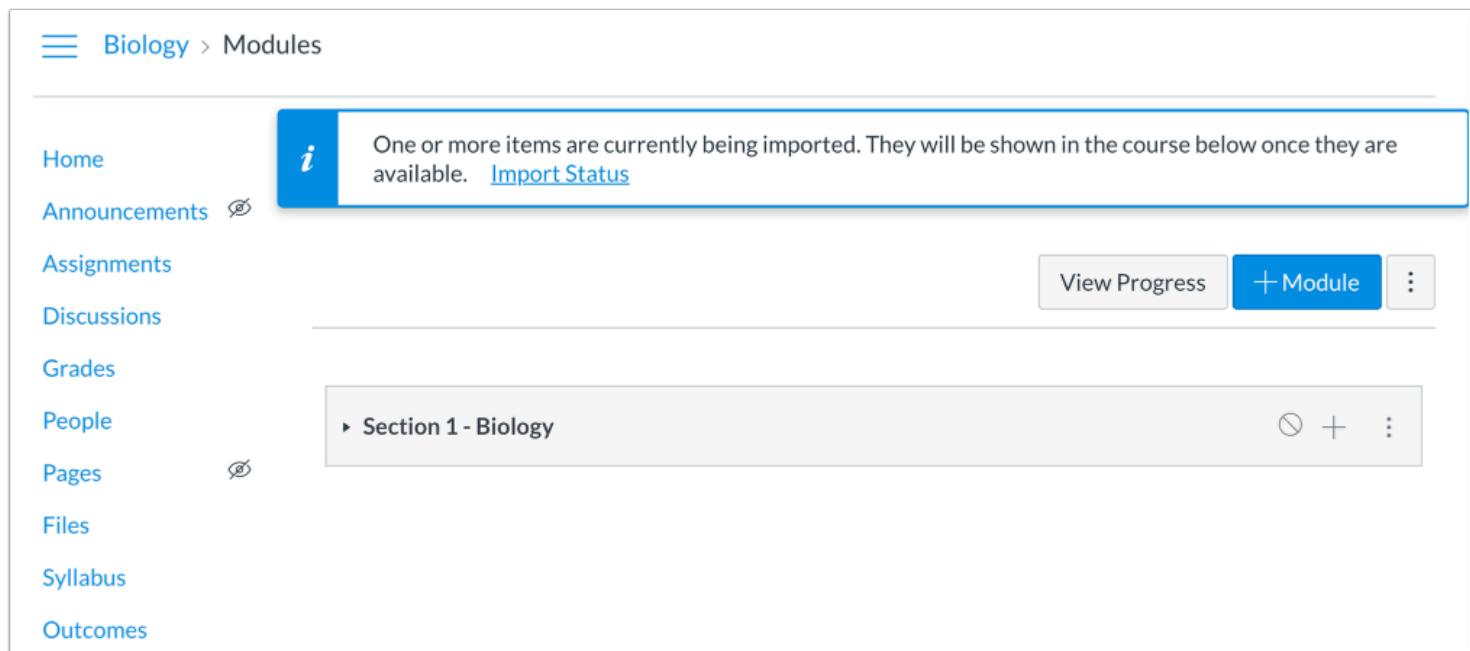
If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.

View Import Notification

You have successfully started the import! It may take a little while to see changes in your course.

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.

View Imported Resource

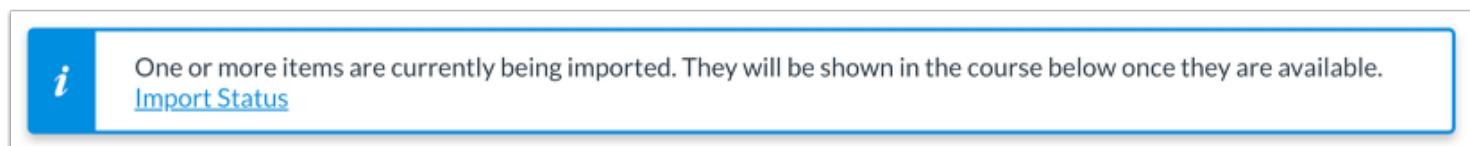


The screenshot shows the Canvas course navigation bar. On the left, there is a vertical list of links: Home, Announcements (with a refresh icon), Assignments, Discussions, Grades, People, Pages (with a refresh icon), Files, Syllabus, and Outcomes. On the right, there is a horizontal bar with the following items: a blue info icon 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](#)", a "View Progress" button, a "+ Module" button, and a three-dot menu icon. Below this bar, there is a section titled "Section 1 - Biology" with a refresh icon, a plus icon, and a three-dot menu icon.

To view imported resources other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Course Navigation.

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import content that was published when it was originally shared, it will import and be published in your course.

Import Status Notification



The screenshot shows a status notification message. It features a blue info icon with the text "One or more items are currently being imported. They will be shown in the course below once they are available." and a blue "Import Status" link.

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	bio-101-export.imscc	Jan 8 at 11:13am	2	Running 
Canvas Common Cartridge	bio-101-export.imscc	Jan 8 at 11:13am	Completed	10 issues 3
Canvas Common Cartridge	bio-101-export.imscc	Jan 8 at 11:19am	1	Queued
Canvas Common Cartridge	bio-101-export.imscc	Jan 8 at 11:38am	Completed	

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:

- **Gray** [1]: Displays a queued status
- **Blue** [2]: Displays a running status and progress bar with time remaining
- **Green/Orange** [3]: Displays a completed status (orange indicates an issue associated with the import; click the issues link to view the list)

To correct any issue(s) that may have occurred with the import, you can use either the issues link 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?

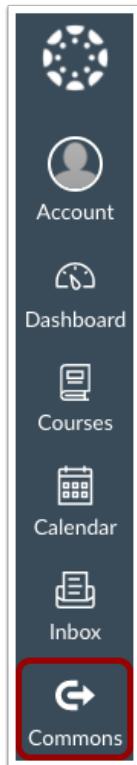
You can leave a review for a resource in Commons. Reviews are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:

- 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:

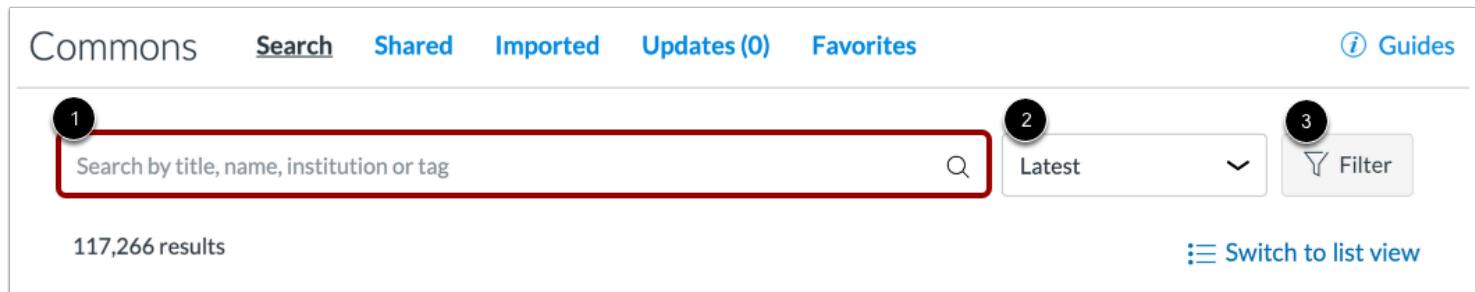
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons



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

Find Resource



Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

1 🔍

2 Latest ▼

3 Filter

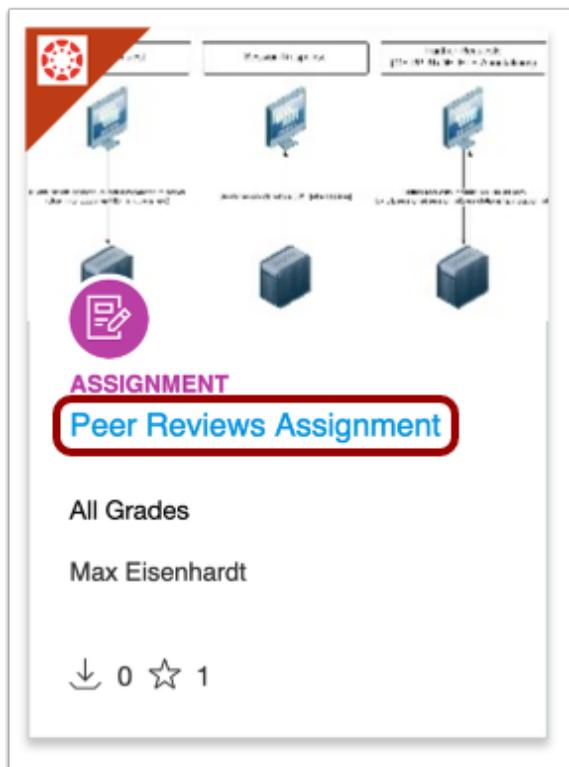
117,266 results Switch to list view

To locate a resource in Commons, use the search field [1].

To sort content by relevance, date, number of downloads, or number of favorites, click the **Sort by** drop-down menu [2].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the **Filter** button [3]. Learn more about [searching in Commons](#).

Open Resource



To review content, click the resource title.

Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.

View Details Tab

 **Peer Reviews Assignment**
ASSIGNMENT

Preview **Details** Version notes

A peer review assignment

Author(s)
 Max Eisenhardt

Account
Lorbeta Canvas Account

 **Grade/Level**
Any

 **Tags**
123

 **Shared With**
Lorbeta Canvas Account, accountant, backfill consortium, testing group

Reviews

In the resource details page, click the **Details** tab.

Submit Review

Reviews

Doug Roberts

1

The assignment lacked some of the content I needed, but it was a good starting point.

915 characters remaining

2

[Cancel](#) [Submit](#)

Write a review in the text field [1]. The maximum character limit for reviews is 1000 characters.

Click the **Submit** button when you're done [2].

Edit or Delete Your Review

Reviews

Doug Roberts

The assignment lacked some of the content I needed, but it was a good starting point.

1

2

[Delete](#) [Edit](#) 0 seconds ago

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

How do I add and manage Favorites in Commons?

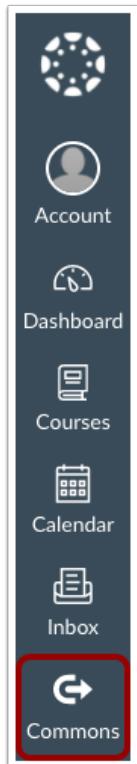
In Commons, you can add a resource to Favorites to help you curate helpful content. Favorited content is viewed and managed in the Favorites page.

Favorite content can be added to Canvas as an [assignment](#), [discussion](#), [module item](#), [page](#), [quiz](#), or [content in the Rich Content Editor](#).

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

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

Search by title, name, institution or tag  Latest   Filter 1

117,266 results [Switch to list view](#)

Locate a resource by [searching or filtering in Commons](#) [1].

Open Resource



 DOCUMENT

[History Reading Assignment](#)

11 - Undergraduate

Doug Roberts

 4  1

Click the resource title.

Add to Favorites

History Reading Assignment

DOCUMENT

Preview Details Version notes

Page < 1 > of 2 | ZOOM | + | - |

US History & Government
Summer Reading Assignment



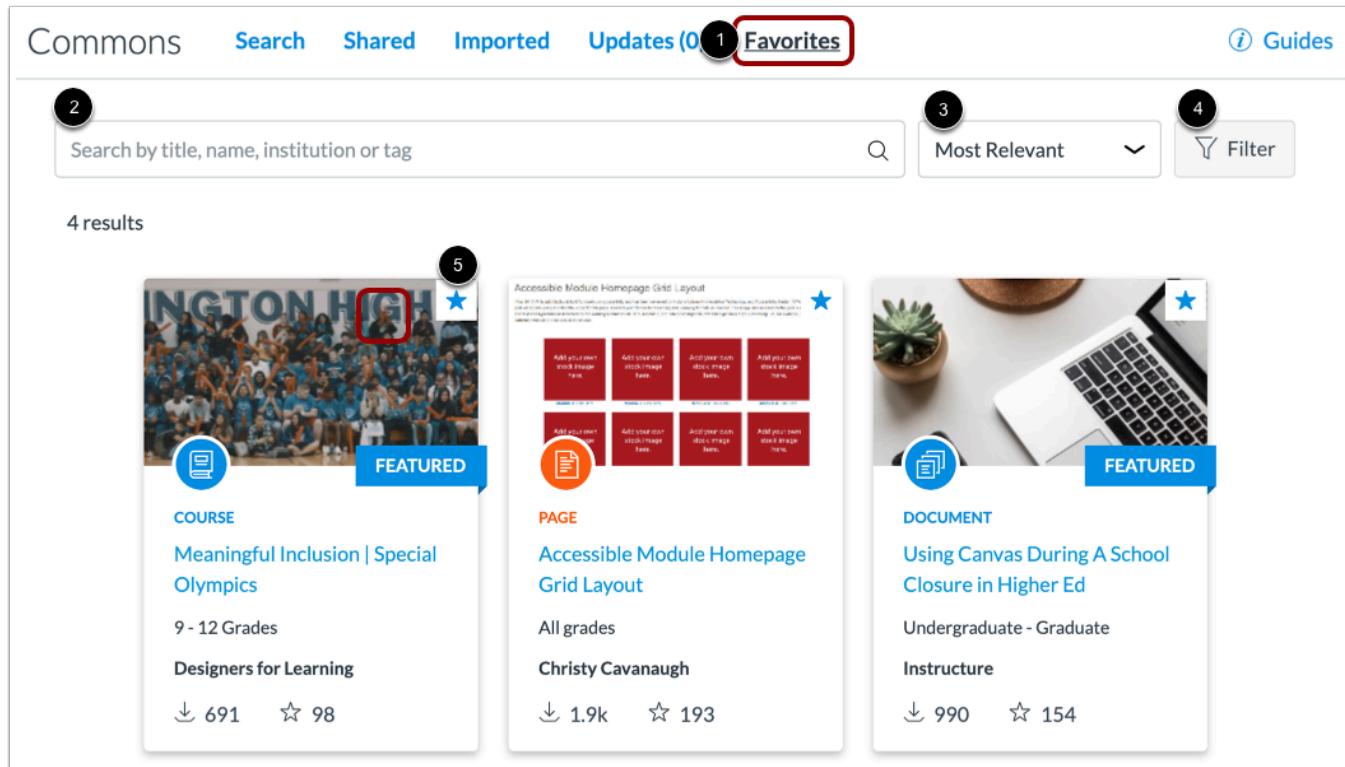
Import/Download
39.6 kB - Adobe Portable Document Format (pdf)

Add to Favorites

Copy Resource Link

Click the **Add to Favorites** button.

View Favorites



The screenshot shows the Canvas Commons Favorites page. At the top, there are tabs for Commons, Search, Shared, Imported, Updates (0), Favorites (1), and Guides. The Favorites tab is highlighted with a red box and a number '1'. Below the tabs are search and sort/filter controls. The search bar contains the placeholder 'Search by title, name, institution or tag'. The sort dropdown is set to 'Most Relevant'. A 'Filter' button is also present. The main content area displays four results:

- FEATURED COURSE:** Meaningful Inclusion | Special Olympics (9 - 12 Grades, Designers for Learning). It has 691 downloads and 98 favorites. A blue 'FEATURED' button is at the bottom right. A blue star icon with a red border is in the top right corner of the thumbnail, with a red box around it. A blue 'COURSE' button is at the bottom left.
- FEATURED PAGE:** Accessible Module Homepage Grid Layout (All grades, Christy Cavanaugh). It has 1.9k views and 193 favorites. A blue 'PAGE' button is at the bottom left. A blue star icon with a red border is in the top right corner of the thumbnail.
- FEATURED DOCUMENT:** Using Canvas During A School Closure in Higher Ed (Undergraduate - Graduate, Instructure). It has 990 views and 154 favorites. A blue 'DOCUMENT' button is at the bottom left. A blue star icon with a red border is in the top right corner of the thumbnail.

You can view and manage your favorited content in the Favorites page [1].

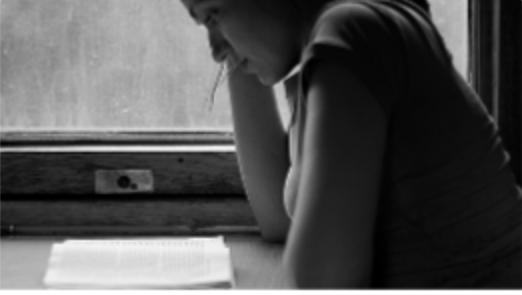
To search in Favorites, type keywords and phrases in the search field [2].

To sort content by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the **Sort by** drop-down menu [3].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the **Filter** link [4].

To remove an item from Favorites, click the **Favorites** icon [5].

Remove from Favorites



 **Import/Download**

39.6 kB - Adobe Portable Document Format (pdf)

 **Remove from Favorites**

 **Copy Resource Link**

To remove a resource from Favorites, open the resource, then click the **Remove from Favorites** button.

How do I view my imported and shared resources in Commons?

You can easily view all the [resources you have imported](#) or shared from Commons in one place.

Notes:

- If you need to remove a resource imported through Commons, navigate to the corresponding area in your course and delete it there. For example, to remove an imported assignment, navigate to the Assignments Index Page in your course to delete the assignment from the list.
- 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.
- Commons currently does not support sharing/importing question banks associated with a quiz.
- New Quizzes cannot be imported from Commons.

Open Imported



Commons [Search](#) [Shared](#) **Imported** [Updates \(0\)](#) [Favorites](#) [!\[\]\(f1999e255e467e19cdae8b30f0795c6a_img.jpg\) Guides](#)

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

View Imported Resources

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

Search by title, name, institution or tag Latest

3 results



FEATURED

DOCUMENT
Using Canvas During A School Closure in K-12
K - 12 Grades
Instructure
↓ 1.3k ★ 279



FEATURED

COURSE
App Development with Swift
9 - Undergraduate
Apple Education
↓ 2.8k ★ 511



WELCOME TO CANVAS!

PAGE
Simple Homepage
All grades
Michael McGarry
↓ 7.5k ★ 87

View resources you have imported from Commons into Canvas. Resources are sorted by most recent date.

Open Shared

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

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

View Shared Resources

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#) [Guides](#)

Search by title, name, institution or tag Q Latest ▼ Filter

2 results



DISCUSSION
[Biology Review Week 2](#)
All grades
Doug Roberts

↓ 0 ★ 0

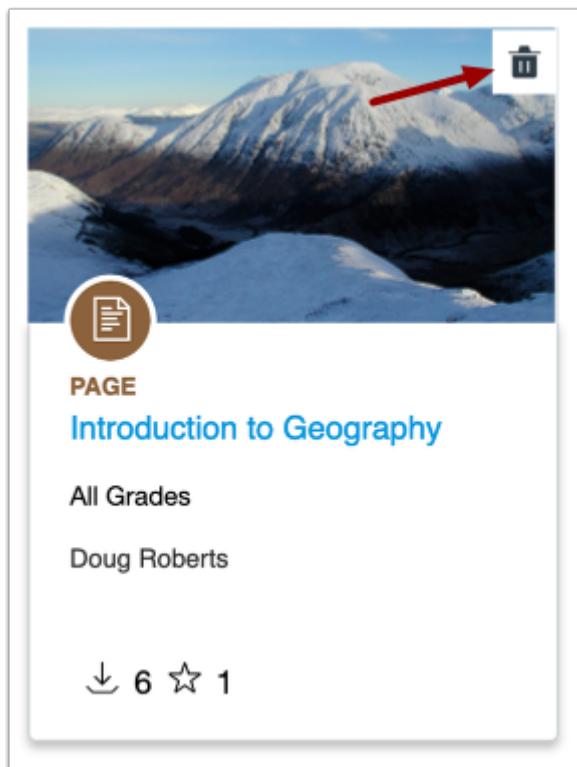


ASSIGNMENT
[Taxonomy](#)
All grades
Doug Roberts

↓ 0 ★ 0

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

Remove Resource

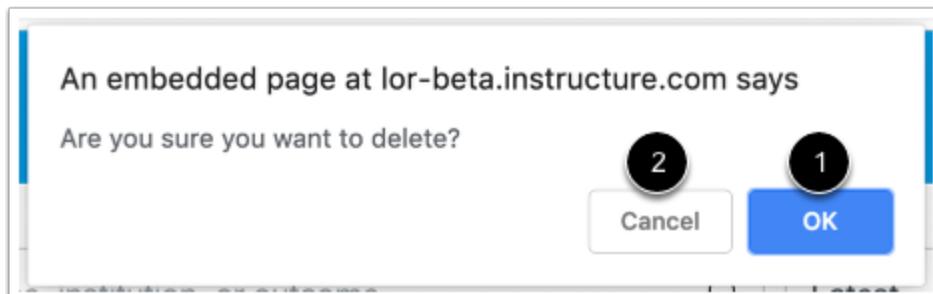


PAGE
[Introduction to Geography](#)
All Grades
Doug Roberts

↓ 6 ★ 1

Click the **Delete** icon to remove the resource from Commons.

Confirm Delete



An embedded page at lor-beta.instructure.com says
Are you sure you want to delete?

2 1

Cancel OK

You will be asked to confirm deletion of the resource. To confirm and delete the resource, click **OK** [1]. You will be unable to recover the resource once it is removed from Commons.

To cancel deletion, click **Cancel** [2].

Note: If you delete a shared resource in Canvas, other users will still be able to import that resource until you delete the resource in Commons.

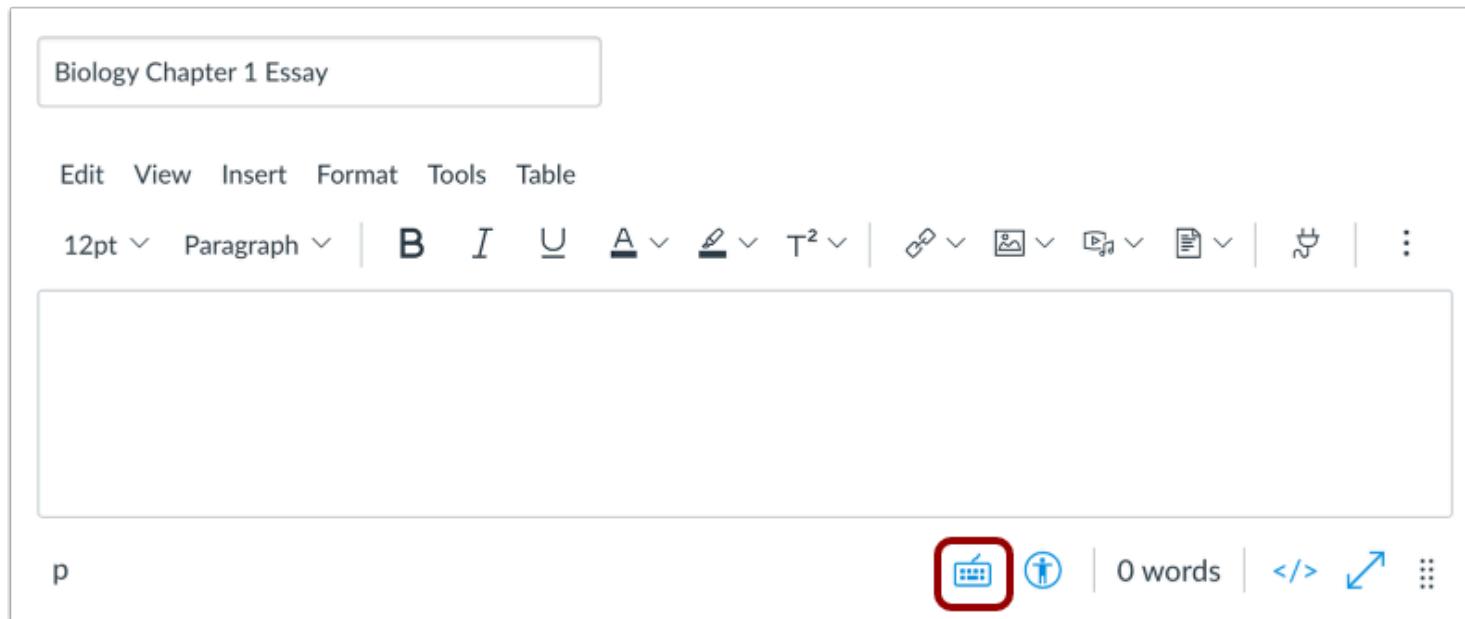
How do I import Commons Favorites in the Rich Content Editor in Canvas?

You can view and import resources from your Commons Favorites list in the Rich Content Editor in Canvas. Importing content in the Rich Content Editor only supports documents, videos, audio recordings, and images.

Notes:

- You must add a resource to your favorites in Commons before you can view and import it in the Rich Content Editor.
- Content imported in the Rich Content Editor is also imported into your course files.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import content that was published when it was originally shared, it will import and be published in your course.

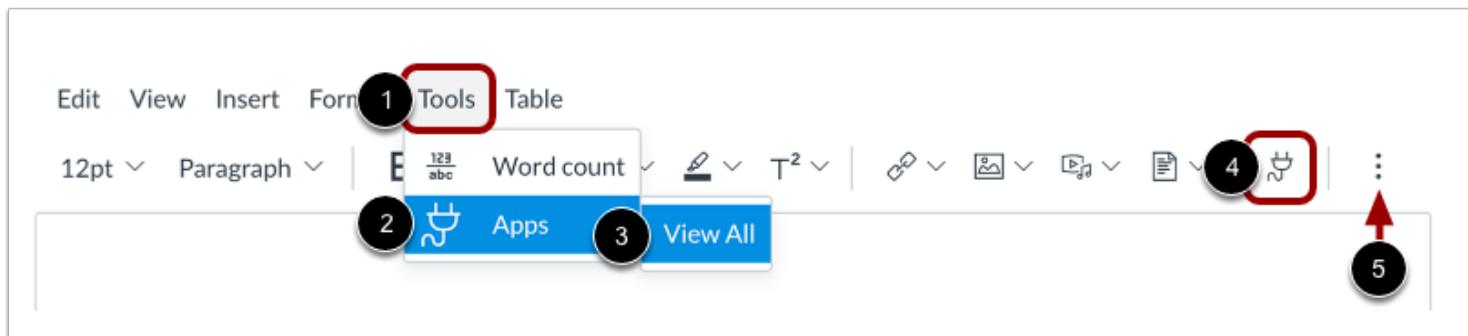
Open Rich Content Editor



Open the Rich Content Editor when creating or editing an announcement, assignment, discussion, page, quiz, or syllabus.

Note: The Rich Content Editor supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the Keyboard icon or press **ALT+F8** (PC keyboard) or **ALT+FN+F8** (Mac keyboard).

Open Apps

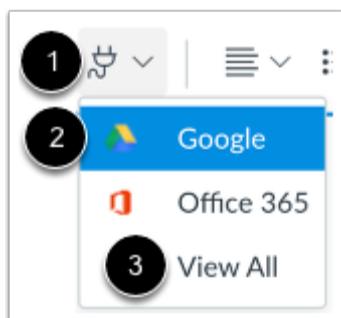


You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

Alternatively, you can view your apps from the toolbar. In the toolbar, click the **App** icon [4].

Note: To view the App icon, you may have to click the **Options** icon [5].

View Recently Used Apps

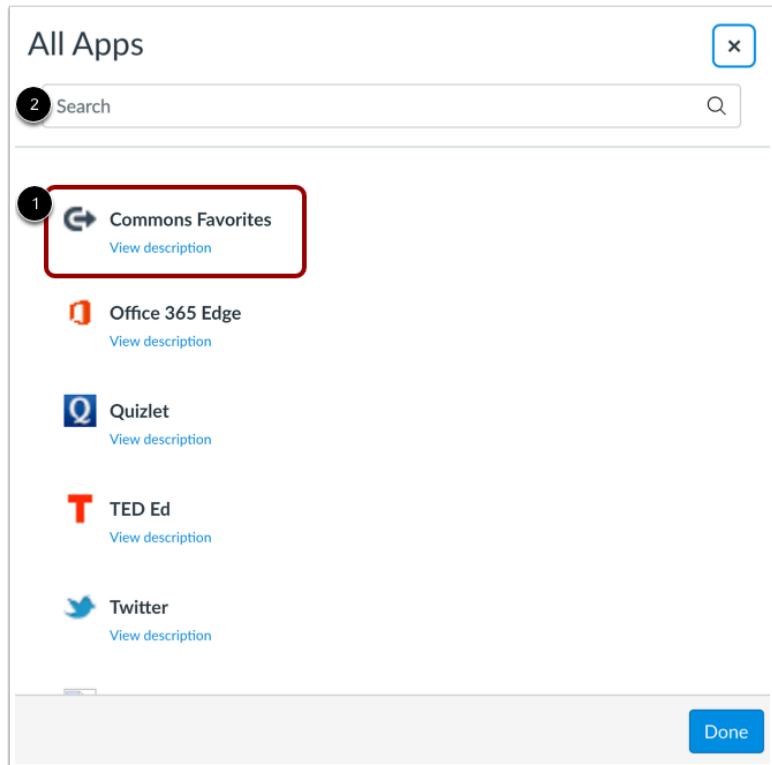


If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

To view recently used apps, click the **App** icon [1]. Then select the app you want to open [2].

To view all apps, click the **View All** link [3].

Open Commons Favorites



Click the **Commons Favorites** link [1].

You can also filter menu options using the **Search** field [2].

Note: If the Commons Favorites link does not display, the LTI may not be enabled in your course.

View Content

Commons Favorites

All Embeddable Types

Search by Title



Interpretive Paradigm
Focus on meaning
meaning-making
meaning-making
Behavioral Paradigm
Focus on behavior
descriptive terms
meaning-making
Critical Paradigm
critique
ideological
ideological
ideological


IMAGE
Electric Car Technology


IMAGE
Internet


DOCUMENT
Using Canvas During...

A sidebar opens to display all embeddable Commons Favorites resource types. To view additional resources, you may need to scroll.

Filter Content

Commons Favorites x

1

2

- All Embeddable Types
- All Embeddable Types
- Documents
- Videos
- Audio
- Images



IMAGE
Communication Res...



IMAGE
Electric Car Technology



IMAGE
Internet



DOCUMENT
Using Canvas During...

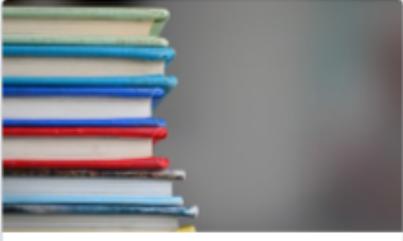
By default, the sidebar displays all embeddable resource types. To filter content by resource type, click the **Resource Type** drop-down menu [1] and select a resource type [2].

Search Content

Commons Favorites

 All Embeddable Types 





 DOCUMENT
[Using Canvas During...](#)



 DOCUMENT
[Using Canvas During...](#)

To search for specific content by title, description, keyword, or tags, use the **Search** field.

Import Content

Commons Favorites

 Images ▼

 Search by Title


 IMAGE
[Microscope Picture](#)


 IMAGE
[Communication Rese...](#)

Click the resource you want to embed. The resource will embed in the Rich Content Editor automatically. Importing may take several minutes to complete.

View Imported Content

Biology Chapter 1 Essay

Edit View Insert Format Tools Table
12pt ▾ Paragraph ▾ B I U A ▾  ▾ T² ▾  ▾  ▾  ▾  ▾  ▾

⋮

A white compound light microscope with a red border around its image. The microscope has a eyepiece lens, an objective lens, and a stage with a slide. It is mounted on a metal stand with various knobs and a power cord.

p   | 0 words |   

View the imported content in the Rich Content Editor.

How do I import a favorite assignment from Commons to Canvas as an instructor?

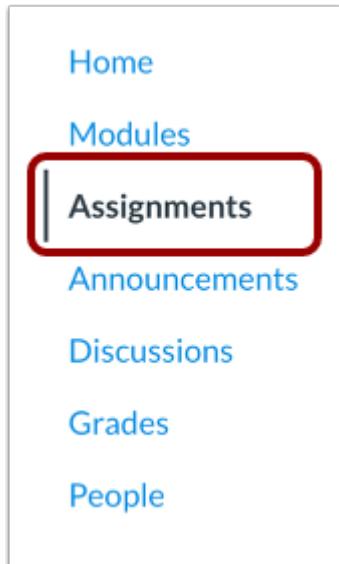
If Commons has been enabled in your Canvas instance, you can add favorited assignments from Commons to a Canvas course.

Learn how to [add and manage favorites in Commons](#).

Notes:

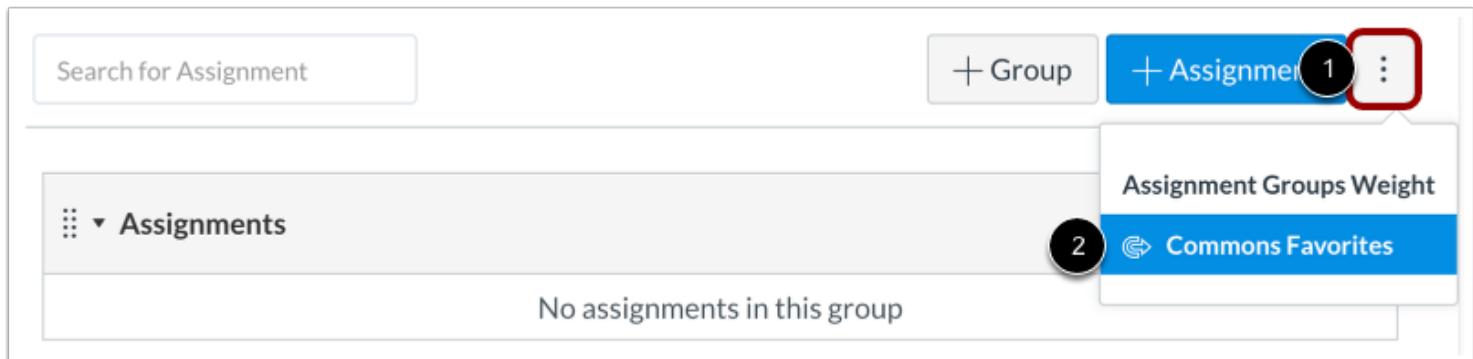
- You must add assignments to your favorites in Commons before they can be viewed and imported in the Assignments Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import an assignment that was published when it was originally shared, it will import and be published in your course.

Open Assignments



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

Open Commons Favorites



Search for Assignment + Group + Assignment 1 :

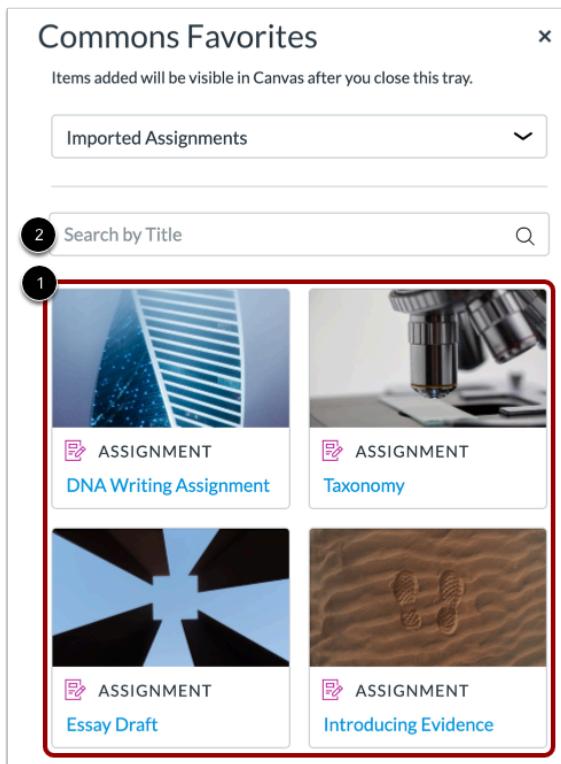
Assignments Assignment Groups Weight

No assignments in this group 2 Commons Favorites

Click the **Options** icon [1] and select the **Commons Favorites** option [2].

Note: If the Commons Favorites option does not display in the Assignments Index page, Commons has not been enabled in your Canvas instance.

View Commons Favorites



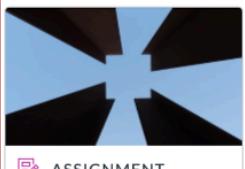
Commons Favorites x

Items added will be visible in Canvas after you close this tray.

Imported Assignments ▼

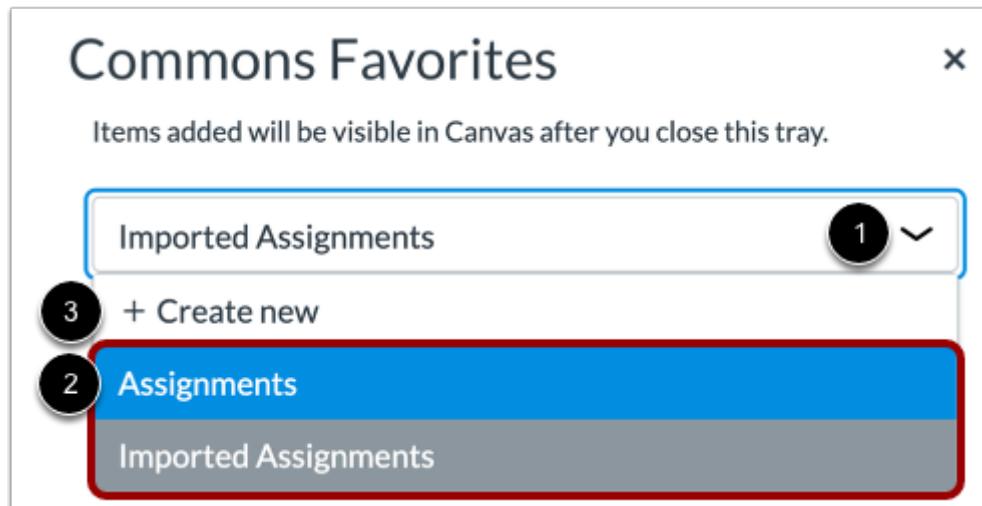
2 Search by Title 🔍

1

 ASSIGNMENT DNA Writing Assignment	 ASSIGNMENT Taxonomy
 ASSIGNMENT Essay Draft	 ASSIGNMENT Introducing Evidence

The Commons Favorites window displays all the assignments that you have favorited in Commons [1]. To search for an assignment, enter the assignment name in the **Search by Title** field [2].

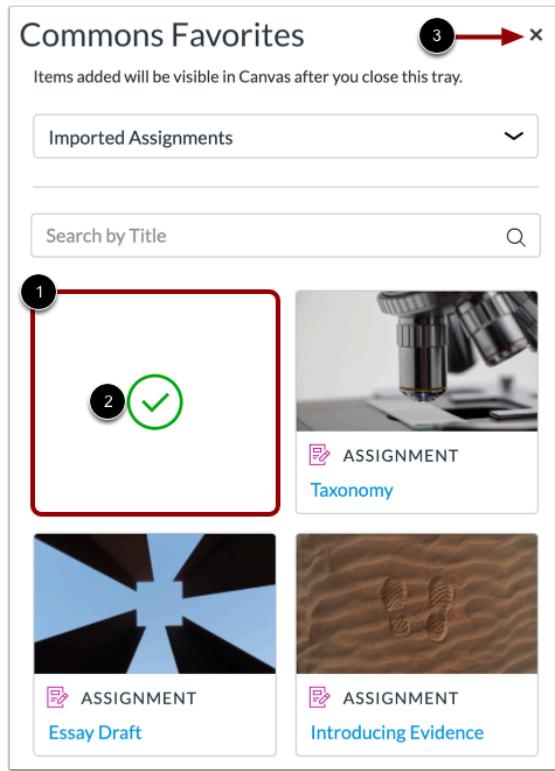
Select Assignment Group



To select an assignment group for the imported assignment, click the **Assignment Group** drop-down menu [1] and select your desired assignment group [2].

To create a new assignment group for your imported assignment, select the **Create new** option [3]. The new assignment group will be named Imported Assignments.

Import Assignment



Commons Favorites 3 → x

Items added will be visible in Canvas after you close this tray.

Imported Assignments ▼

Search by Title Q

1 
ASSIGNMENT
Taxonomy


ASSIGNMENT
Essay Draft


ASSIGNMENT
Introducing Evidence

To select an assignment for import, click the assignment [1]. Selected assignments display the **Checkmark** icon [2].

To import the assignment, click the **Close** icon [3].

View Assignment



Imported Assignments + :

Levels of Biological Organization of Multi-cellular Organisms 1 2 3

10 pts

The imported assignment displays in the Assignments Index page. To open the assignment, click the assignment name [1].

Imported pages are published by default [2].

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import an assignment that was published when it was originally shared, it will import and be published in your course.

How do I import a favorite discussion from Commons to Canvas as an instructor?

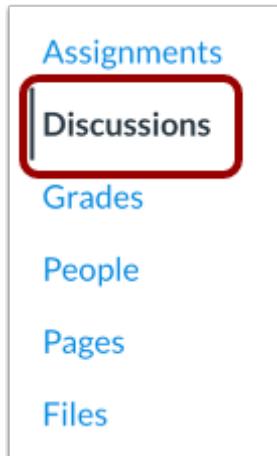
If Commons has been enabled in your Canvas instance, you can add favorited discussions from Commons to a Canvas course.

Learn how to [add and manage favorites in Commons](#).

Notes:

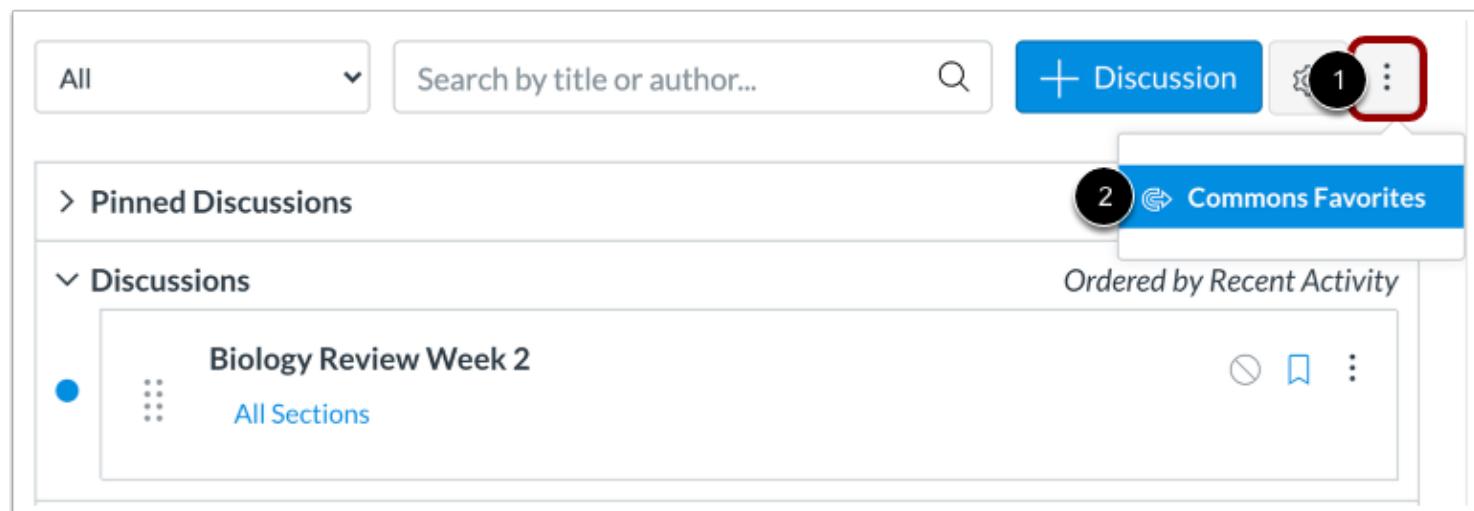
- You must add discussions to your favorites in Commons before they can be viewed and imported in the Discussions Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a discussion that was published when it was originally shared, it will import and be published in your course.

Open Discussions



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

Open Commons Favorites



The screenshot shows the 'Discussions' index page in Canvas. At the top, there is a search bar and a 'Discussion' button. To the right of the search bar is an 'Options' icon (a gear and three dots) with a red box around it, labeled [1]. Below the search bar, there are two main sections: 'Pinned Discussions' and 'Discussions'. The 'Discussions' section is expanded, showing a list of discussions. The first discussion in the list is titled 'Biology Review Week 2' and has a 'All Sections' link. To the right of this list is a 'Commons Favorites' button with a red box around it, labeled [2]. Below the list, the text 'Ordered by Recent Activity' is visible. At the bottom right of the list area are three icons: a circle with a dot, a bookmark, and three dots.

Click the **Options** icon [1] and select the **Commons Favorites** option [2].

Note: If the Options icon does not display in the Discussions Index page, Commons has not been enabled in your Canvas instance.

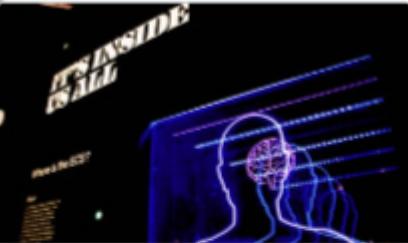
View Commons Favorites

Commons Favorites

Items added will be visible in Canvas after you close this tray.

2 Search by Title

1



DISCUSSION

Biology Review Week 2



DISCUSSION

Current Concerns in...

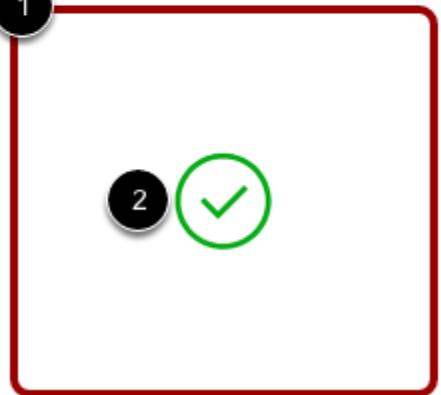
The Commons Favorites window displays all the discussions that you have favorited in Commons [1]. To search for a discussion, enter the discussion name in the **Search by Title** field [2].

Import Discussion

Commons Favorites

Items added will be visible in Canvas after you close this tray.

Search by Title 

1 

2 

3 



 DISCUSSION
Current Concerns in...

To select a discussion for import, click the discussion [1]. Selected discussions display the **Checkmark** icon [2].

To import the discussion, click the **Close** icon [3].

View Discussion

All  Search by title or author...   Discussion  

1 Pinned Discussions

Complex Sentences Part 2  2   

  All Sections

The imported discussion displays in the Pinned Discussions section in the Discussions Index page [1]. To open the discussion, click the discussion name [2].

Imported discussions are published by default [3].

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a discussion that was published when it was originally shared, it will import and be published in your course.

How do I import a favorite page from Commons to Canvas as an instructor?

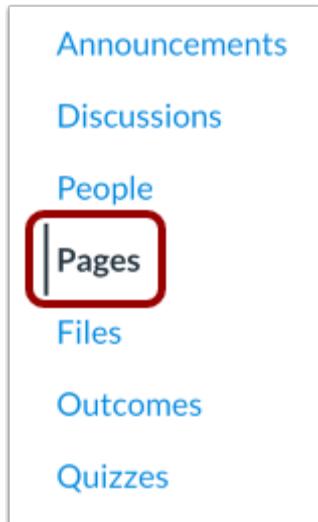
If Commons has been enabled in your Canvas instance, you can add favorited pages from Commons to a Canvas course.

Learn how to [add and manage favorites in Commons](#).

Notes:

- You must add pages to your favorites in Commons before they can be viewed and imported in the Pages Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a page that was published when it was originally shared, it will import and be published in your course.

Open Pages



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

Open Commons Favorites

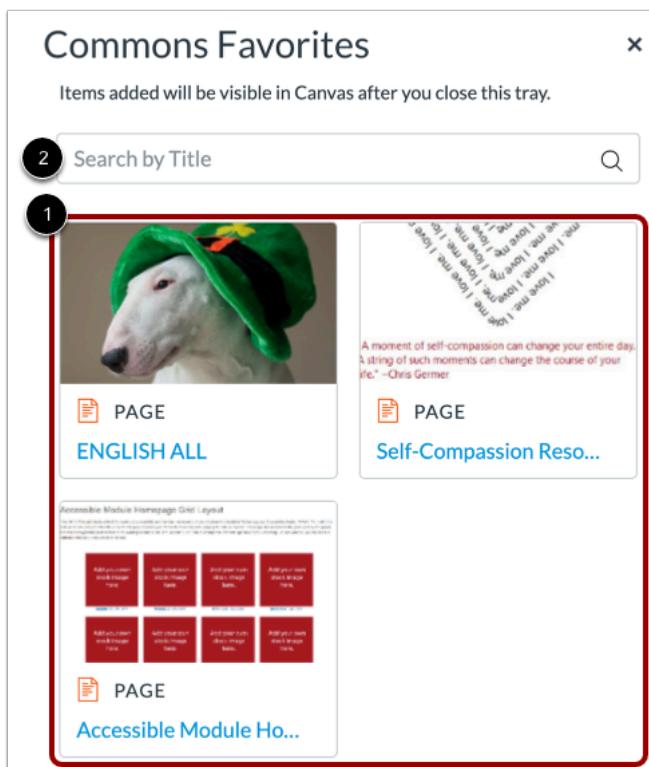


The screenshot shows the 'Pages' index in Canvas. At the top right, there is a blue button labeled '+ Page' with a black circle containing the number '1' and a red rounded rectangle with three vertical dots. Below this, a blue bar contains the text 'Commons Favorites' with a black circle containing the number '2' to its left. The main table lists one page: 'Introduction to Geography' created on 'Feb 25, 2019' by 'Doug Roberts'. The 'Commons Favorites' bar also includes a trash icon and three vertical dots.

Click the **Options** icon [1] and select the **Commons Favorites** option [2].

Note: If the Options icon does not display in the Pages Index page, Commons has not been enabled in your Canvas instance.

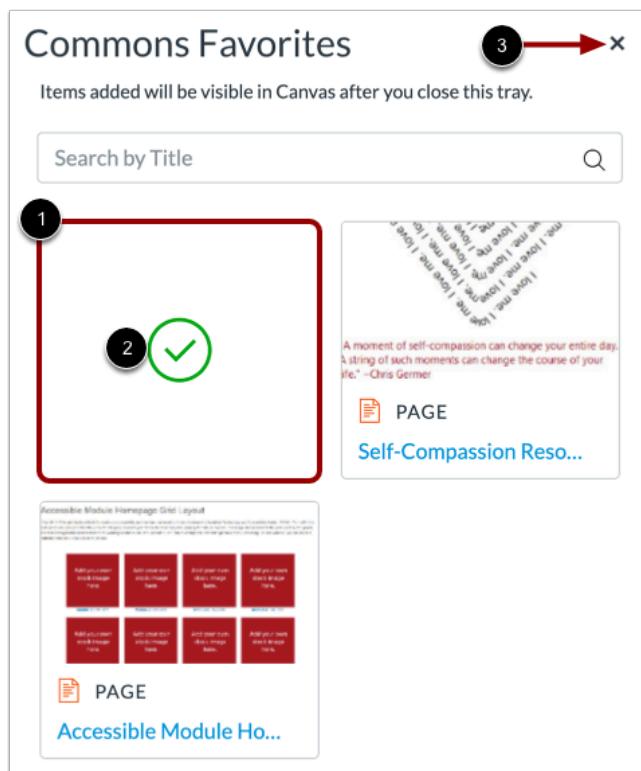
View Commons Favorites



The screenshot shows the 'Commons Favorites' modal window. At the top left is the title 'Commons Favorites' and a close 'x' button. Below the title is a message: 'Items added will be visible in Canvas after you close this tray.' A search bar with a magnifying glass icon is labeled '2'. A red box highlights a card for a dog wearing a green hat, labeled '1'. The card includes a photo of a white dog with a green beret, a 'PAGE' icon, the text 'ENGLISH ALL', and a quote: 'A moment of self-compassion can change your entire day. A string of such moments can change the course of your life.' -Chris Germer. Another card is partially visible, labeled 'Self-Compassion Reso...'. At the bottom left is a section titled 'Accessible Module Homepage Grid Layout' with a 3x3 grid of icons. A red box highlights the first icon in the grid. At the bottom right is a link 'Accessible Module Ho...'. The entire modal has a red border.

The Commons Favorites window displays all the pages that you have favorited in Commons [1]. To search for a page, enter the page name in the **Search by Title** field [2].

Import Page



To select a page for import, click the page [1]. Selected pages display the **Checkmark** icon [2].

To import the page, click the **Close** icon [3].

View Page

Page title	Creation date	Last edit		
Introduction to Geography	Feb 25, 2019	Feb 25, 2019 by Doug Roberts		
SHS Library Resources  	Feb 4, 2020	Feb 4, 2020	 	

The imported page displays in the Pages Index page. To open the page, click the page name [1].

Imported pages are unpublished by default [2].

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a page that was published when it was originally shared, it will import and be published in your course.

How do I import a favorite quiz from Commons to Canvas as an instructor?

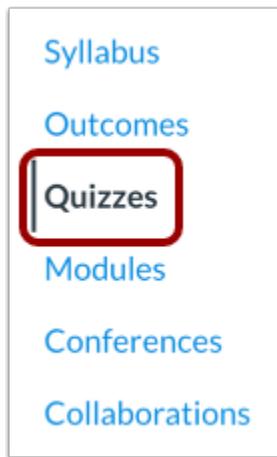
If Commons has been enabled in your Canvas instance, you can add favorited quizzes from Commons to a Canvas course.

Learn how to [add and manage favorites in Commons](#).

Notes:

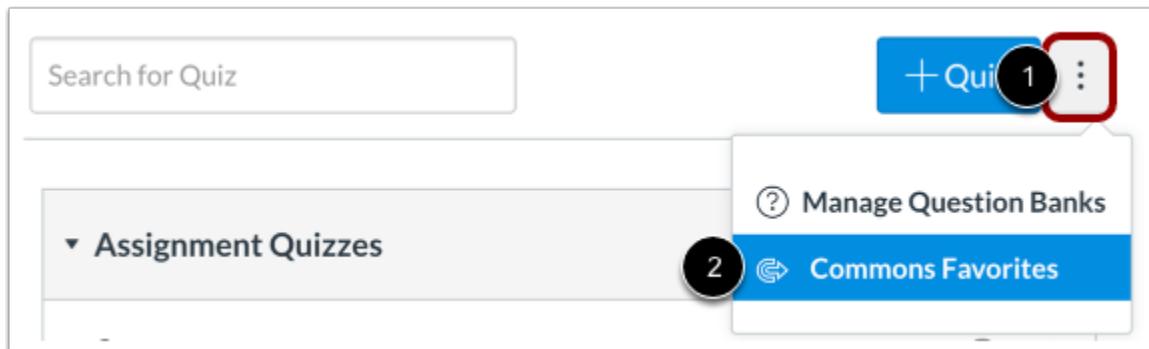
- You must add quizzes to your favorites in Commons before they can be viewed and imported in the Quizzes Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a quiz that was published when it was originally shared, it will import and be published in your course.
- Commons currently does not support sharing/importing question banks associated with a quiz.
- You can share and import New Quizzes in Commons to collaborate better and save time on content curation.

Open Quizzes



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

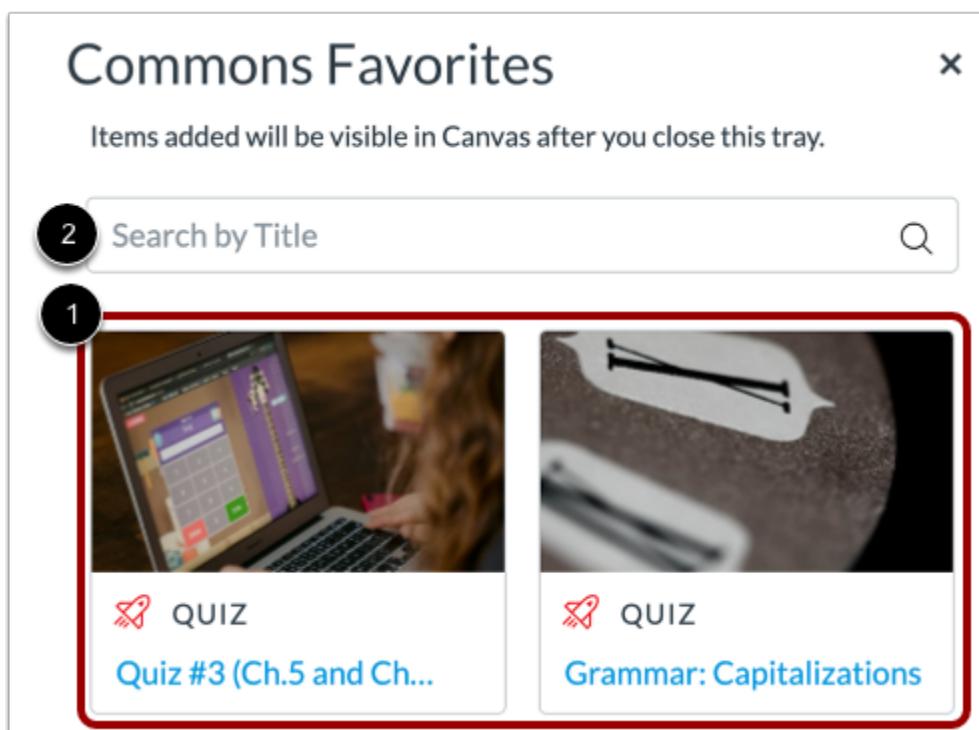
Open Commons Favorites



Click the **Options** icon [1] and select the **Commons Favorites** option [2].

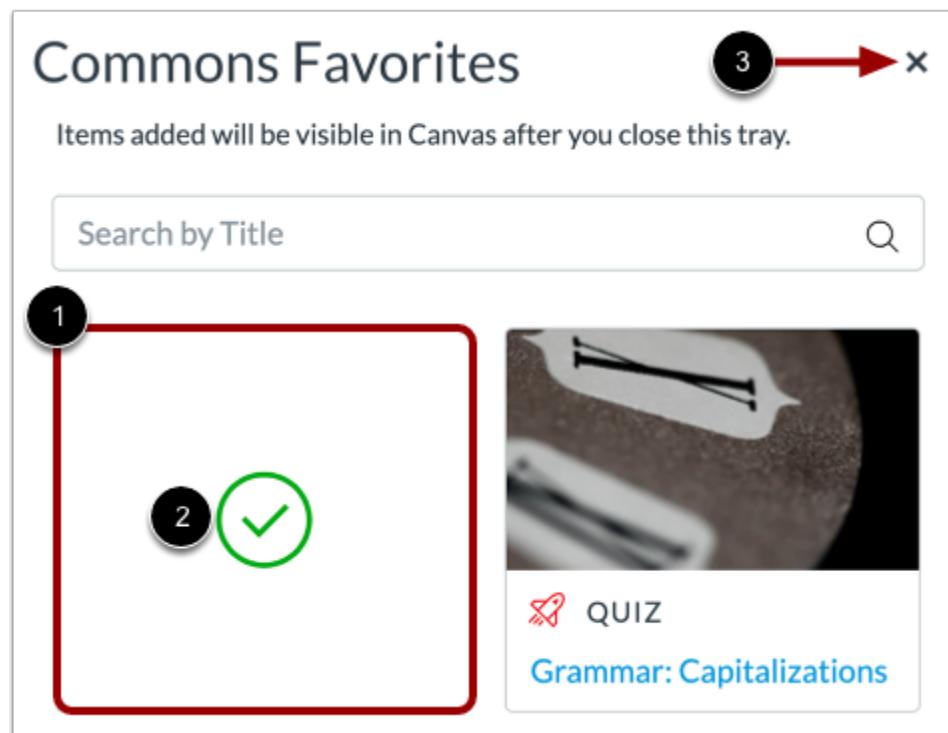
Note: If the Options icon does not display in the Quizzes Index page, Commons has not been enabled in your Canvas instance.

View Commons Favorites



The Commons Favorites window displays all the quizzes that you have favorited in Commons [1]. To search for a quiz, enter the quiz name in the **Search by Title** field [2].

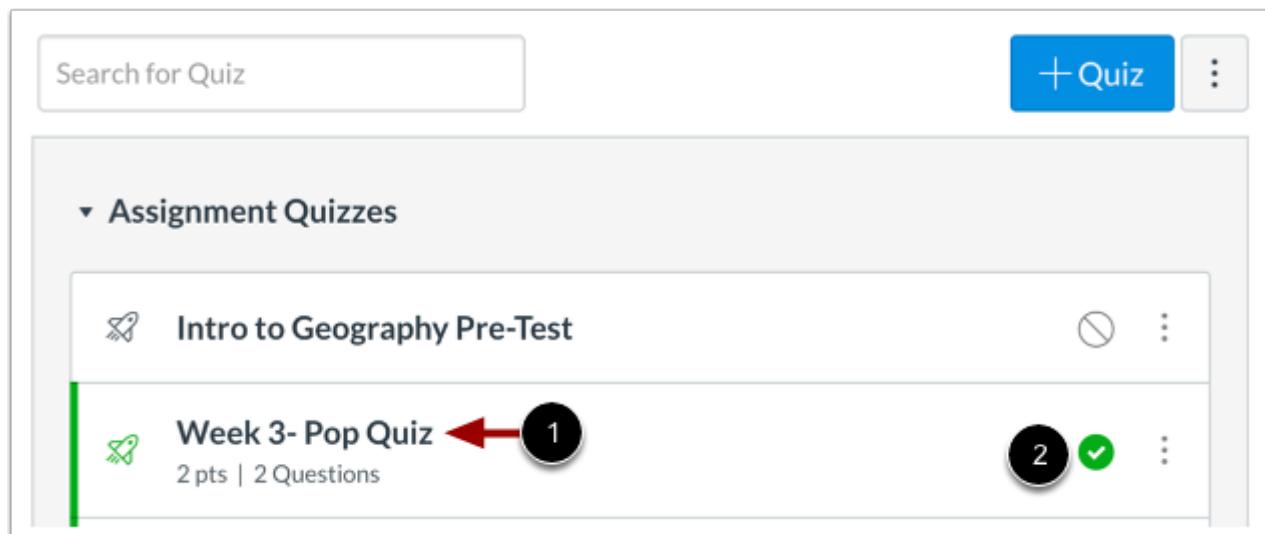
Import Quiz



To select a quiz for import, click the quiz [1]. Selected quizzes display the **Checkmark** icon [2].

To import the quiz, click the **Close** icon [3].

View Quiz



The screenshot shows the Canvas Quizzes Index page. At the top, there is a search bar labeled "Search for Quiz" and a blue button labeled "+ Quiz" with a three-dot menu icon to its right. Below the search bar, a section titled "Assignment Quizzes" is expanded, showing two quizzes: "Intro to Geography Pre-Test" and "Week 3- Pop Quiz". The "Week 3- Pop Quiz" row is highlighted with a red arrow pointing to the number "1" inside a black circle. The quiz title "Week 3- Pop Quiz" is in bold. To the right of the title are a circular icon with a slash (unpublished), a three-dot menu icon, and a green checkmark icon. Below the quiz title, it says "2 pts | 2 Questions".

The imported quiz displays in the Quizzes Index page. To open the quiz, click the quiz name [1].

Imported quizzes are published by default [2].

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a quiz that was published when it was originally shared, it will import and be published in your course.

How do I import a Commons favorite as a module item in Canvas as an instructor?

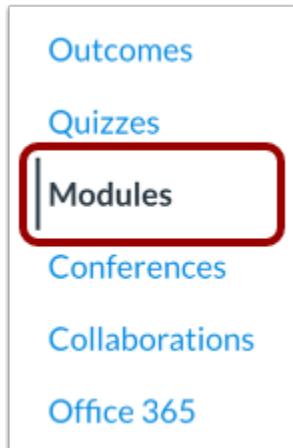
If Commons has been enabled in your Canvas instance, you can add favorited content as a module item in a Canvas course. You can import favorited assignments, discussions, modules, pages, quizzes, audio, documents, images, or videos.

Learn how to [add and manage favorites in Commons](#).

Notes:

- You must add resources to your favorites in Commons before they can be viewed and imported in the Modules.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a resource that was published when it was originally shared, it will import published in your course.

Open Modules



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

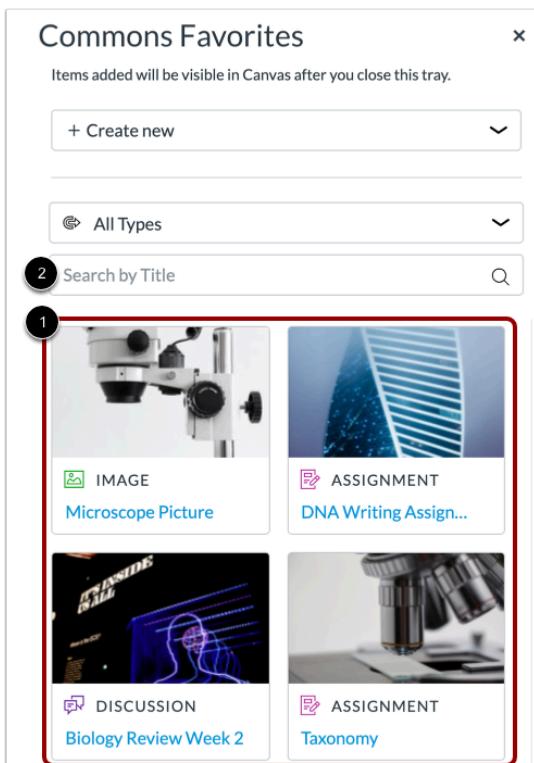
Open Commons Favorites



Click the **Options** icon [1] and select the **Commons Favorites** option [2].

Note: If the Options icon does not display in the Modules page, Commons has not been enabled in your Canvas instance.

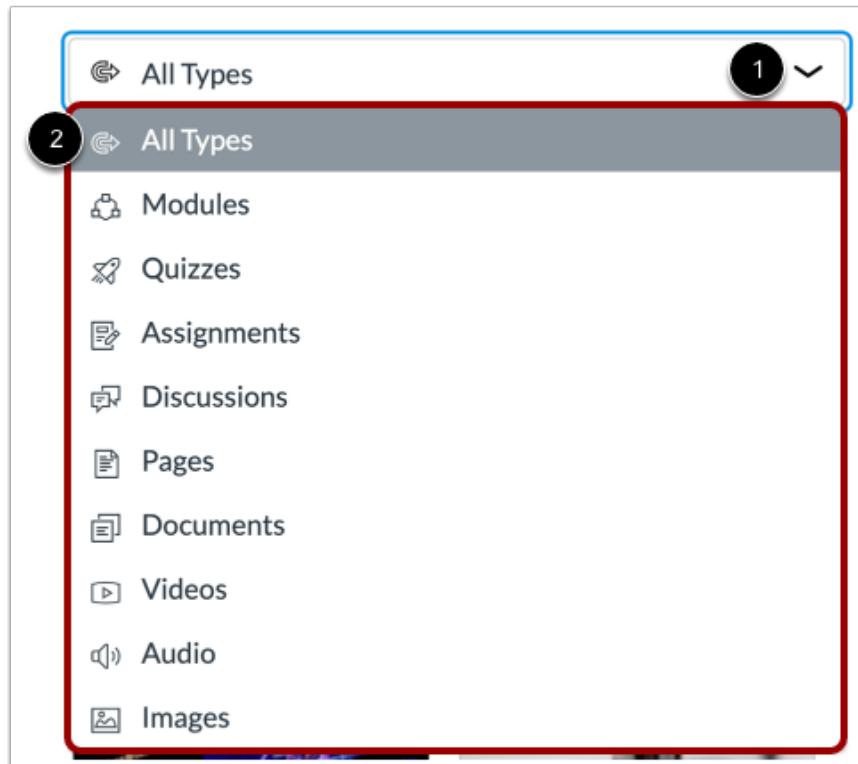
View Commons Favorites



The Commons Favorites window displays all the items that you have favorited in Commons [1].

To search for a favorited item, enter the item name in the **Search by Title** field [2].

Filter Commons Favorites



To filter what displays in the Commons Favorites, click the **Type** drop-down menu [1]. Then select the content type you want to view [2]. Type options include assignments, audio, discussions, documents, images, modules, pages, quizzes, and videos.

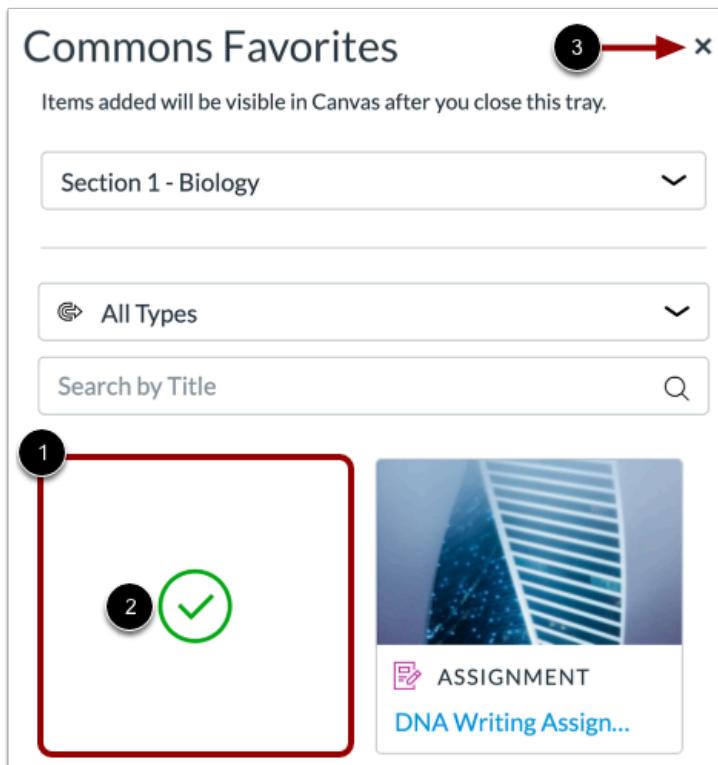
Select Module



To select a module for the imported item, click the **Module** drop-down menu [1] and select your desired module [2].

To create a module for your imported assignment, select the **Create new** option [3]. The new module will be named *Imported Module*.

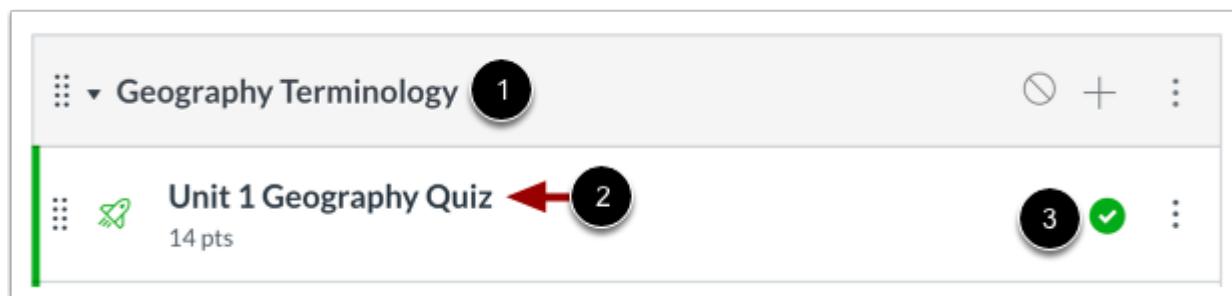
Import Module Item



To select an item for import, click the item [1]. Selected items display the **Checkmark** icon [2].

To import the assignment, click the **Close** icon [3].

View Module Item



The imported item displays in the specified module [1]. To open the assignment, click the assignment name [2].

Imported module items are published by default [3].

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a resource that was published when it was originally shared, it will import published in your course.

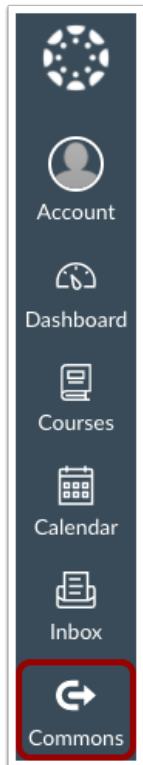
How do I view updates to resources I previously imported from Commons?

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 have the option to update the resource. When an update is available, it will appear in the updates page, in the notifications center, and in the resource detail page.

Notes:

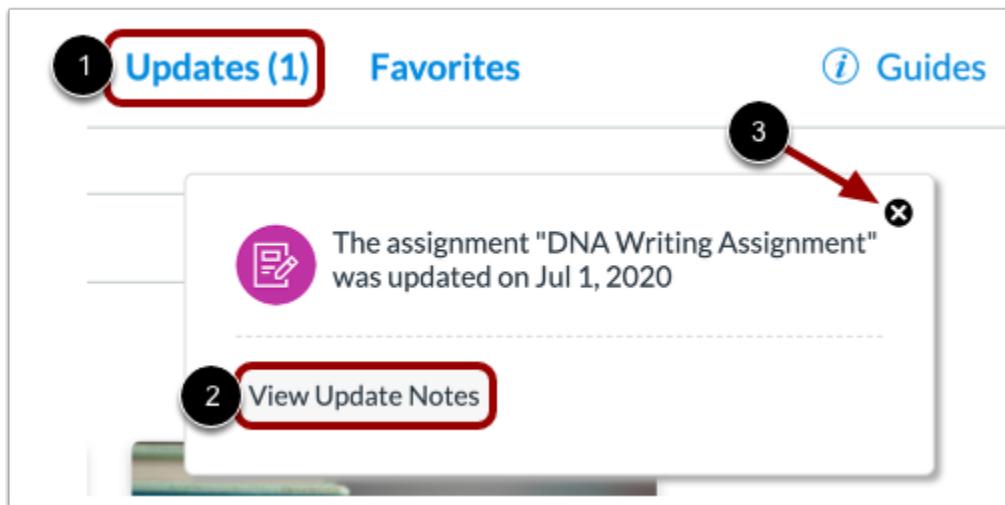
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If your current version of a resource has student submissions, you may consider not updating the resource.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Open Commons



To view and update resources, click the **Commons** link.

Open Updates

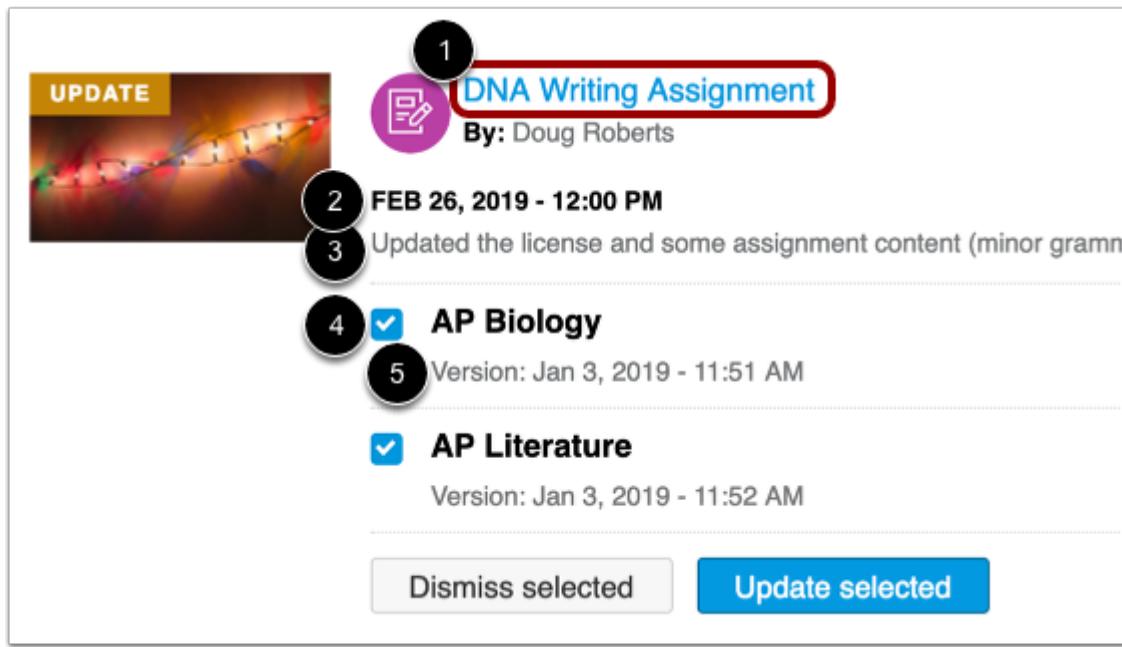


In Commons navigation, click the **Updates** link [1]. You can also click the **View Update Notes** button in the notifications center [2].

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 in the Updates page.

View Available Updates



The screenshot shows the 'View Available Updates' page. At the top, there is a thumbnail image of a DNA double helix with a yellow 'UPDATE' button. To the right, a resource card is displayed for a 'DNA Writing Assignment' by Doug Roberts, updated on Feb 26, 2019, at 12:00 PM. The card includes a note about updating the license and assignment content. Below this, two course assignments are listed: 'AP Biology' and 'AP Literature', both updated on Jan 3, 2019. At the bottom, there are two buttons: 'Dismiss selected' and a blue 'Update selected' button.

1 **DNA Writing Assignment**
By: Doug Roberts

2 FEB 26, 2019 - 12:00 PM
3 Updated the license and some assignment content (minor gramm

4 AP Biology
5 Version: Jan 3, 2019 - 11:51 AM

AP Literature
Version: Jan 3, 2019 - 11:52 AM

Dismiss selected **Update selected**

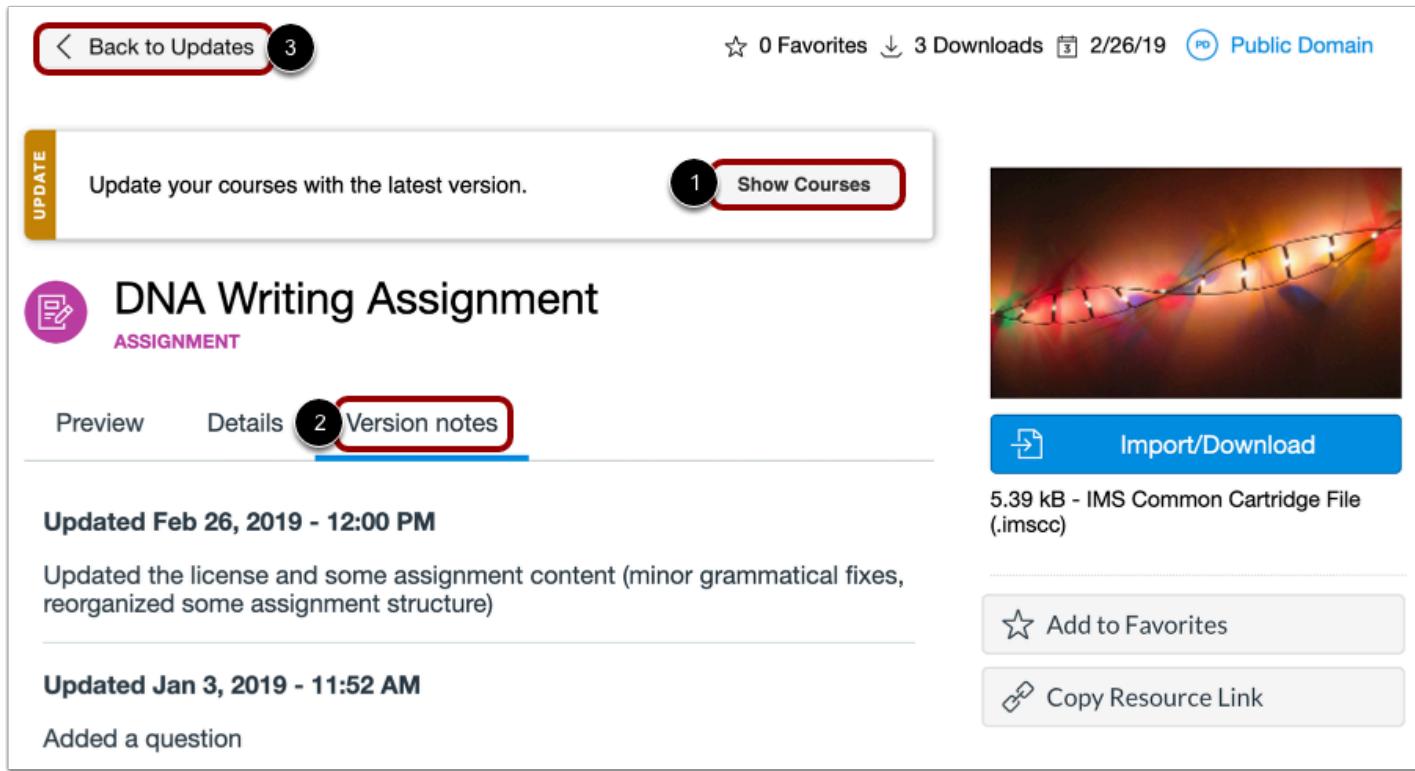
In the Updates page, you can view all your previously imported resources that have been updated by the original user. You can view the name and type of resource [1], date and time the resource was last updated [2], and notes of what was updated in this version [3].

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

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



The screenshot shows the 'View Resource Details Page' for a resource titled 'DNA Writing Assignment' (ASSIGNMENT). The page includes a 'Show Courses' button (1), a 'Back to Updates' button (3), and a 'Version notes' tab (2). It also features a 'Import/Download' button, 'Add to Favorites' button, and 'Copy Resource Link' button. The page displays update history and a preview of the assignment content.

Back to Updates 3

0 Favorites 3 Downloads 2/26/19 Public Domain

UPDATE

Update your courses with the latest version.

1 Show Courses



DNA Writing Assignment

ASSIGNMENT

Preview Details 2 Version notes

Updated Feb 26, 2019 - 12:00 PM

Updated the license and some assignment content (minor grammatical fixes, reorganized some assignment structure)

Updated Jan 3, 2019 - 11:52 AM

Added a question

Import/Download

5.39 kB - IMS Common Cartridge File (.imsc)

Add to Favorites

Copy Resource Link

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

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

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

Select Courses



DNA Writing Assignment
By: Doug Roberts

FEB 26, 2019 - 12:00 PM
Updated the license and some assignment content (min)

AP Biology
Version: Jan 3, 2019 - 11:51 AM

AP Literature
Version: Jan 3, 2019 - 11:52 AM

[Dismiss selected](#) [Update 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. To select or deselect a course for update, click the checkbox next to the course name.

Update Resource

UPDATE 

 **DNA Writing Assignment**
By: Doug Roberts

FEB 26, 2019 - 12:00 PM
Updated the license and some assignment content (minor grammatic

AP Biology
Version: Jan 3, 2019 - 11:51 AM

AP Literature
Version: Jan 3, 2019 - 11:52 AM

Dismiss selected 1 **Update selected**

This update will replace your current resource. Do you still want to update?

Cancel 2 **Yes**

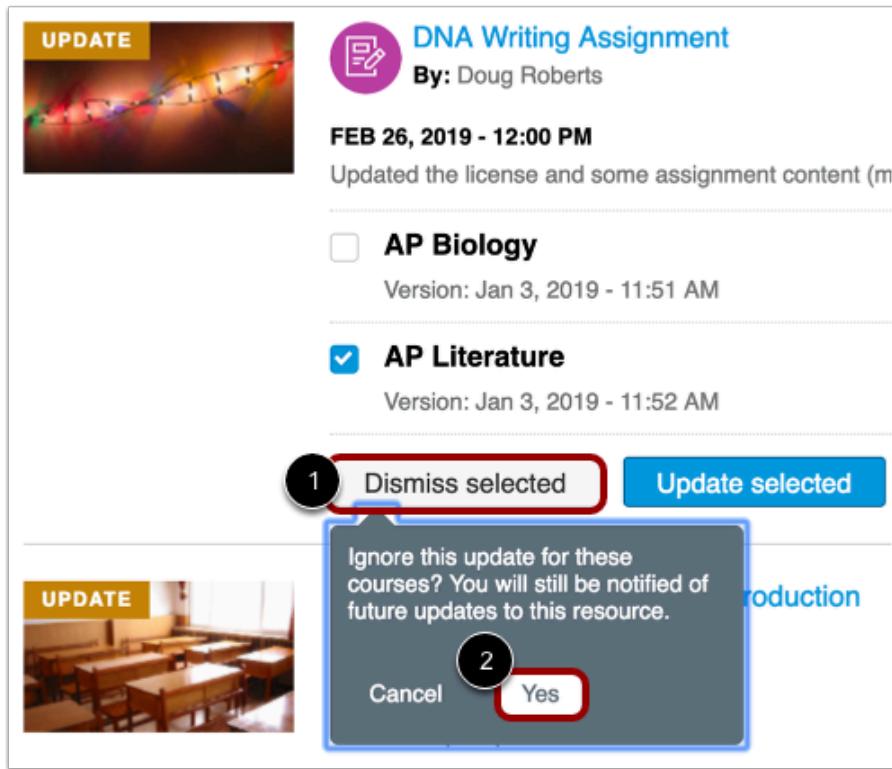
UPDATE 

 **Intro to Biology**
By: Doug Roberts

JAN 3, 2019 - 11:38 AM
Removed quiz questions

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



The screenshot shows a list of updates for a resource titled "DNA Writing Assignment" by Doug Roberts, updated on FEB 26, 2019 - 12:00 PM. The update content was modified. Two courses are listed: "AP Biology" (unchecked) and "AP Literature" (checked). The "AP Literature" update is from Jan 3, 2019 - 11:52 AM. A modal dialog box is displayed, asking "Ignore this update for these courses? You will still be notified of future updates to this resource." It contains "Dismiss selected" (button 1) and "Update selected" (button 2). The "Yes" button is highlighted with a red border.

UPDATE  DNA Writing Assignment
By: Doug Roberts

FEB 26, 2019 - 12:00 PM
Updated the license and some assignment content (m)

AP Biology
Version: Jan 3, 2019 - 11:51 AM

AP Literature
Version: Jan 3, 2019 - 11:52 AM

1 Dismiss selected Update selected

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

2 Cancel Yes

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

To view your imported resources, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Canvas.

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

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.
- For best results, please make sure your course is complete and published before sharing to Commons.

Sharing and License

Sharing and License

1 Is this an update to a previously shared resource?

2 Who can use this resource?* Maximum of 10

Only Me
 All of Lorcrux
 Select Group(s)
 Select Consortium(s)

3 License* Help Me Choose

Copyrighted

4 Add Additional Information

(Include any additional licensing, copyright, or use specifications)

400 characters remaining

Commons resources require sharing and license options. You can select from the following options:

1. If the resource you are sharing will update an existing resource, click the toggle and select the resource. [Learn more about updating resources.](#)
2. Choose who you want to share the resource with. [Learn more about sharing options.](#)

3. Select a content license. [Learn what types of content licenses are available.](#)
4. Add any additional information about the resource.

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 in the user's Updates page. For example, changing the share option from your account to within specific groups.
- 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.
- Fields marked with an asterisk (*) are required.

Metadata

Metadata

1 Title*

2 Description*

3 Tags (Hit enter to start a new tag)

Image
4 

Add Metadata for your resource under the following headings:

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. **Image:** By default, a placeholder thumbnail image displays. To add your own image, click the **Click to change** button and [upload an image from your computer](#).

Note: Fields marked with an asterisk (*) are required.

Grades

Grades

Grade/Level

From: To:



A horizontal slider for selecting grade levels. It features a blue track with tick marks. On the left, a circular handle is positioned over the 'K' mark. On the right, another circular handle is positioned over the 'Graduate' label. The track has labels 'K', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12', 'Undergraduate', and 'Graduate' corresponding to the tick marks.

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

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

When sharing a resource to Commons, a placeholder thumbnail image displays by default. If you prefer to use a different image, you can upload an image from your computer to replace the placeholder image. A thumbnail image is a visual representation of your resource and is used in the Commons resource repository. The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

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

Share Resource

Sharing and License

Who can use this resource? Maximum of 10

Only Me

All of Documentation LTI

Shared as...

Institution Approved Content

Featured Content

Content Type (Optional)

Template

Open Textbook

License* [Help Me Choose](#)

Copyrighted

Add additional information

Metadata

Title*

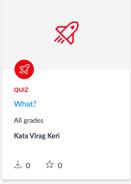
What?

Description*

Please describe your object

Tags (Hit enter to start a new tag)

Image

 Click to change

Grades

Grade/Level

From: Kindergarten

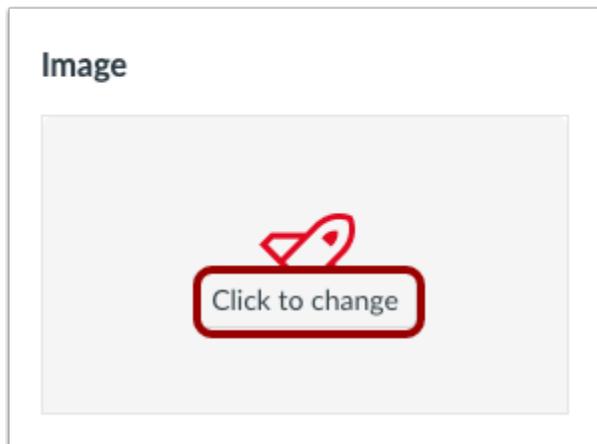
1 2 3 4 5 6 7 8 9 10 11 12 Undergraduate Graduate

To: Graduate



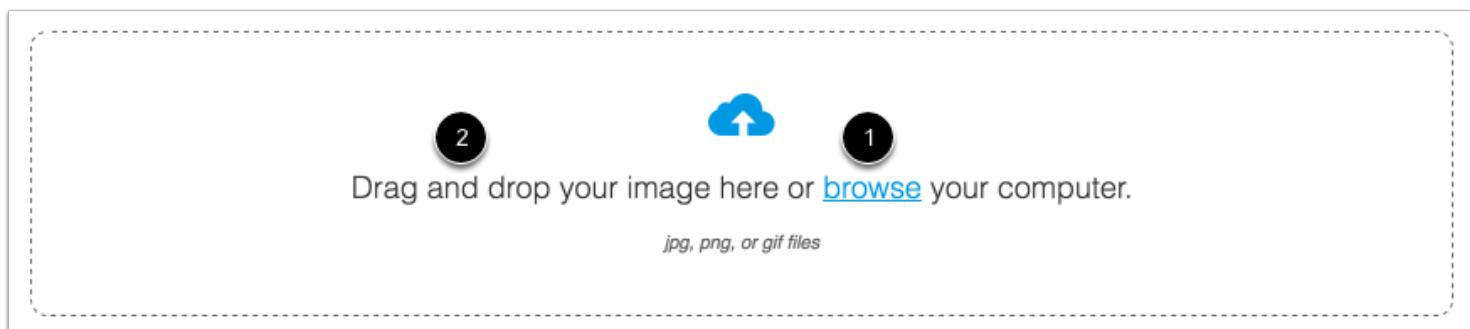
In the Share Resource page, [enter resource details](#).

Select Image



By default, a placeholder thumbnail image displays. To select a different thumbnail image, click the **Click to change** button.

Upload Image

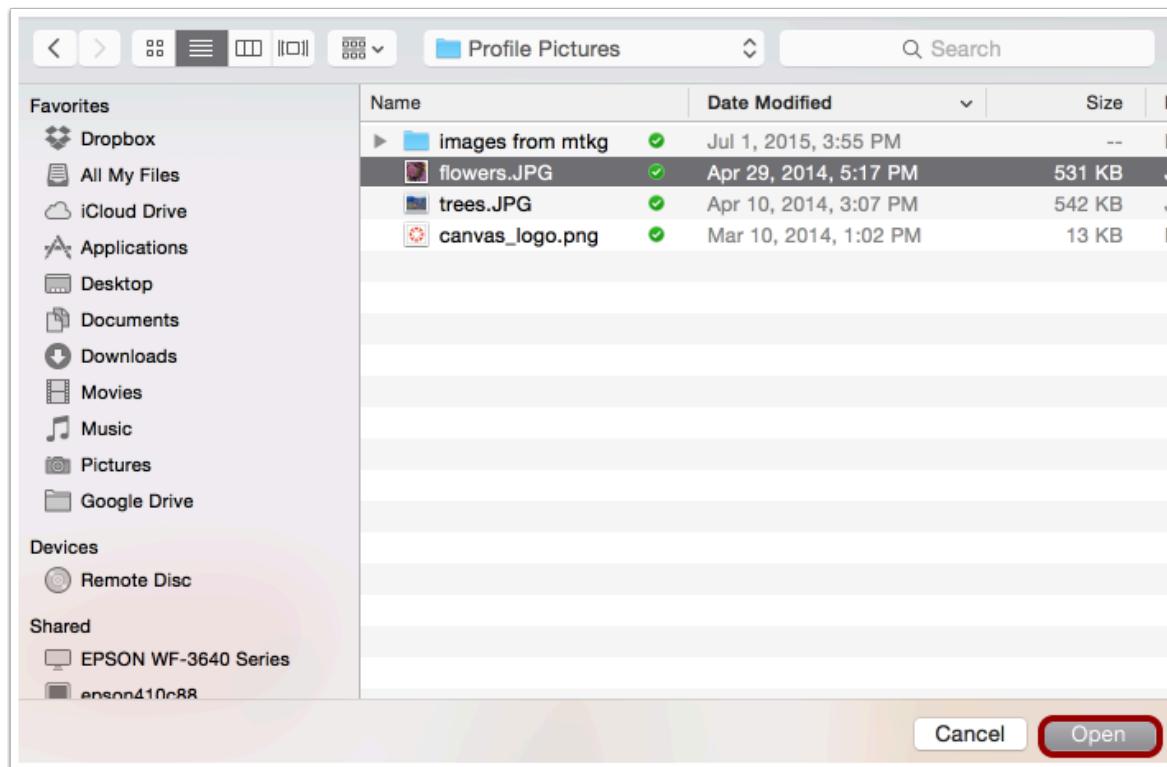


To upload an image from your computer, click the **browse** link [1] or drag and drop [2] your file directly into the image drop zone.

Notes:

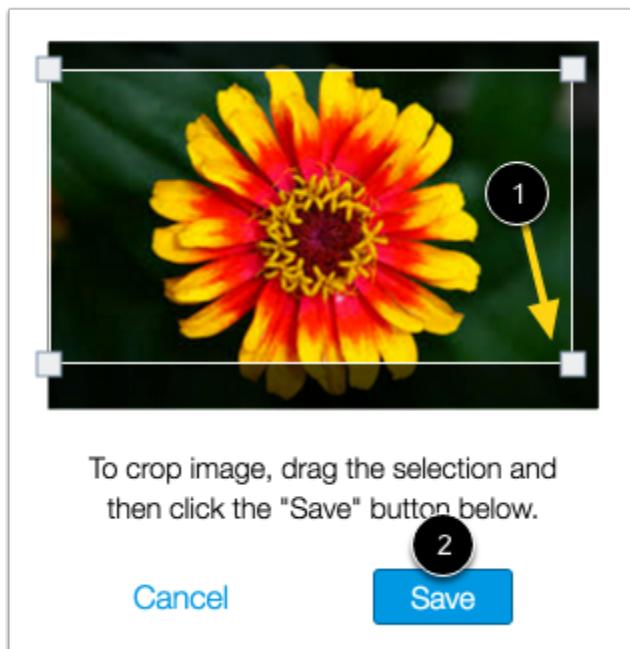
- Thumbnail images must be a .jpg, .png, or .gif file.
- The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

Open File



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

Crop Image



To select and crop your image, drag the selection box [1]. When you're done, click the **Save** button [2]. You will be able to preview the image before sharing your resource.

Preview Image

Metadata

Title*

Biosynthesis

Description*

Students will learn the basic principles of biosynthesis using flower genetics as the main example.

Tags (Hit enter to start a new tag)

flowersX biologyX geneticsX

Image



Click to change



Page
Biosynthesis

All Grades

Doug Roberts

0 0

Preview your image. If you are not satisfied, click the **Click to change** button to upload a new image.

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

Share to Commons

Grades

Grade/Level

From: Kindergarten ▾

To: Graduate ▾



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

Cancel Share

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

2%&u&pZb

What types of content licenses are available in Commons?

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 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](#).
- Learn more about [setting the content license](#).

Copyrighted

License* [Help Me Choose](#)

Copyrighted ▾

Copyrighted means original content created by you. If you select this option, you can add additional information.

Public Domain

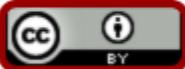
License* [Help Me Choose](#)

Public Domain 

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License* [Help Me Choose](#)

CC - Attribution NonCommercial



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Choose a Content License

Copyrighted

- Public Domain
- CC - Attribution
- CC - Attribution ShareAlike
- CC - Attribution NoDerivs
- ✓ CC - Attribution NonCommercial
- CC - Attribution NonCommercial ShareAlike
- CC - Attribution NonCommercial NoDerivs

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

- Public Domain
- CC - Attribution (CC BY)
- CC - Attribution ShareAlike (CC BY-SA)
- CC - Attribution NoDerivs (CC BY-ND)
- CC - Attribution NonCommercial (CC BY-NC)
- CC - Attribution NonCommercial ShareAlike (CC BY-NC-SA)
- CC - Attribution NonCommercial NoDerivs (CC BY-NC-ND)
- Copyrighted

You can view more information about Creative Commons licenses and how they work on the [Creative Commons website](#).

What types of sharing options are available in Commons?

When sharing a [course](#), [resource](#), or [file](#) to Commons, you need to choose who you want to share your resource with. There are five sharing options available: share to your entire account, share within groups, share within consortiums, share with the public (all Canvas Commons users), or you can set a resource only visible to yourself (private). Select one or more options (maximum of 10) for sharing your resource(s).

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.
- Only course instructors can add a course or course content to Commons.
- Admins can add a course or course content to Commons if they act as an instructor of the course.
- Standard Canvas file storage limits apply, however, anything shared publicly will not count against your quota.
- 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 groups.
- Resources shared through Commons retain the published/unpublished status of the items when they were originally shared. If you share a published resource, when others import that resource, it will be published in their courses.

Share to Account

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource?* Maximum of 10

Only Me

All of Lorbeta Canvas Account

Select Group(s)

Select Consortium(s)

Public (any Canvas Commons user)

To share the resource with your entire account, select the **All of [account]** checkbox. If you share to your entire account, the resource will be shared to all groups within the account (including groups you may not belong to).

Share within Groups

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource? * Maximum of 10

Only Me

All of Lorbeta Canvas Account

Select Group(s)

Biology Dept

College of Science

Instructor's Group

Select Consortium(s)

Public (any Canvas Commons user)

To share the resource within groups, select the **Select Group(s)** checkbox. This includes the ability to share with all or select groups.

Note: Group visibility is based on your group membership(s).

Share within Consortiums

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource? * Maximum of 10

Only Me
 All of Lorbeta Canvas Account
 Select Group(s)
 Select Consortium(s)

- accountant
- backfill consortium
- bookkeeper
- clerk
- data analyst
- Engineer
- English Dept
- Financial Advisor

Public (any Canvas Commons user)

To share the resource only within consortiums, select the **Select Consortium(s)** checkbox. This includes the ability to share with all or select consortiums.

Share with Public (All Canvas Users)

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource?* Maximum of 10

Only Me

All of Lorbeta Canvas Account

Select Group(s)

Select Consortium(s)

Public (any Canvas Commons user)

To share the resource with all Canvas users, select the **Public** checkbox. The shared resource will be publicly available to anyone using Canvas.

Share Privately

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource?* Maximum of 10

Only Me

All of Lorbeta Canvas Account

Select Group(s)

Select Consortium(s)

Public (any Canvas Commons user)

To share the resource with just yourself, select the **Only Me** checkbox.

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.

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?

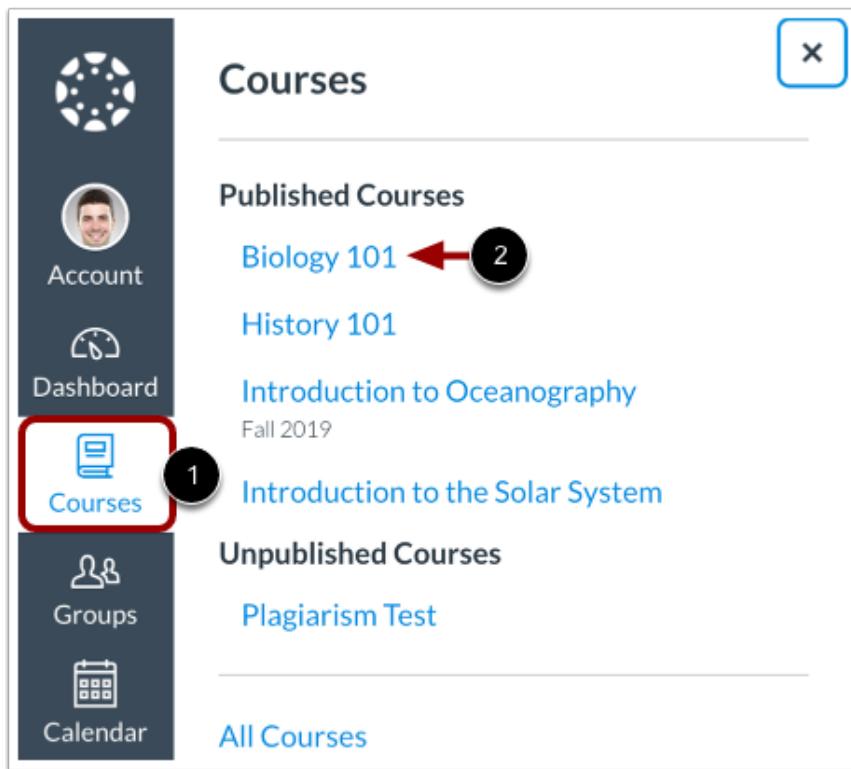
As a Canvas instructor, you can share your Canvas course to Commons and make it available to other instructors.

Resources should be complete before they are shared. 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.
- Updating a previously shared course in Commons can replace constituent resources within the dependent course, resetting or replacing important settings, course design, and even resources like assignments. Please use caution when updating courses via Commons.
- 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.
- The file size limit for uploaded content is 500 MB.
- A course shared through Commons retains its published/unpublished status from when it was originally shared. If you share a published course, when others import that course, it will be published in their account.
- Only course instructors can add a course or course content to Commons.
- Admins can add a course or course content to Commons if they act as an instructor of the course.

Open Course



The screenshot shows the Canvas Global Navigation menu on the left and the 'Courses' page on the right.

Global Navigation (Left):

- Account
- Dashboard
- Courses** (highlighted with a red box and numbered 1)
- Groups
- Calendar

Courses Page (Right):

Courses

Published Courses

- [Biology 101](#) (highlighted with a red arrow and numbered 2)
- [History 101](#)
- [Introduction to Oceanography](#)
Fall 2019
- [Introduction to the Solar System](#)

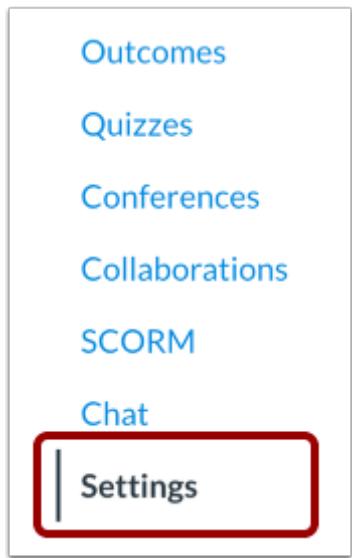
Unpublished Courses

- [Plagiarism Test](#)

[All Courses](#)

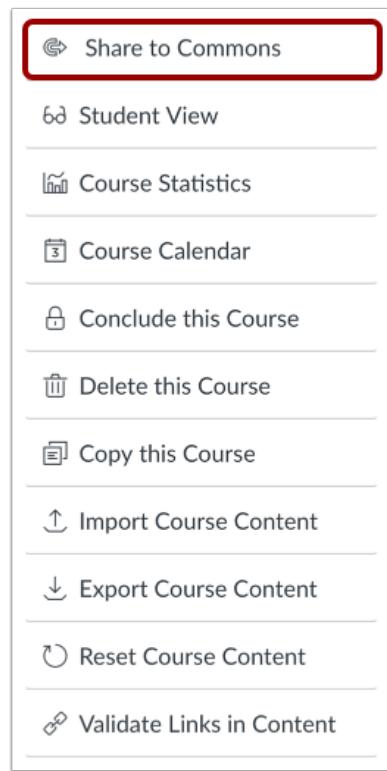
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share to Commons [2].

Open Settings



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

Share to Commons



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

Note: A course shared through Commons retains the published/unpublished status of when it was originally shared. If you share a published course, when others import that course, it will be published.

Choose Sharing Option

Sharing and License

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

- Only Me
- All of Lorbeta Canvas Account
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a [sharing option](#).

Choose Content License

License * [Help Me Choose](#)

1 Copyrighted ▾

2 [Add Additional Information](#)

Select your content license from the [Copyright and Licenses](#) drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata

Metadata

Title*

Give your object a title

Description*

Please describe your object

Tags* (Hit enter to start a new tag)

Image*

Click to change

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

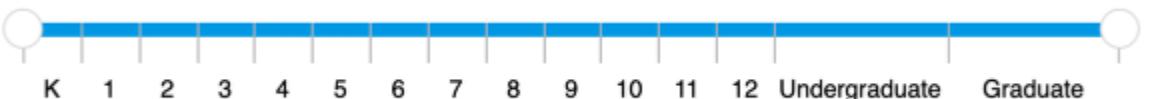
Add Grade/Level

Grades

Grade/Level

From: Kindergarten 

To: Graduate 



Select the appropriate grade level(s) using the sliders or drop-down menus.

Share to Commons

Grades

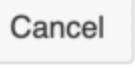
Grade/Level

From: Kindergarten 

To: Graduate 



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

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

View Shared Resource

[Back to Search](#) 0 Favorites 0 Downloads 4/16/19 Copyrighted

 **Biology 201**
COURSE

[Preview](#) [Details](#) [Version notes](#)



Preview not Available
The resource has not finished processing. Please try again later.

 [Import/Download](#)

 [Add to Favorites](#)

 [Copy Resource Link](#)

View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

How do I share a resource to Commons?

You can share assignments, modules, quizzes, pages, and discussions in Canvas to Commons.

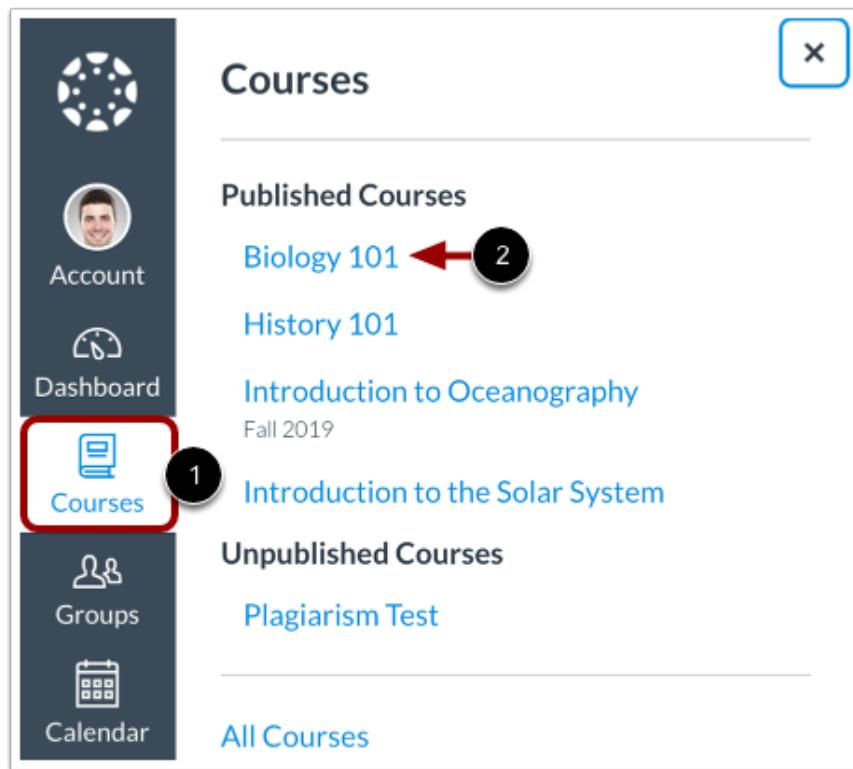
To share all content in a course to Commons, learn how to [share a course to Commons](#).

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

Notes:

- The steps in this lesson are similar for sharing assignments, modules, quizzes, pages, or discussions. The differences include opening the feature from Course Navigation and using the Settings icon on Index and Details pages. The images in this lesson illustrate how to share an assignment to Commons.
- 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.
- Due to the default Canvas course import limit of 500 MB, resources shared to Commons are limited to 500 MB.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you share a published resource, when others import that resource, it will be published in their course.
- Studio content cannot be shared to or imported from Commons.

Open Course



The screenshot shows the Global Navigation menu on the left side of the Canvas interface. The 'Courses' link is highlighted with a red box and a large black number '1' to its left. A red arrow points from this link to the 'Biology 101' course name in the main content area, which is also circled with a black number '2'.

Courses

Published Courses

- Biology 101 2
- History 101
- Introduction to Oceanography
- Fall 2019
- Introduction to the Solar System

Unpublished Courses

- Plagiarism Test

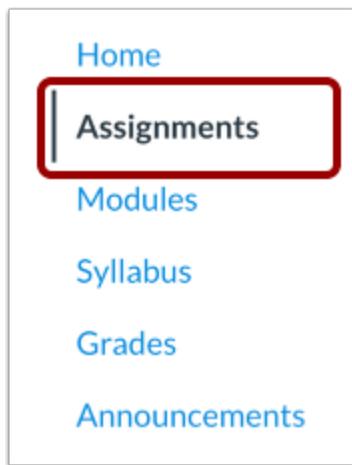
[All Courses](#)

Global Navigation menu items (from top to bottom):

- Account
- Dashboard
- Courses** (highlighted with a red box and circled with a black '1')
- Groups
- Calendar

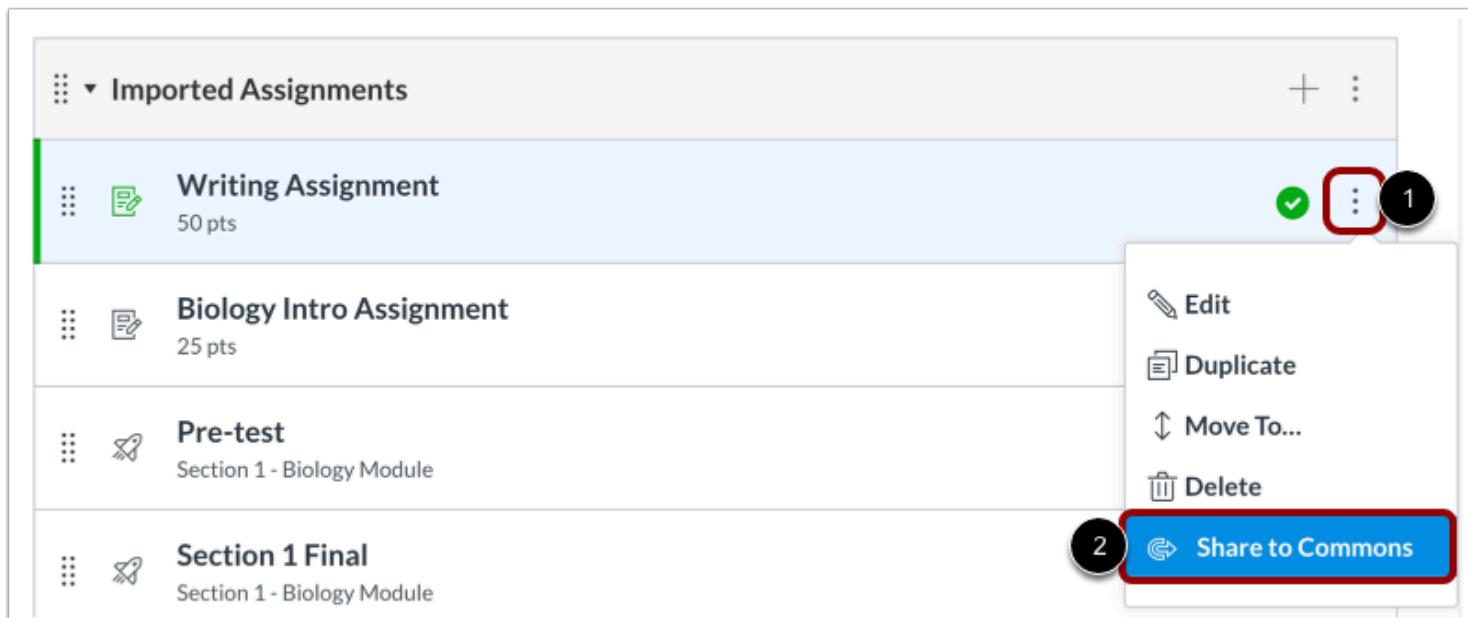
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the resource from [2].

Open Feature Area



In Course Navigation, click the feature area link where your resource is located.

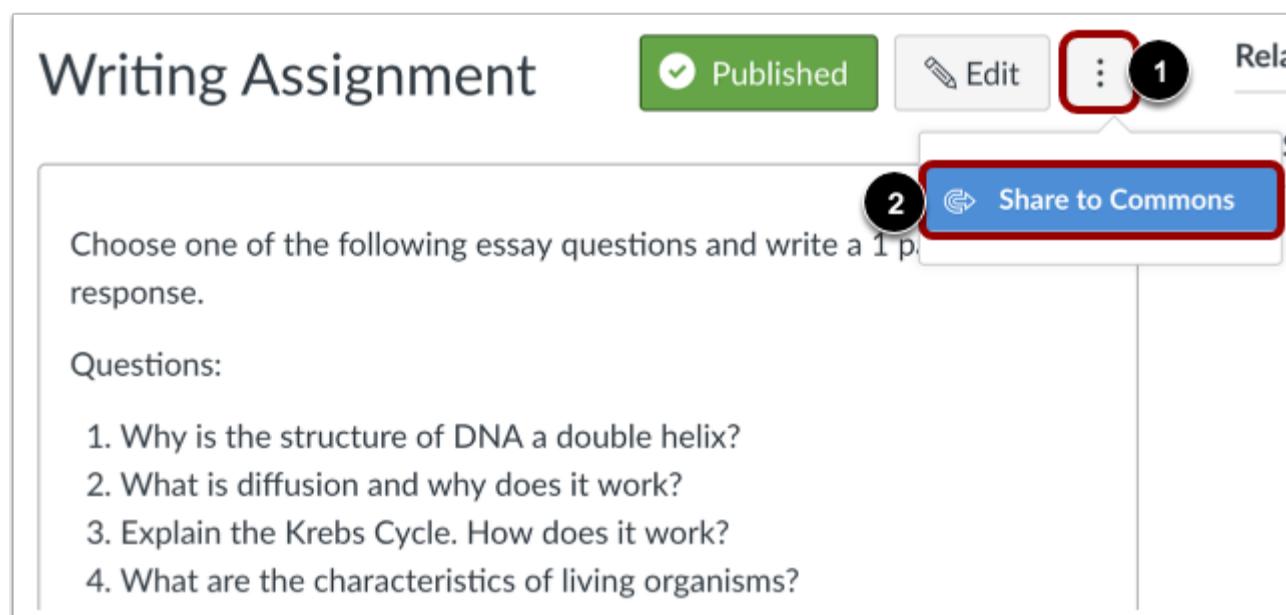
Share Resource

A screenshot of the Canvas Assignments page. The page shows a list of assignments under the 'Imported Assignments' section. The assignments are: 'Writing Assignment' (50 pts), 'Biology Intro Assignment' (25 pts), 'Pre-test' (Section 1 - Biology Module), and 'Section 1 Final' (Section 1 - Biology Module). For the 'Writing Assignment', a context menu is open, showing options: Edit, Duplicate, Move To..., Delete, and Share to Commons. The 'Share to Commons' option is highlighted with a red box and the number '2'. The 'Options' icon for the assignment is also highlighted with a red box and the number '1'.

Locate the resource you'd like to share within the feature area page, click the **Options** icon [1], then click the **Share to Commons** link [2].

Notes:

- If there is a rubric attached to a resource, it will be shared to Commons as part of the resource. The attached rubric will also be imported as part of the resource.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you share a published resource, when others import that resource, it will be published in their course.

Share via Resource Details Page

Writing Assignment

Published

Edit

More Options [1]

Share to Commons [2]

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?

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

Choose Sharing Option

Sharing and License

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a [sharing option](#).

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.

Choose Content License

License [Help Me Choose](#)

1 [Copyrighted](#) ▾

2 [Add Additional Information](#)

Select your [content license](#) from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata

Metadata

Title*

Description*

Lo ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat

Tags (Hit enter to start a new tag)

Image



Click to change

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

Add Grade/Level

Grades

Grade/Level

From: Kindergarten

To: Graduate



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

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

Share to Commons

Grades

Grade/Level

From: Kindergarten 

To: Graduate 



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

View Shared Resource

[Back to Search](#) ☆ 0 Favorites 0 Downloads 4/16/19 Copyrighted

 **Writing Assignment**
ASSIGNMENT

[Preview](#) [Details](#) [Version notes](#)



Preview not Available
The resource has not finished processing. Please try again later.



 [Import/Download](#)

 [Add to Favorites](#)

 [Copy Resource Link](#)

View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

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

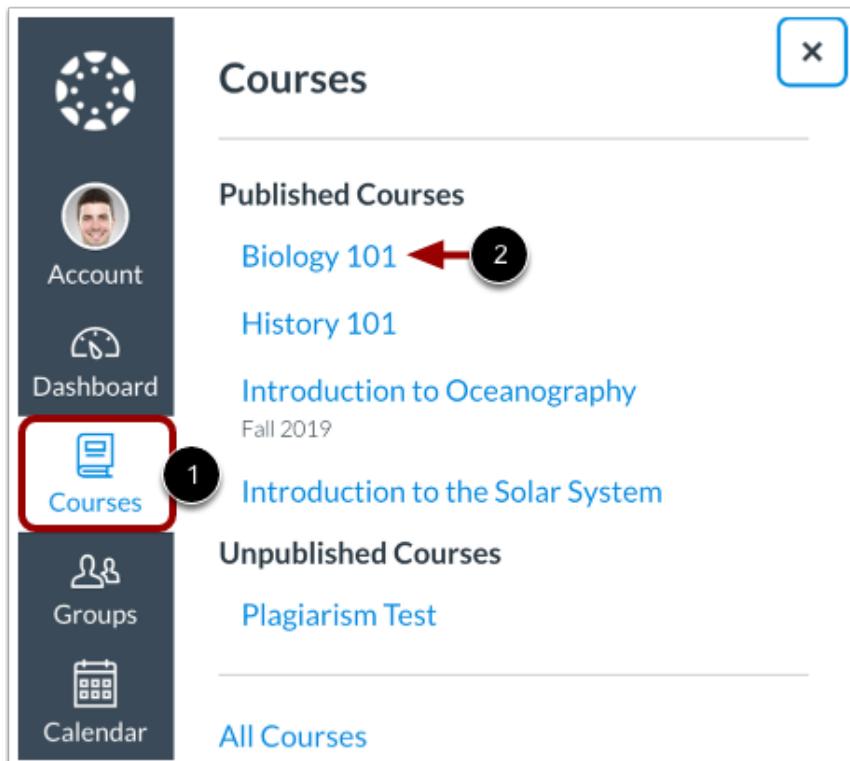
Learn how to share files in Canvas to Commons. Learn more about [supported file types in Commons](#).

Resources should be complete before they are shared. 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.
- The file size limit for uploaded content is 500 MB.
- Resources shared through Commons retain the published/unpublished status of the items when they were originally shared. If you share a published resource, when others import that resource, it will be published in their courses.

Open Course



Courses

Published Courses

- Biology 101 ← 2
- History 101
- Introduction to Oceanography
Fall 2019
- Introduction to the Solar System

Unpublished Courses

- Plagiarism Test

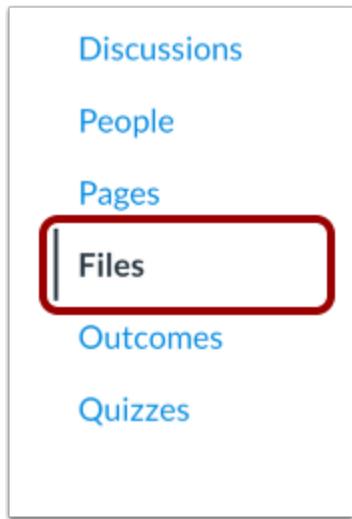
All Courses

1

2

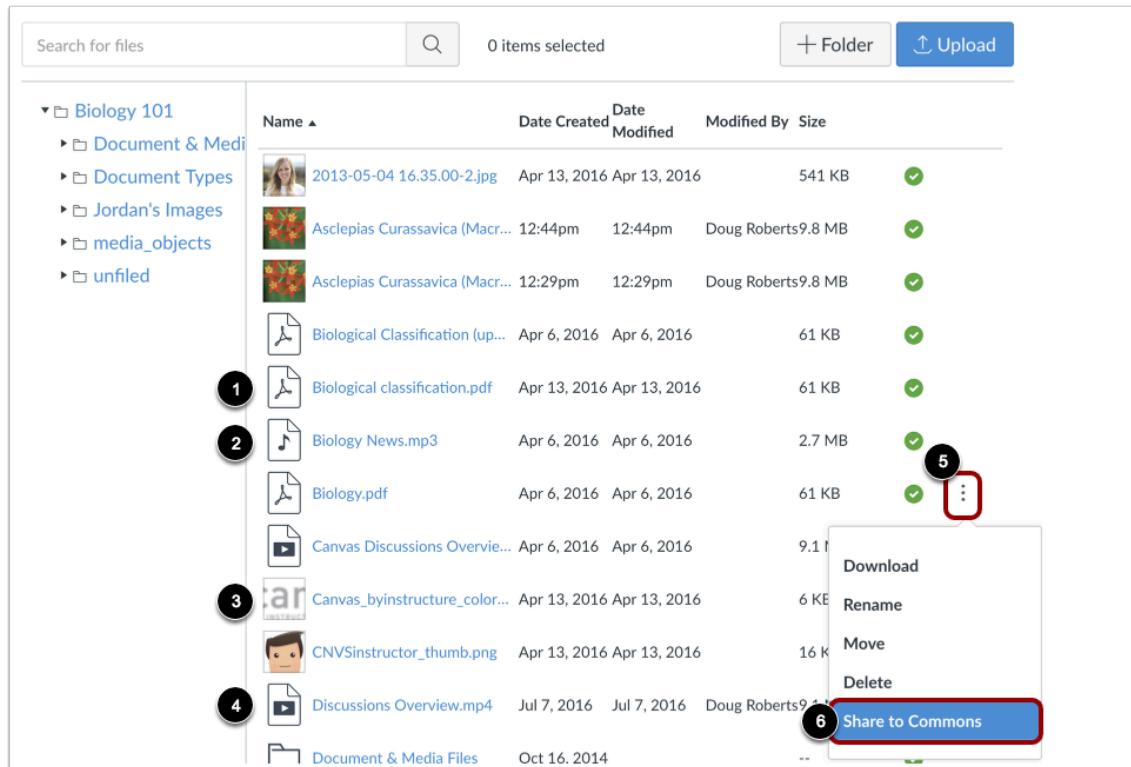
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the file from [2].

Open Files



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

Share File



The screenshot shows the Canvas 'Share File' interface. At the top, there is a search bar, a '0 items selected' indicator, a '+ Folder' button, and an 'Upload' button. Below this is a table of files with columns for Name, Date Created, Date Modified, Modified By, and Size. The table includes the following files:

	Name	Date Created	Date Modified	Modified By	Size
1	2013-05-04 16.35.00-2.jpg	Apr 13, 2016	Apr 13, 2016	Doug Roberts	541 KB
2	Asclepias Curassavica (Macr...)	12:44pm	12:44pm	Doug Roberts	9.8 MB
3	Asclepias Curassavica (Macr...)	12:29pm	12:29pm	Doug Roberts	9.8 MB
4	Biological Classification (up...)	Apr 6, 2016	Apr 6, 2016		61 KB
5	Biological classification.pdf	Apr 13, 2016	Apr 13, 2016		61 KB
6	Biology News.mp3	Apr 6, 2016	Apr 6, 2016		2.7 MB
7	Biology.pdf	Apr 6, 2016	Apr 6, 2016		61 KB
8	Canvas Discussions Overvie...	Apr 6, 2016	Apr 6, 2016		9.1 MB
9	Canvas_byinstructure_color...	Apr 13, 2016	Apr 13, 2016		6 KB
10	CNVSinstructor_thumb.png	Apr 13, 2016	Apr 13, 2016		16 KB
11	Discussions Overview.mp4	Jul 7, 2016	Jul 7, 2016	Doug Roberts	9.4 MB
12	Document & Media Files	Oct 16, 2014			--

A context menu is open over the 'Discussions Overview.mp4' file, with the following options:

- Download
- Rename
- Move
- Delete
- Share to Commons** (highlighted with a red box and numbered 6)

To share a document [1], audio [2], image [3], or video [4] file, click the **Options** icon [5] then click the **Share to Commons** link [6].

Note: Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you share a published resource, when others import that resource, it will be published in their course.

Choose Sharing Option

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a sharing [sharing option](#).

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.

Choose Content License

License * Help Me Choose

Copyrighted

[Add Additional Information](#)

From the Copyright and Licenses drop-down menu, select your [content license](#).

To add additional information about licensing or usage, click the **Add Additional Information** link.

Add Metadata

Metadata

Title *

Biological Classification PDF

Description *

Shows a classification chart

Tags * (Hit enter to start a new tag)

X biology X classification

Image

 A placeholder thumbnail image showing a small red icon of a hand holding a pencil. Below the icon is a red rectangular button with the text "Click to change".

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

Note: By default, a placeholder thumbnail image displays. To select a different thumbnail image, click the **Click to change** button.

Add Grade/Level

Grades

Grade/Level

From: 4th grade 

To: 9th grade 



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

Cancel Share

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

Share to Commons

Grades

Grade/Level

From: 4th grade 

To: 9th grade 



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

Cancel Share

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

View Shared Resource

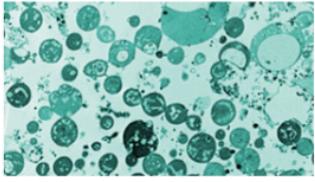
[Back to Search](#) 0 Favorites 0 Downloads 4/16/19 Copyrighted

 **Biological Classification PDF**
DOCUMENT

[Preview](#) [Details](#) [Version notes](#)



Preview not Available
The resource has not finished processing. Please try again later.


[Import/Download](#)

[Add to Favorites](#)

[Copy Resource Link](#)

View your shared resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

Notes:

- The file type will automatically display in the resource details.
- Duration will display for video and audio file types.

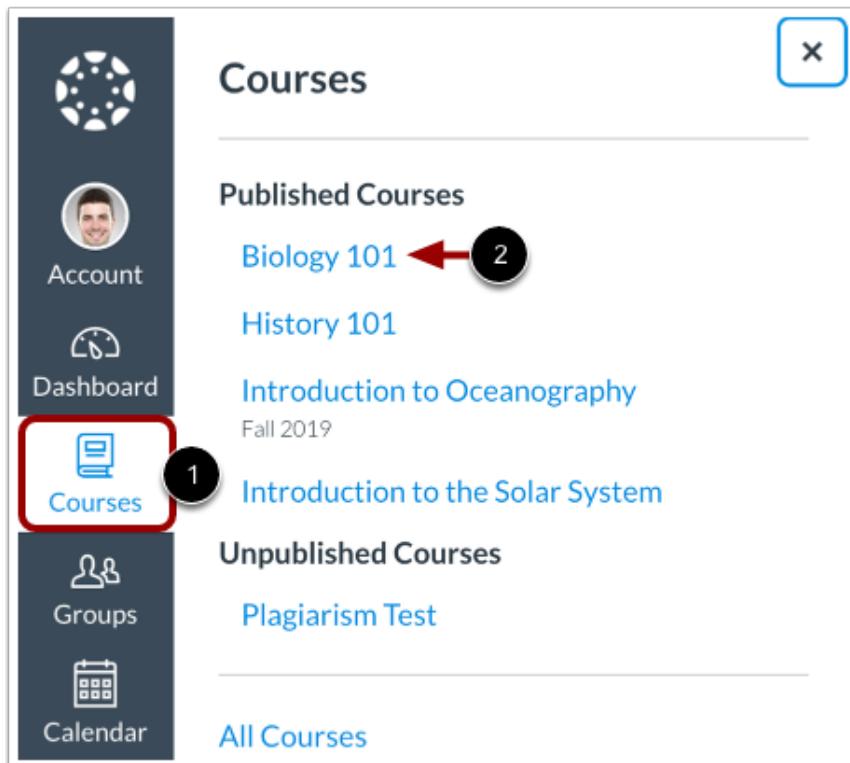
How do I update a resource I previously shared to Commons?

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can share the modified resource to Commons again to update the existing resource in Commons. Only the user who originally shared a resource to Commons can update resource content. However, administrators can edit resource details.

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 you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.
- You cannot update resources that are marked as approved content.

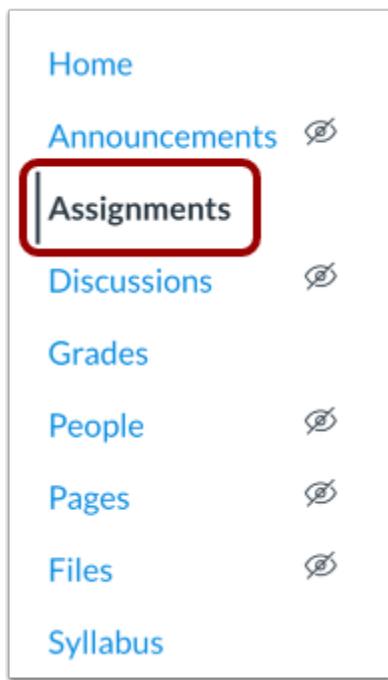
Open Course



The screenshot shows the Canvas interface. On the left is a vertical navigation bar with icons for Account, Dashboard, Courses (which is highlighted with a red box and a circled '1'), Groups, and Calendar. The main content area is titled 'Courses' and shows a list of 'Published Courses'. The first course listed is 'Biology 101', with a red arrow and a circled '2' pointing to it. Below it are 'History 101', 'Introduction to Oceanography (Fall 2019)', and 'Introduction to the Solar System'. Under 'Unpublished Courses' is 'Plagiarism Test'. At the bottom is a link to 'All Courses'.

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

Open Feature Area

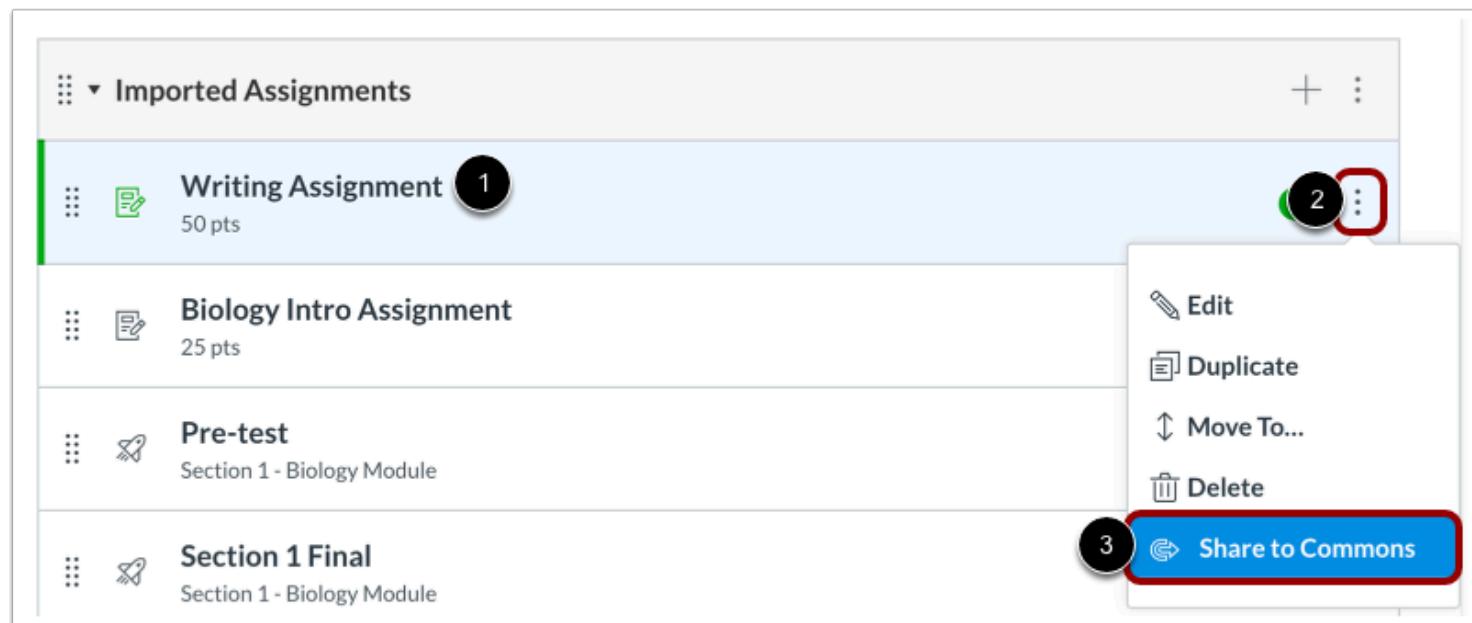


In Course Navigation, click the feature area link where the resource exists that you want to update.

If you modified a course and want to share it to Commons as an update, navigate to course Settings.

Note: When updating a file, if you change the file name, Commons might not be able to match it with your existing resource.

Share to Commons



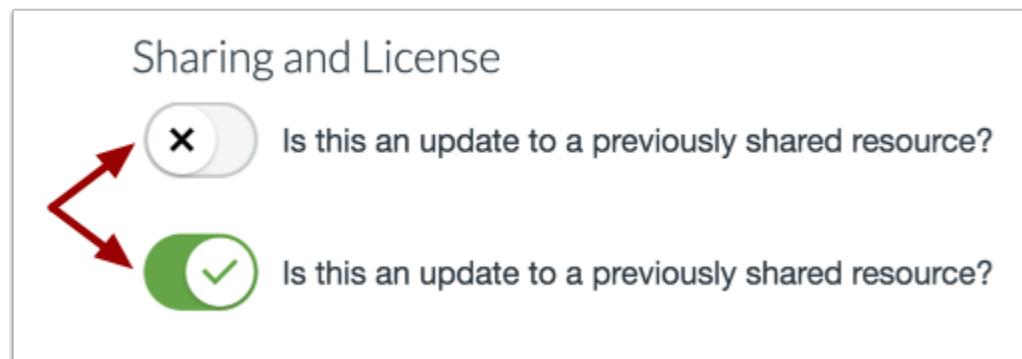
Imported Assignments

- Writing Assignment 1 (50 pts)
- Biology Intro Assignment (25 pts)
- Pre-test (Section 1 - Biology Module)
- Section 1 Final (Section 1 - Biology Module)

Share to Commons

Locate the resource [1] and click the **Options** icon [2]. Then, click the **Share to Commons** link [3].

Select Update Option



Sharing and License

Is this an update to a previously shared resource? (X)

Is this an update to a previously shared resource? (checkmark)

Commons will automatically check whether or not the resource can be updated and create a default option. To manually choose whether or not the currently shared resource is an update to a previously shared resource, click the **Is this an update to a previously shared resource?** toggle.

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.

View Selected Resource

Sharing and License

Is this an update to a previously shared resource?

Select which resource you are updating: *

Writing Assignment

The resource you are sharing is pre-selected.

Approved Content

Sharing and License

Is this an update to a previously shared resource?

Select which resource you are updating: *

valid resource is required

Media Discussion - Photography 101 X

You cannot update previously shared resources that are currently [marked as approved content](#) by an admin. Before updating approved content, ask your admin to unmark the resource as approved content.

Change Resource

Select which resource you are updating:*

Writing Assignment

→ [Change](#)

If you have shared more than one type of resource, Commons will verify the best match for which resource you are updating. To change which resource you are updating, click the **Change** link.

Select Resource



Is this an update to a previously shared resource?

Select which resource you are updating:*

Research Assignment

Writing Assignment

Writing Assignment

A list of previously shared resources is pre-populated for you. To update a resource, click the radio button next to the desired resource.

Add Version Notes

Version notes*

Please inform users on what you updated.

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*

Writing Assignment

Description*

Students will learn about historical writing by researching original written documents.

Tags* (Hit enter to start a new tag)

X biology X english X writing

Image



If necessary, edit [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 groups.

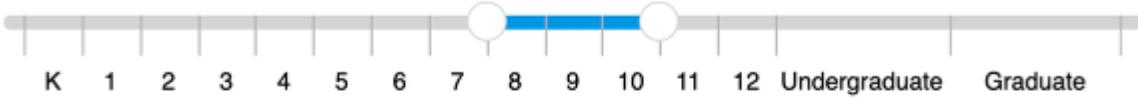
Update Resource

Grades

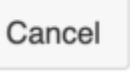
Grade/Level

From: 8th grade 

To: 10th grade 



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

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

View Updated Resource

[Back to Search](#) ☆ 0 Favorites 0 Downloads 4/16/19 Attribution

 **Writing Assignment**
ASSIGNMENT

[Preview](#) [Details](#) [Version notes](#)



Preview not Available
The resource has not finished processing. Please try again later.



 [Import/Download](#)

 [Add to Favorites](#)

 [Copy Resource Link](#)

View your updated resource. It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

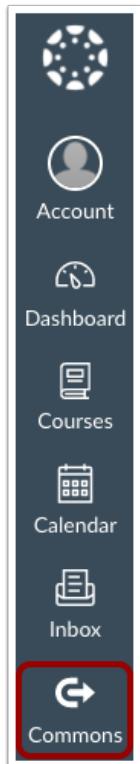
How do I edit the details of a resource in Commons?

Authors can edit the license, version notes, title, description, tags, image, and sharing settings for their shared resources from Commons. To modify an existing shared resource, learn how to [update a resource previously shared to Commons](#). Admins can also [edit and remove shared account resources](#) that are not private to the author.

Notes:

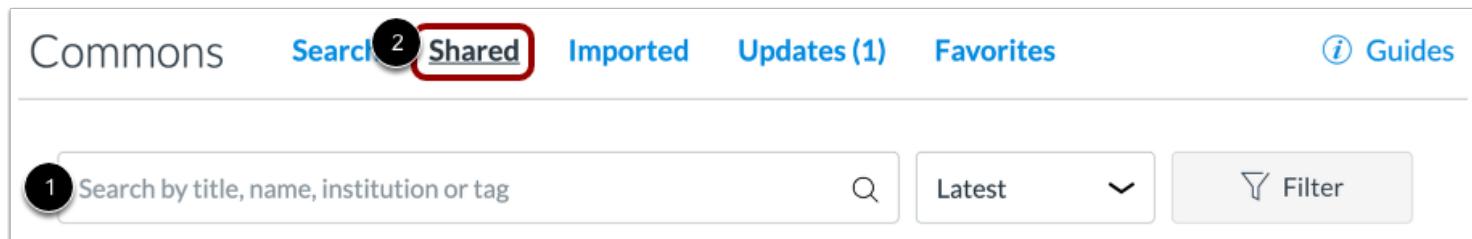
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons



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

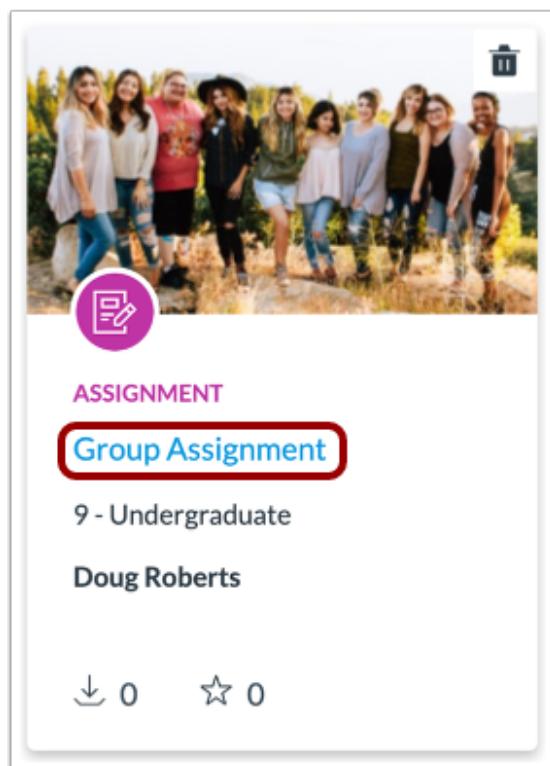
Find Resource



The screenshot shows the Canvas Commons interface. At the top, there are several tabs: Commons, Search (with a red box around the number 2), Shared (with a red box around it), Imported, Updates (1), Favorites, and Guides. Below the tabs is a search bar with the placeholder "Search by title, name, institution or tag" (labeled 1), a magnifying glass icon, a dropdown menu set to "Latest" (labeled 2), and a "Filter" button.

In the **search** field [1], find the resource you want to edit or delete. To view all your shared resources, click the **Shared** link [2].

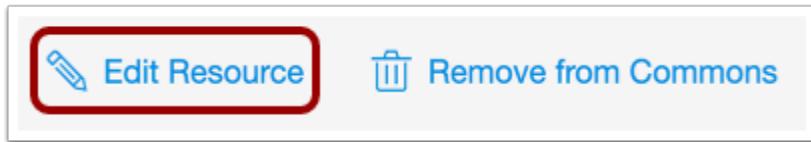
Open Resource



The screenshot shows a resource card for a "Group Assignment". The card features a photo of a group of people, a purple edit icon, and the word "ASSIGNMENT". The title "Group Assignment" is highlighted with a red box. Below the title are the course "9 - Undergraduate" and the professor "Doug Roberts". At the bottom, there are "0" downvotes and "0" stars.

Click the name of the resource you want to edit or delete.

Edit Resource



Click the **Edit Resource** link.

Edit Resource Details

Sharing and License

Who can use this resource?* Maximum of 10
 Only Me
 All of Lorbera Canvas Account
 Public (any Canvas Commons user)

Content Type (Optional) [\(NEW\)](#)
 Template
 Open Textbook

License* [Help Me Choose](#)
Copyrighted

[Add Additional Information](#)

Version notes*
Added resource

Metadata

Title*
Group Assignment

Description*
Working together

Tags (Hit enter to start a new tag)

Image

Click to change

Grades

Grade/Level
From: 9th grade To: Undergraduate

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

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.

Approve Content

Sharing and License

Who can use this resource?* Maximum of 10

Only Me

All of Lorbeta Canvas Account

Public (any Canvas Commons user)

Shared as...

Institution Approved Content

License* [Help Me Choose](#)

CC - Attribution



If you have been added as an approved content curator by a Commons admin, you can mark content as approved in your Commons account. You can edit resources uploaded by any user in your Commons account to mark the resource as approved content. You can also approve resources from the [Commons search page](#), the Managed Resources tab on the Admin page, or when [uploading a new resource](#).

To mark a resource as approved content, enable the **Institution Approved Content** option.

Select Content Type

Sharing and License

Who can use this resource?* Maximum of 10

Only Me

All of Lorbeta Canvas Account

Public (any Canvas Commons user)

Content Type (Optional) NEW

1 Template

2 Open Textbook

You can label your resource as a template or open textbook content type. A template is a customizable framework for items like modules or assignments and an Open Textbook is a full digital textbook that can be imported and edited for a course. Content types help users more easily locate resources when filtering search results.

To select the template content type, click the **Template** checkbox [1]. To select the open textbook content type, click the **Open Textbook** checkbox [2]. Both content types can be selected for the same resource.

Save Changes

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

View Updated Resource

[Back to Shared](#)

☆ 0 Favorites  0 Downloads  5/15/20 

Group Assignment

ASSIGNMENT

Preview Details Version notes

Working together

Author(s)

 [Doug Roberts](#)

Account

[Lorbeta Canvas Account](#)

Grade/Level

9, 10, 11, 12, Undergraduate

Shared With

Lorbeta Canvas Account



 Import/Download
5.18 kB - IMS Common Cartridge File (.imscc)

 Add to Favorites

 Copy Resource Link

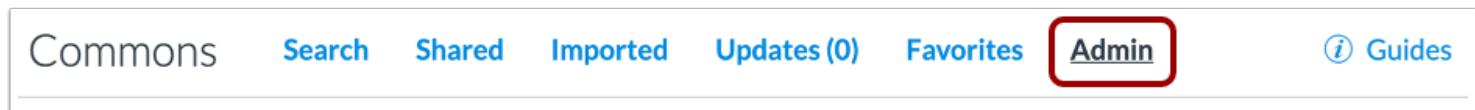
View updated resource details.

How do I manage Groups in Commons?

Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.

A Group Manager is a role that must be assigned by an Admin. Learn more about how to [add a Group Manager as an Admin](#).

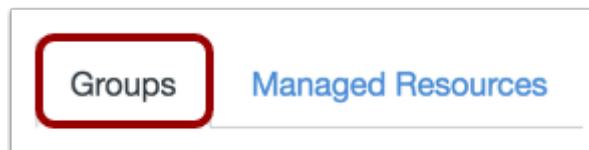
Open Admin Settings



Commons Search Shared Imported Updates (0) Favorites **Admin** *(i)* Guides

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

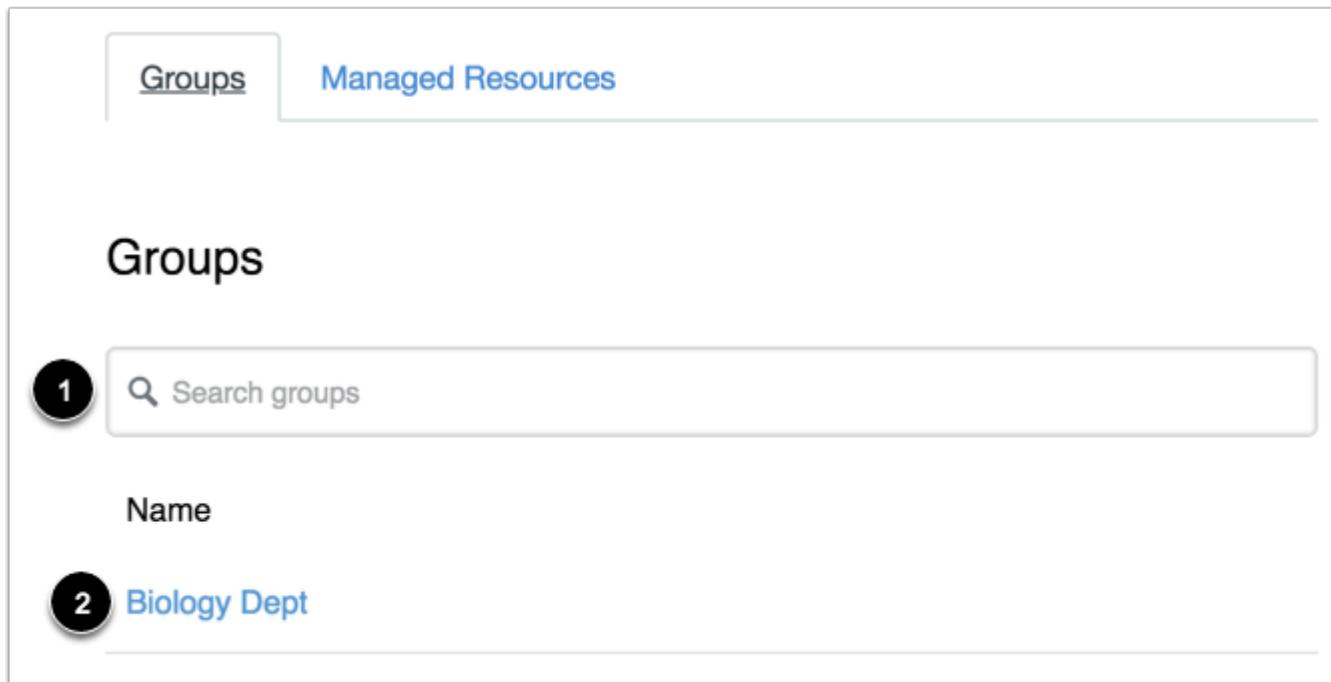
Open Groups



Groups Managed Resources

Click the **Groups** tab.

View Groups

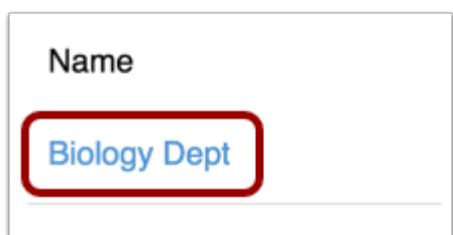


The screenshot shows the 'Groups' tab selected in the navigation bar. Below the tab, the word 'Groups' is displayed. A search bar is present with the placeholder 'Search groups'. A numbered callout [1] points to the search bar, and another [2] points to the group name 'Biology Dept'.

Find a specific group by typing in the **Search groups** field [1].

To manage the group, click the **group name** [2].

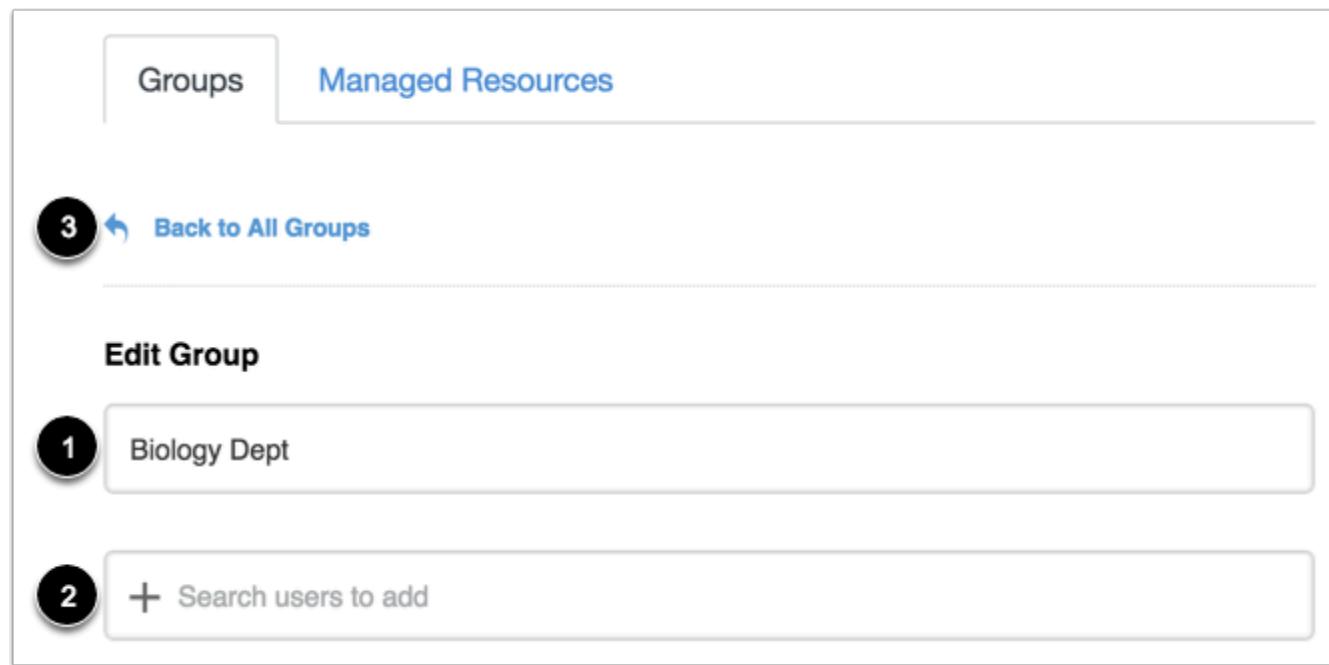
Edit Group



The screenshot shows the 'Groups' page with the 'Biology Dept' group name highlighted by a red border.

In the Groups page, to edit a group, click the group's name.

Edit Group Details



Groups Managed Resources

3 [Back to All Groups](#)

Edit Group

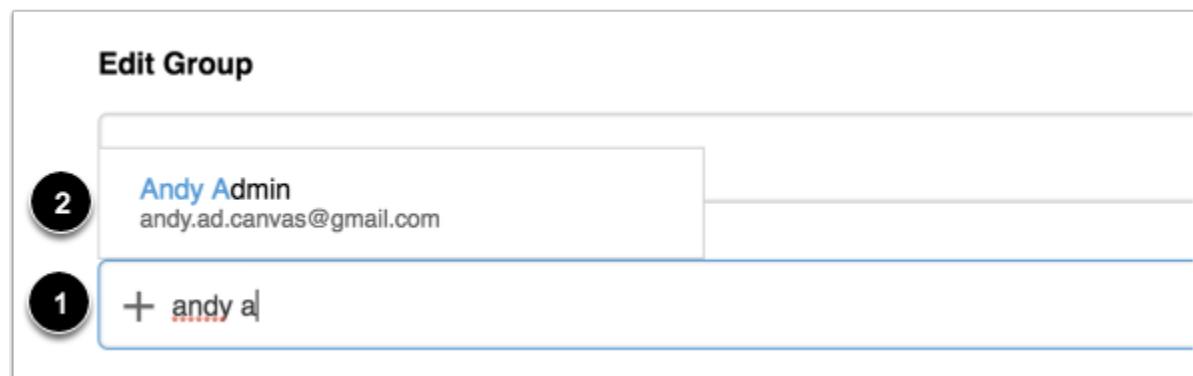
1 Biology Dept

2 + Search users to add

In the Edit Group page, you can change the group name [1] and add users to the group [2].

To return to the Groups page, click the **Back to All Groups** link [3].

Add Group Members



2 Andy Admin
andy.ad.canvas@gmail.com

1 + andy a

Click the **Search users to add** field [1]. Type the name or email address of the user and select the user from the search list [2].

Note: If you can't find the user you'd like to add to the group, make sure they have accessed Commons in the past.

Manage Group Members

Edit Group

Biology Dept

+ Search users to add

1 Manager	User	Email	
4	Andy Admin 2	andy.ad.canvas@gmail.com 3	5
	Doug Roberts	doug.roberts.canvas@gmail.com	

Users appear in the Group Member list [1]. Commons displays the user's name [2] and email [3].

To change the manager status of a user, click the toggle button [4]. To remove a user from the group, click the **Delete** icon [5].

Delete Group

Anthropology	
Applied Physics	
Art	

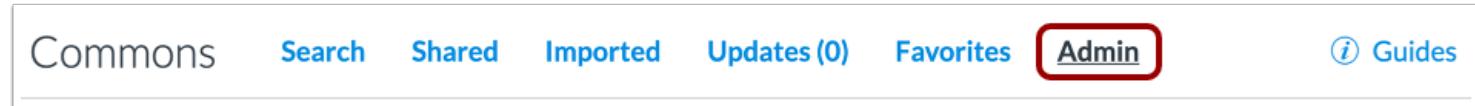
To delete a group, click the **Delete** icon.

Note: Only administrators can delete groups.

How do I manage approved content in Commons?

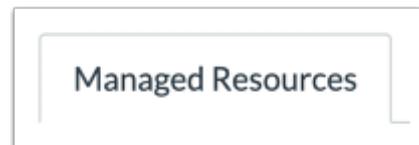
If your Commons Admin has added you as an approved content curator, you can mark resources as institution-approved content. You can only approve content uploaded by a user from your institution.

Open Admin Settings



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

Open Managed Resources



To view all resources managed by your institution, click the **Managed Resources** tab.

Open Resource



 **Module**
[What is Geography?](#)

9 - Undergraduate

Doug Roberts

 0  0

To open the resource details page, click the resource title.

Edit Resource

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

Click the **Edit Resource** link.

Note: If the Edit Resource link does not display, the resource may not be managed by your institution.

Share as Institution Approved Content

Sharing and License

Who can use this resource?* Maximum of 10

Only Me

All of Documentation LTI

Shared as...

Institution Approved Content

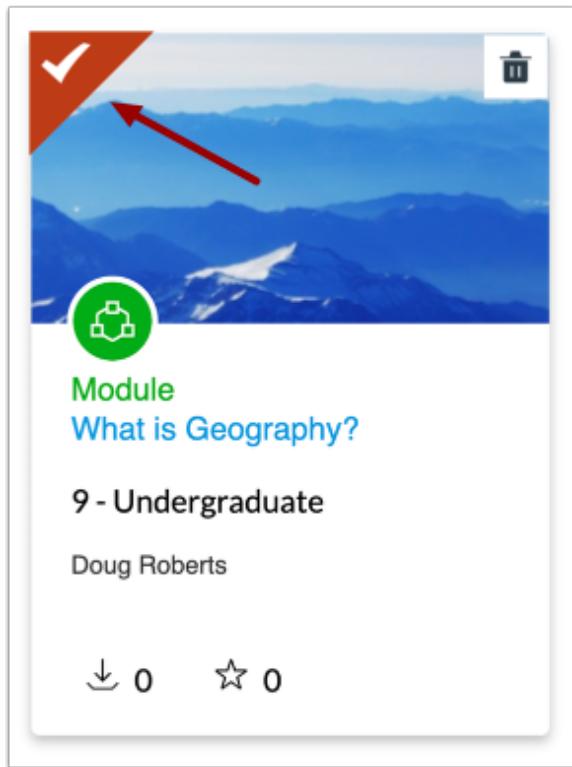
To share a resource as approved content, enable the **Institution Approved Content** toggle.

Save Resource

Save Changes

Click the **Save Changes** button.

View Approved Content



Approved resources display the approved content icon and background color as a banner on the content card in search results.

You can also view the approved content icon and message on the resource details page.

Admin

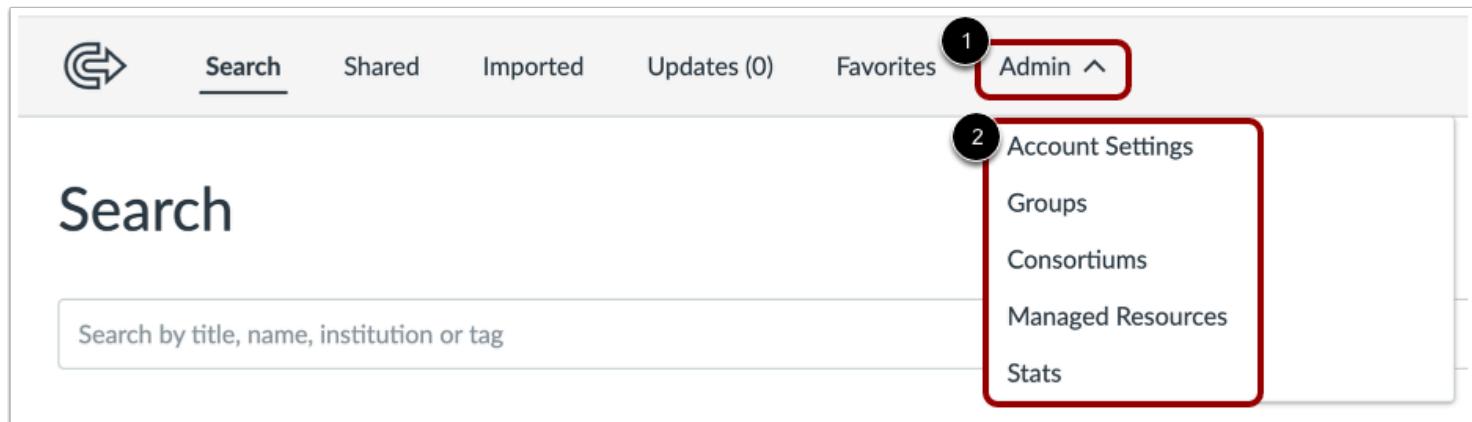
How do I view admin settings in Commons?

As a Canvas account admin, you can access admin settings in Commons to manage public sharing and importing options for your account, view and manage groups and consortiums, manage resources shared by users at your institution, and view resource statistics.

Notes:

- Users with the default Canvas account admin user role automatically have account admin access in Commons.
- Your institution can create custom Canvas account admin roles with the "Admins – add/remove" permission. These admin users also have account admin access in Commons.
- Users with non-admin roles (instructors, designers, etc.) do not have access to Admin Settings. However, you can grant limited Admin Settings access to group leaders or content curators.

Open Admin Settings

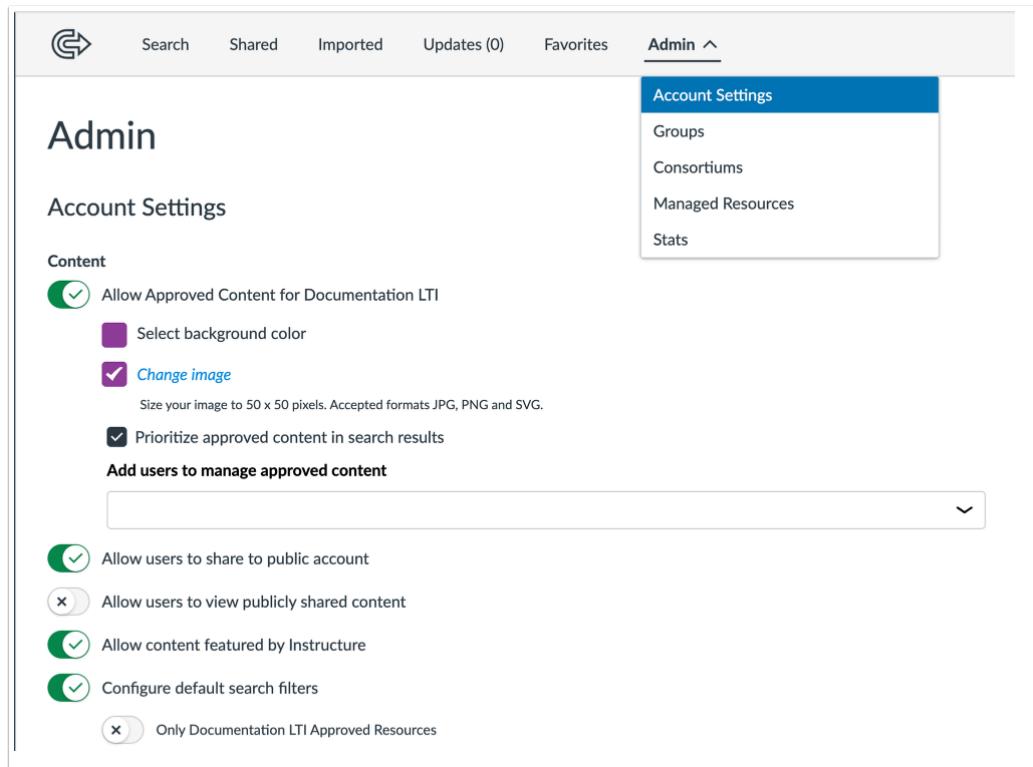


The screenshot shows the Commons interface with the following elements:

- Header: Search, Shared, Imported, Updates (0), Favorites, Admin (with a dropdown arrow).
- Search bar: Search by title, name, institution or tag.
- Admin dropdown menu (highlighted with a red box):
 - Account Settings
 - Groups
 - Consortiums
 - Managed Resources
 - Stats

To access Commons Account Settings, click the **Admin** drop-down menu [1]. Then, select a setting option [2].

View Account Settings



The screenshot shows the 'Admin' section of the Canvas interface. The 'Admin' tab is selected, and a dropdown menu is open, showing 'Account Settings' as the active option. The 'Account Settings' tab is selected, displaying various configuration options:

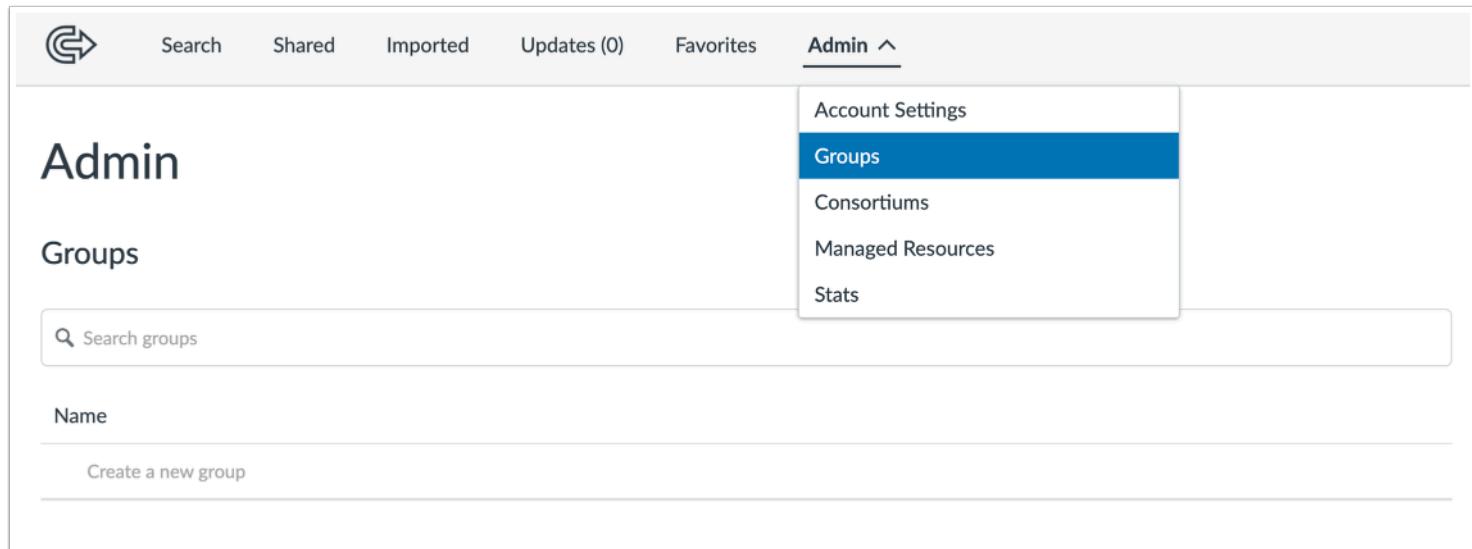
- Content**
 - Allow Approved Content for Documentation LTI
 - Select background color
 - [Change image](#)
Size your image to 50 x 50 pixels. Accepted formats JPG, PNG and SVG.
 - Prioritize approved content in search results
- Add users to manage approved content**
A dropdown menu is open, showing a list of users.
- Sharing**
 - Allow users to share to public account
 - Allow users to view publicly shared content
 - Allow content featured by Instructure
 - Configure default search filters
 - Only Documentation LTI Approved Resources

In the **Account Settings** tab, you can allow approved content settings, manage sharing settings, allow featured content, and configure default search filters.

You can also enable or disable standards and outcomes. By default, Standards & Outcomes settings are enabled.

You can [edit your account settings](#) at any time.

View Groups



Admin

Groups

Search groups

Name

Create a new group

Account Settings

Groups

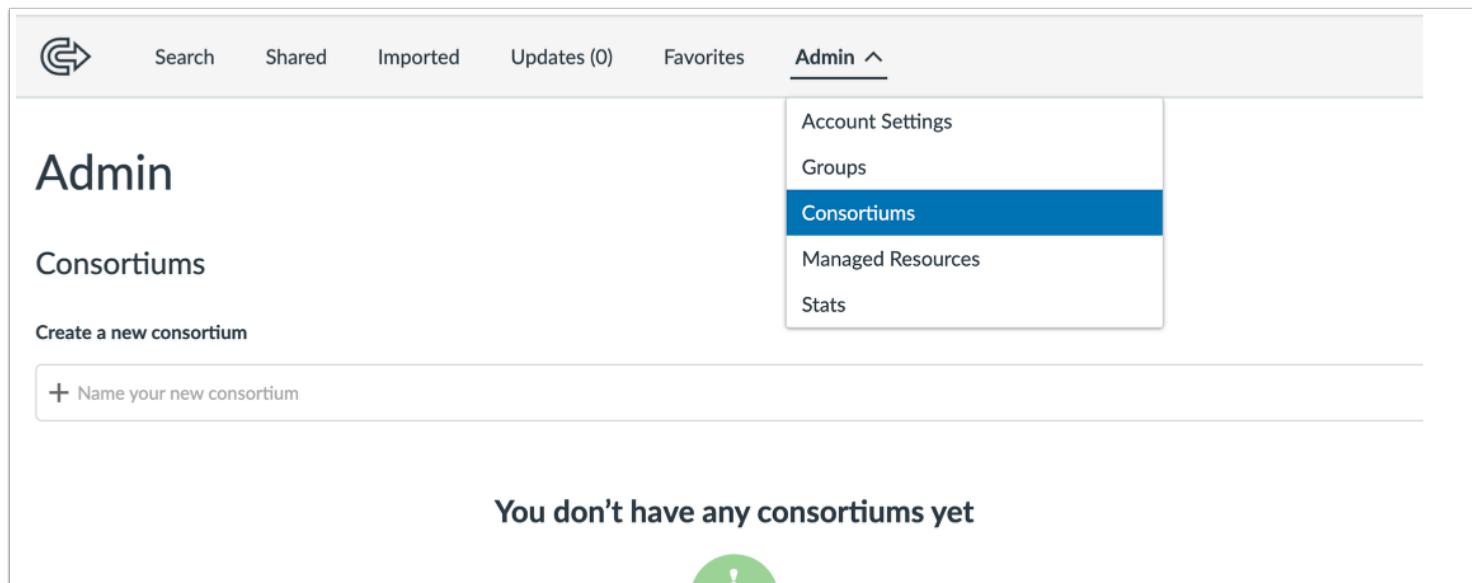
Consortiums

Managed Resources

Stats

In the **Groups** page, you can [create and manage groups](#) with which you share resources.

View Consortiums



Admin

Consortiums

Create a new consortium

+ Name your new consortium

You don't have any consortiums yet

!

Account Settings

Groups

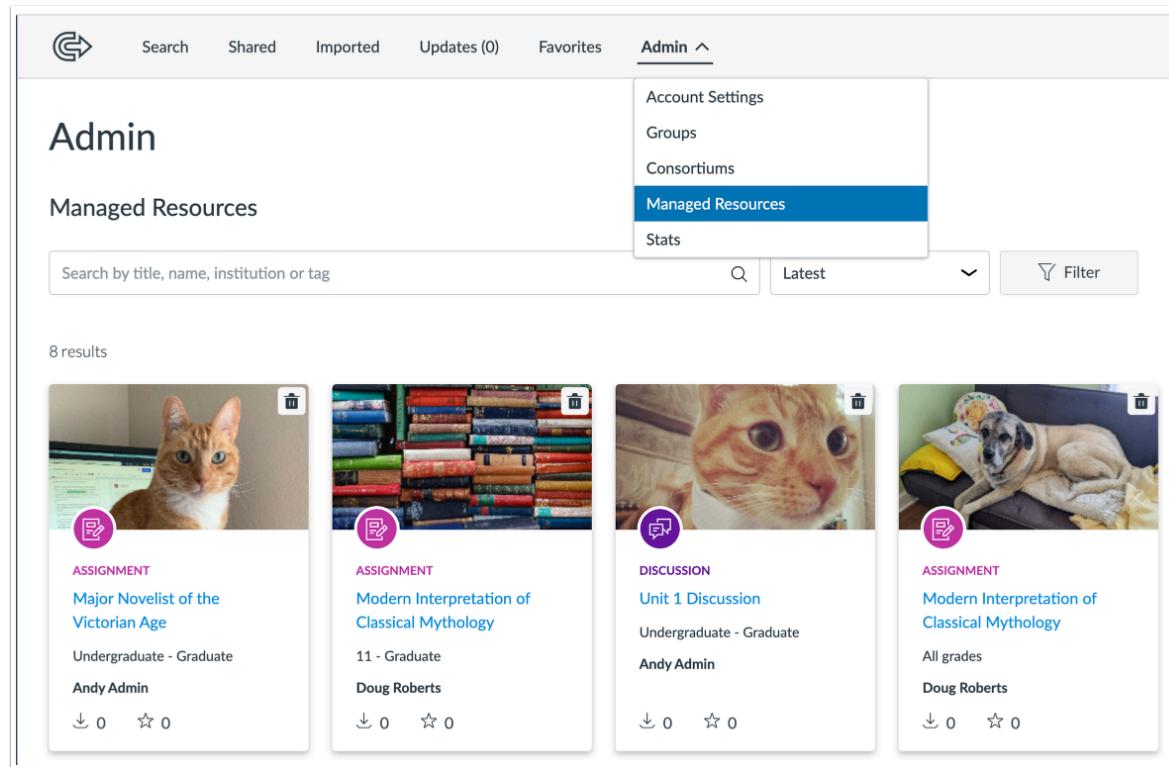
Consortiums

Managed Resources

Stats

In the **Consortiums** page, you can create and [manage consortiums](#) with which you share resources.

View Managed Resources



Admin

Managed Resources

Search by title, name, institution or tag

Latest

Filter

Stats

Account Settings

Groups

Consortiums

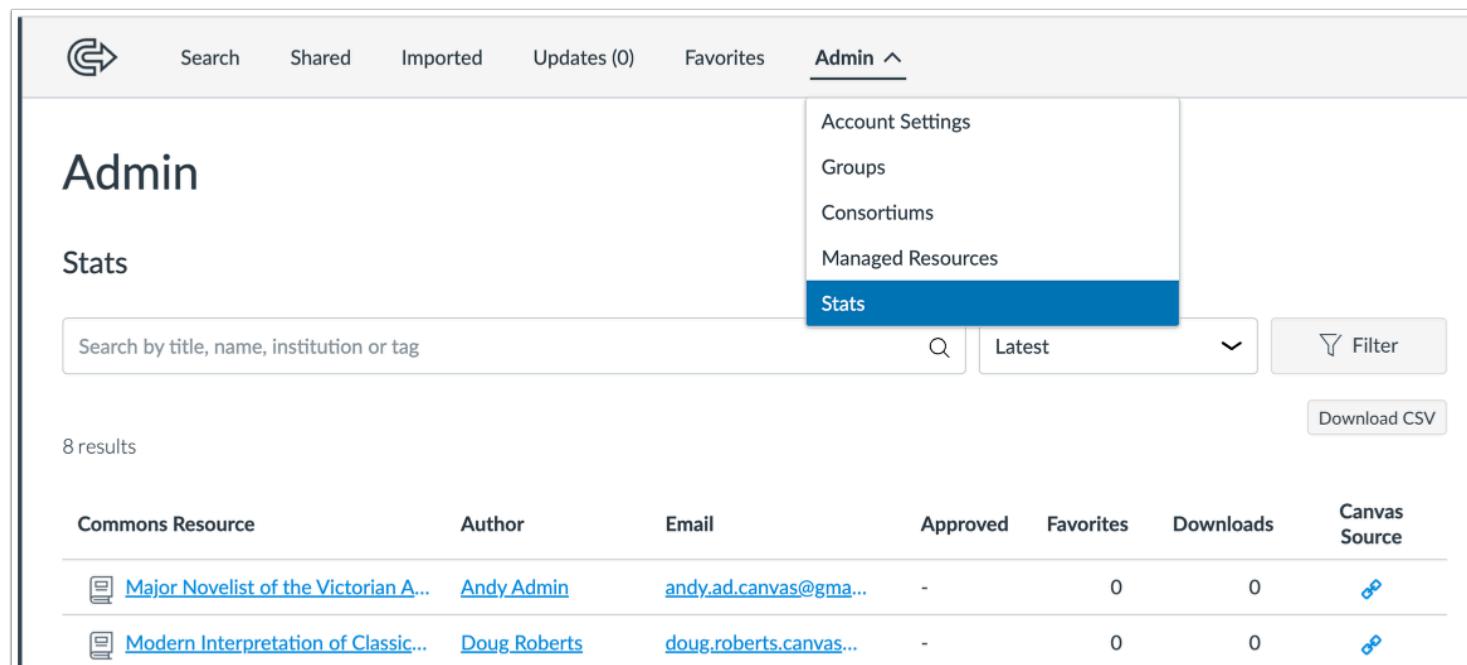
Managed Resources

8 results

Thumbnail	Title	Type	Description	Creator	Downloads	Stars
	Major Novelist of the Victorian Age	ASSIGNMENT	Undergraduate - Graduate	Andy Admin	0	0
	Modern Interpretation of Classical Mythology	ASSIGNMENT	11 - Graduate	Doug Roberts	0	0
	Unit 1 Discussion	DISCUSSION	Undergraduate - Graduate	Andy Admin	0	0
	Modern Interpretation of Classical Mythology	ASSIGNMENT	All grades	Doug Roberts	0	0
					0	0
					0	0
					0	0
					0	0

In the [Managed Resources](#) page, you can search, view, and remove 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.

View Statistics



Admin

Stats

Search by title, name, institution or tag

Latest

Filter

Download CSV

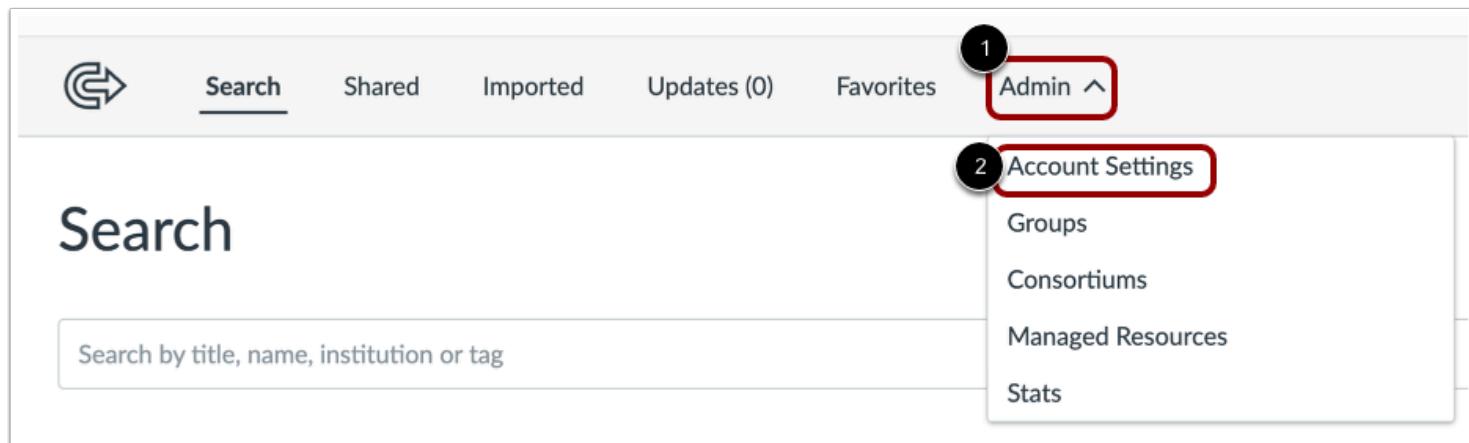
Commons Resource	Author	Email	Approved	Favorites	Downloads	Canvas Source
Major Novelist of the Victorian A...	Andy Admin	andy.ad.canvas@gma...	-	0	0	
Modern Interpretation of Classic...	Doug Roberts	doug.roberts.canvas...	-	0	0	

In the **Stats** page, you can [view resource statistics](#) for content shared by users at your institution. You can search for and filter resources. You can also view resource name, author, email address, approved content status, number of times favorited, number of times downloaded, and a link to the Canvas source file.

How do I edit my account settings in Commons?

As an admin, you can manage account settings. Settings are saved automatically as you make changes.

Open Account Settings



1 Admin ^

2 Account Settings

- Groups
- Consortiums
- Managed Resources
- Stats

In Commons Navigation, click the **Admin** drop-down menu [1]. Then, select the **Account Settings** option [2].

Edit Approved Content

Admin

Account Settings

Content

1  Allow Approved Content for Documentation LTI

2  Select background color

3  Change image

4  Prioritize approved content in search results

5 Add users to manage approved content

Size your image to 50 x 50 pixels. Accepted formats JPG, PNG and SVG.

▼

You can allow approved content for your Commons account. Approved content is indicated in search results by a customizable banner and image.

To allow approved content, click the **Allow Approved Content** toggle on [1].

To select a custom background color, click the **Select background color** button [2].

To upload a custom image, click the **Change image** link [3].

To prioritize approved content in search results, click the **Prioritize approved content in search results** checkbox [4].

You can allow other users to manage approved content. Type the name of a user in the field and press Enter (PC) or Return (Mac) to give them permission to curate approved content [5].

Note: Custom images must be 50x50 pixels in size and the file format must be either JPEG, PNG, or SVG.

Edit Public Content

- 1**  Allow users to share to public account
- 2**  Allow users to view publicly shared content

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** option [1]. This will remove the *Public (any Canvas Commons user)* option when [sharing a resource](#) to Commons.

To disable viewing of publicly shared content, deselect the **Allow users to view publicly shared content** option [2]. This will remove the *All (Includes Public Resources)* option when [searching for a resource](#) in Commons.

To prevent users in your account from viewing or importing publicly shared content, disable the **Allow users to view publicly shared content** option [2]. This option will hide all publicly shared resources from your Commons account. Users will also not be able to import any publicly shared resources. However, disabling this option does not affect publicly available featured content.

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, admins will not be able to view public resources and discovering users will not be able to view updates to previously imported public resources.

Edit Featured Content

 Allow content featured by Instructure

Featured content is enabled by default. When this option is enabled, featured content displays to users at the top of the Commons search page.

To disable featured content from displaying at the top of the Commons search page, disable the **Allow featured content** option. Featured content curated by the Commons team will still display in search results even if this option is disabled.

Edit Default Search Filters

1 Configure default search filters

2 Only Lorbeta Canvas Account Approved Resources

3 Grade/Levels

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 8th grade
<input type="checkbox"/> 1st grade	<input type="checkbox"/> 9th grade
<input type="checkbox"/> 2nd grade	<input type="checkbox"/> 10th grade
<input checked="" type="checkbox"/> 3rd grade	<input type="checkbox"/> 11th grade
<input checked="" type="checkbox"/> 4th grade	<input type="checkbox"/> 12th grade
<input checked="" type="checkbox"/> 5th grade	<input type="checkbox"/> Undergraduate
<input checked="" type="checkbox"/> 6th grade	<input type="checkbox"/> Graduate
<input type="checkbox"/> 7th grade	

4 Shared With

- All (Includes Public Resources)
- Lorbeta Canvas Account
- accountant
- backfill consortium
- bookkeeper
- clerk
- data analyst
- Engineer
- English Dept
- Financial Advisor

You can configure default search filters in Commons. Default search filters are automatically applied to all search results in Commons. However, users can modify filters for individual searches.

To turn on default search filters, enable the **Configure default search filters** option [1].

To only display approved content in search results, enable the **Only Account Approved Resources** option [2].

To filter content based on grade/level, click the checkbox next to the desired grade/level [3].

To filter content based on sharing and publicity settings, select an option from the list [4].

Edit Standards & Outcomes

Standards & Outcomes

1  Show Common Core Standards

2  Show State Standards ▾

By default, Standards & Outcomes settings are enabled.

To disable users from tagging federal or state standards to shared resources in Commons, click the **Show Common Core Standards** [1] or **Show State Standards** [2] button to turn off the option.

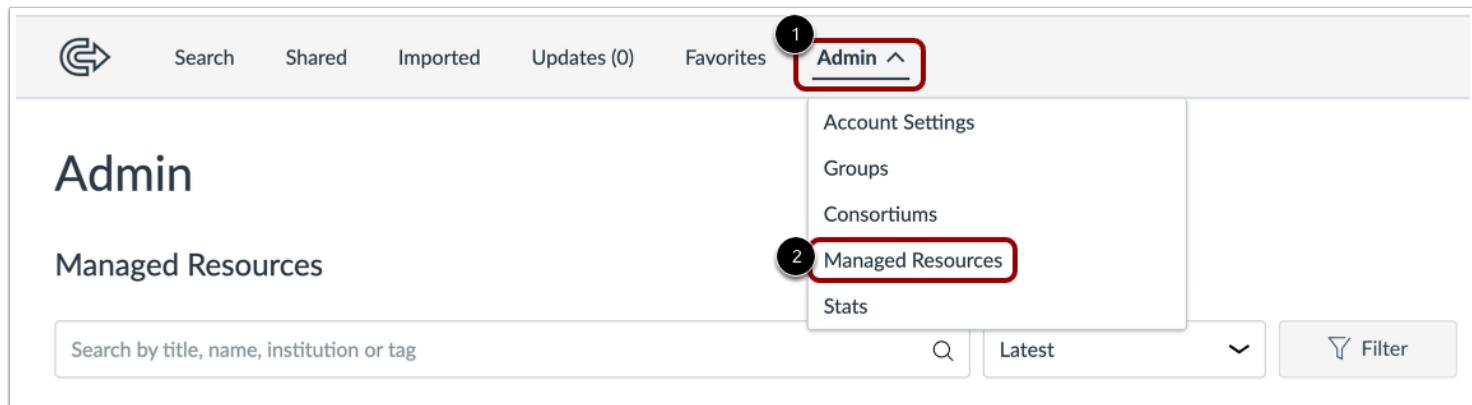
How do I edit the details of a resource in Commons as an admin?

Admins can edit and remove resources shared by users in their account. Admins cannot edit or remove resources that are shared privately. Admins can only modify resource details and cannot modify resource content. Admins and approved content curators can also share resources as featured content. Admins can share a resource as approved content.

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.

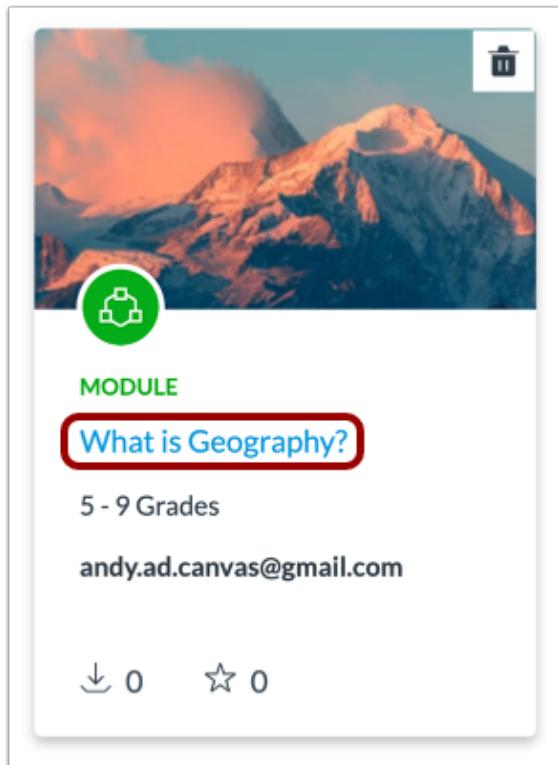
Open Managed Resources



The screenshot shows the Commons navigation bar with the following elements: a back arrow icon, 'Search', 'Shared', 'Imported', 'Updates (0)', 'Favorites', and an 'Admin' dropdown menu. The 'Admin' menu is open, displaying 'Account Settings', 'Groups', 'Consortiums', 'Managed Resources' (which is highlighted with a red box and a number 2), and 'Stats'. Below the navigation bar is a search bar with the placeholder 'Search by title, name, institution or tag', a search icon, a 'Latest' button, a dropdown menu, and a 'Filter' button. The main area is titled 'Admin' and contains a section for 'Managed Resources'.

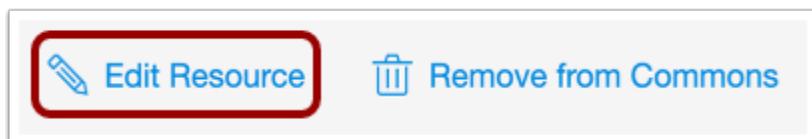
In Commons navigation, click the **Admin** drop-down menu [1], then select the **Managed Resources** option [2].

Open Resource



Click the name of the resource you want to edit or delete.

Edit Resource



Click the **Edit Resource** link.

Edit Resource Details

1 Sharing and License

Who can use this resource?* Maximum of 10

Only Me
 All of Lorbeta Canvas Account
 Public (any Canvas Commons user)

Shared as...

Institution Approved Content
 Featured Content (NEW)

Content Type (Optional) (NEW)

Template
 Open Textbook

License* Help Me Choose

Copyrighted

Add Additional Information

2 Metadata

Title*
 What is Geography?

Description*
 Module that will take students through the basics of geography.

Tags (Type enter to start a new tag)

3 Grades

Grade/Level

From: 5th grade To: 9th grade

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

Cancel Save Changes

You can update the sharing and license settings [1], metadata [2], and the grade level [3].

Approve Content

Sharing and License

Who can use this resource? * Maximum of 10

Only Me

All of Lorbeta Canvas Account

Public (any Canvas Commons user)

Shared as...

Institution Approved Content

Featured Content NEW

Content Type (Optional) NEW

Template

Open Textbook

License * Help Me Choose

Copyrighted

To mark a resource as approved content, enable the **Institution Approved Content** option.

Only account admins and approved content curators can share resources as institution-approved content.

Feature Content

Sharing and License

Who can use this resource?* Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Public (any Canvas Commons user)

Shared as...

- Institution Approved Content
- Featured Content NEW

Content Type (Optional) NEW

- Template
- Open Textbook

License* [Help Me Choose](#)

Copyrighted



To feature a resource in your Commons account, enable the **Featured Content** option. Featured content displays at the top of search results on the Commons search page.

Only admins can share resources as featured content.

Select Content Type

Sharing and License

Who can use this resource? * Maximum of 10

Only Me

All of Lorbeta Canvas Account

Public (any Canvas Commons user)

Shared as...

Institution Approved Content

Featured Content NEW

Content Type (Optional) NEW

1 Template

2 Open Textbook

License * Help Me Choose

Copyrighted

You can label your resource as a template or open textbook content type. Content types help users more easily locate resources when filtering search results.

To select the template content type, click the **Template** checkbox [1]. To select the open textbook content type, click the **Open Textbook** checkbox [2]. Both content types can be selected for the same resource.

Save Changes

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

View Updated Resource

[Back to Search](#) ☆ 0 Favorites ↓ 0 Downloads 5/14/20 Copyrighted

What is Geography?

MODULE

Preview Details Version notes

Module that will take students through the basics of geography.

Author(s)
 andy.ad.canvas@gmail.com

Account
[Lorbeta Canvas Account](#)

Grade/Level
5, 6, 7, 8, 9

Shared With
Lorbeta Canvas Account



Lorbeta Canvas Account
Approved

 Import/Download
12.77 kB - IMS Common Cartridge File (.imscc)

 Add to Favorites

 Copy Resource Link

View updated resource details.

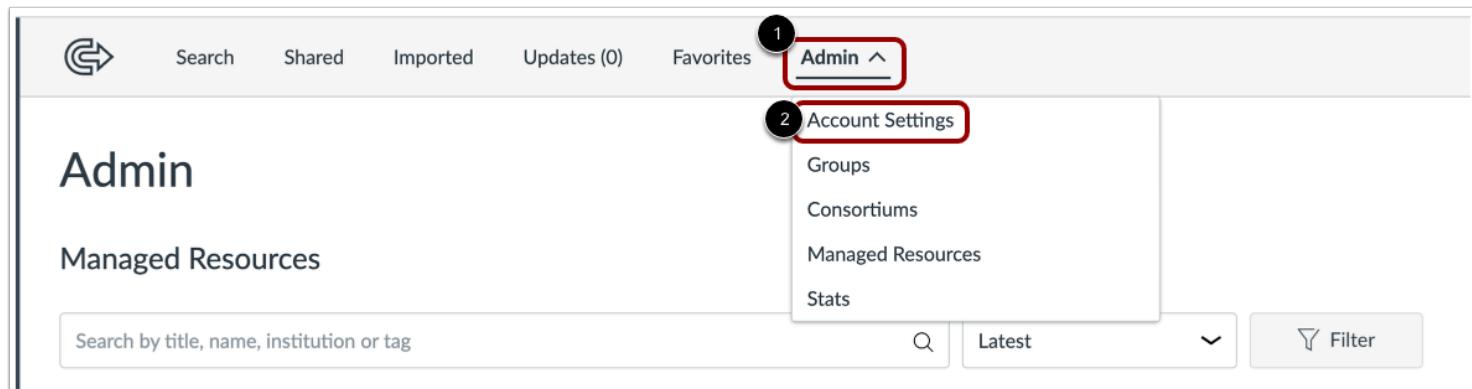
How do I allow and manage approved content in Commons?

As an admin in Commons, you can allow approved content, mark resources in Commons as approved content, and allow other users to approve content in Commons. You can also customize search results for users so they only see approved content in search results. Approved content is indicated with a banner and custom logo that displays in Commons search results.

Approved content allows admins to easily distinguish institution-approved content from other user-submitted content in Commons and provide higher quality resources in search results through a content approval process.

Note: You can only approve content that you or someone at your institution has uploaded to Commons. To approve public content, you must first download the content from Commons and then re-upload it for use at your institution.

Open Account Settings



The screenshot shows the Commons navigation bar with the 'Admin' menu highlighted. A dropdown menu is open, showing 'Account Settings' as the selected option. Other options in the menu include 'Groups', 'Consortiums', 'Managed Resources', and 'Stats'. The main content area shows 'Admin' and 'Managed Resources' sections, a search bar, and a date filter.

In Commons Navigation, click the **Admin** drop-down menu [1]. Then, select the **Account Settings** option [2].

Allow Approved Content

Account Settings

Content

Allow Approved Content for Lorbeta Canvas Account

Select background color

[Change image](#)

Size your image to 50 x 50 pixels. Accepted formats JPG, PNG and SVG.

Prioritize approved content in search results

Add users to manage approved content

Max Eisenhardt cal... [x](#) [▼](#)

To enable approved content, enable the **Allow Approved Content** option.

Customize Approved Content

Account Settings

Content

Allow Approved Content for Lorbeta Canvas Account

1  Select background color

2  [Change image](#) - [Reset to default](#) 3

Size your image to 50 x 50 pixels. Accepted formats JPG, PNG and SVG.

4 Prioritize approved content in search results

Add users to manage approved content

5  

To customize the background color that displays behind the approved content icon, click the **Select background color** button [1].

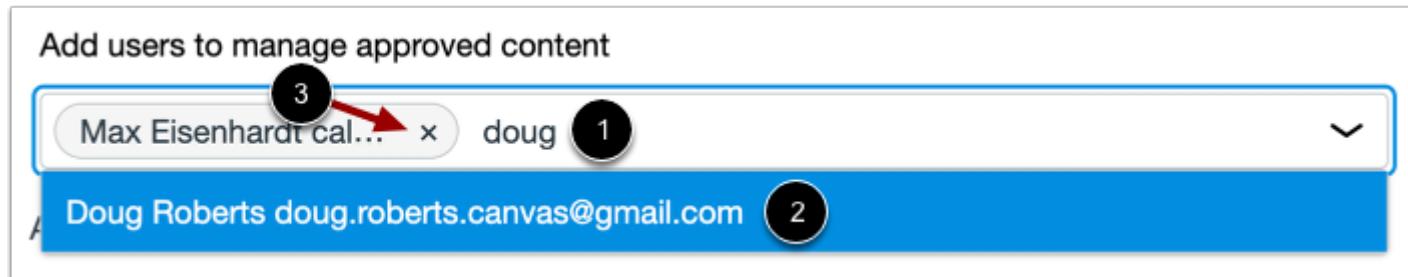
To upload a custom image, click the **Change image** link [2]. To reset the custom image back to the default (a white checkmark icon), click the **Reset to default** link [3].

To prioritize approved content in search results, click the **Prioritize approved content in search results** checkbox [4]. When this option is selected, approved content always appears first in search results.

You can allow other users to manage approved content. Type the name of a user in the Add users to manage approved content field and press Enter (PC) or Return (Mac) to give them permission to curate approved content [5].

Note: Custom images must be 50x50 pixels in size and the file format must be either JPEG, PNG, or SVG.

Add Users to Manage Approved Content

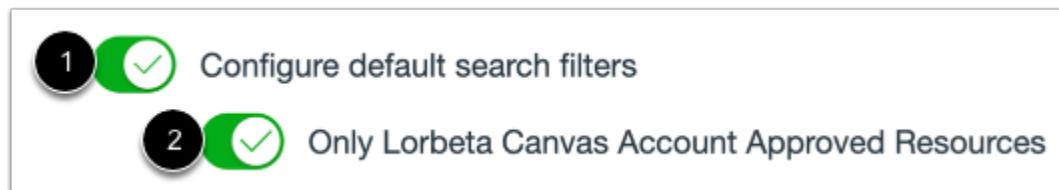


Commons admins can give users the ability to manage approved content for the account. Added users can mark resources as approved content, including resources they upload to Commons.

To give a user the ability to manage approved content, type their name or email address in the **Add users to manage approved content** field [1]. As you begin typing, you will see suggested users in a list. Select the user by clicking their name or press the Return (Mac) or Enter (PC) key on your keyboard when their name is highlighted in the list [2].

To remove a user from the list, click the **Remove** icon next to their name [3].

Customize Search Results



You can configure default search filters to only display approved resources in the Commons search page.

To enable default search filters, enable the **Configure default search filters** option [1].

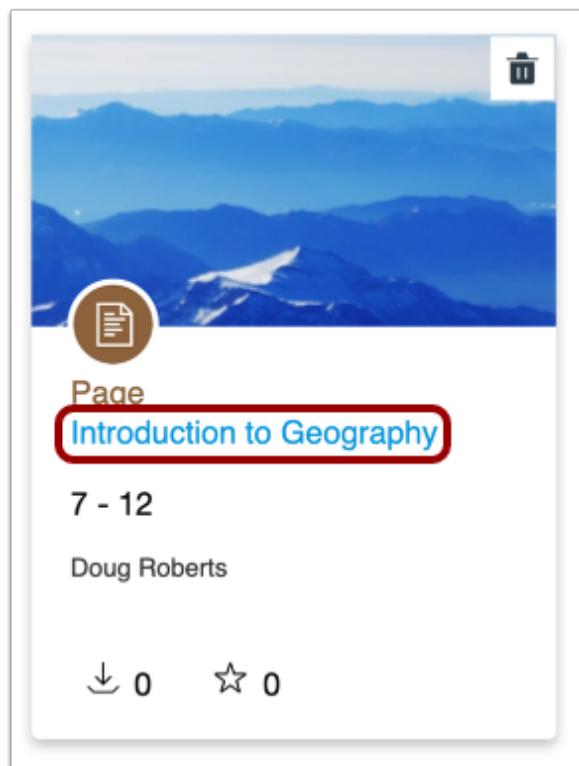
To only display approved resources in search results, enable the **Only Account Approved Resources** option [2].

Manage Resources

Account Settings Groups Consortiums **Managed Resources**

You can approve content from the resource details page. To view all resources you manage, click the **Managed Resources** tab.

Open Resource



A resource card for a page titled "Introduction to Geography". The card features a blue mountain landscape image at the top. Below the image are the resource title "Introduction to Geography" (with a red box around it), the author "Doug Roberts", and the page range "7 - 12". At the bottom, there are download and star rating icons.

Page
Introduction to Geography

7 - 12

Doug Roberts

↓ 0 ⭐ 0

To open the resource details page, click the resource title.

Edit Resource

[!\[\]\(da278177719944b84b0eade0cb5073a7_img.jpg\) Edit Resource](#) [!\[\]\(b5f4e0c2764750a53ad556ffd462b962_img.jpg\) Remove from Commons](#)

[!\[\]\(5d69bd7ba83546d2f59fee64937984a9_img.jpg\) Back to Managed Resources](#) ☆ 0 Favorites Download 0 Downloads 7/11/19 Copyrighted

 **Introduction to Geography**
PAGE 

Click the **Edit Resource** link.

Approve Content

Sharing and License

Who can use this resource? * Maximum of 10

Only Me

All of Lorbeta Canvas Account

Public (any Canvas Commons user)

Shared as...

Institution Approved Content

Featured Content NEW

Content Type (Optional) NEW

Template

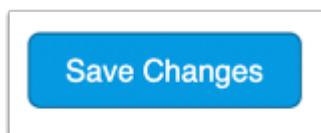
Open Textbook

To share a resource as approved content, enable the **Institution Approved Content** button.

To remove the resource from approved content, disable the **Institution Approved Content** button.

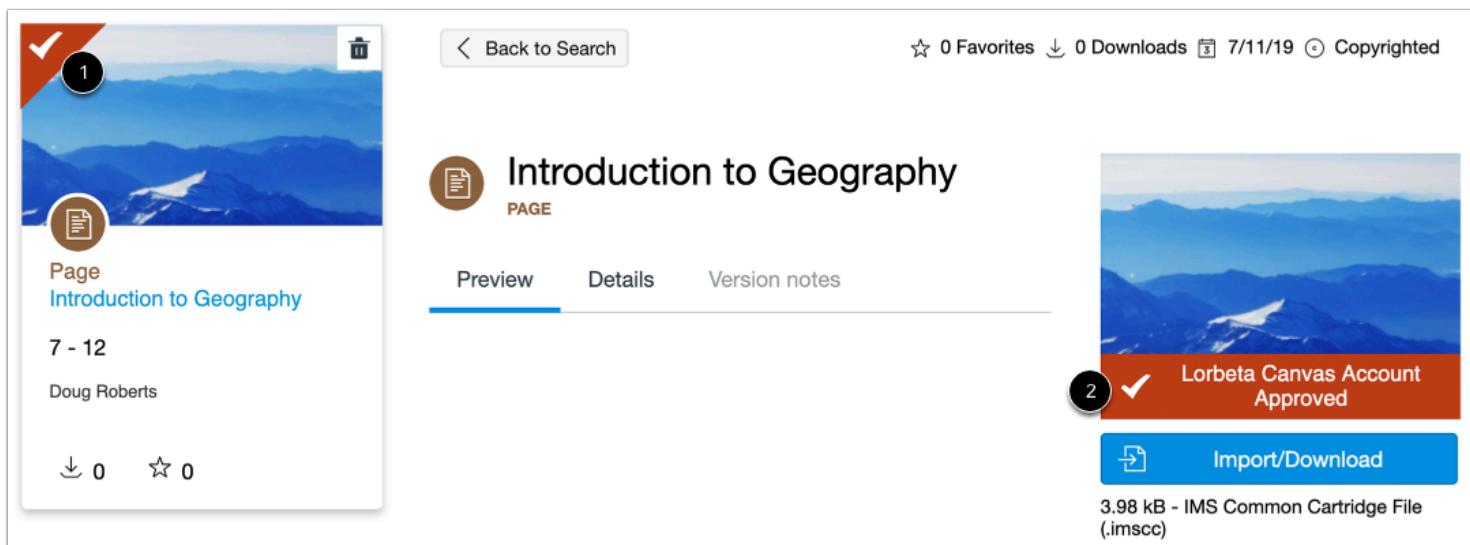
Note: Users at your institution cannot [update previously shared resources](#) if they are marked as institution-approved content. To allow users to update approved content, you must disable the Institution Approved Content option. Following the update, re-enable the option.

Save Resource



Click the **Save Changes** button.

View Approved Content

A screenshot of the Canvas Commons interface. On the left, a search result card for a resource titled "Introduction to Geography" by Doug Roberts (version 7 - 12) is shown. The card has a red header with a checkmark icon and the number "1". On the right, the resource details page for "Introduction to Geography" is displayed. The page shows the title, a preview image of a mountain range, and a red banner at the bottom stating "Lorbeta Canvas Account Approved" with a checkmark icon. Number "2" is circled around this banner. At the bottom of the details page, there is a blue "Import/Download" button and the file information "3.98 kB - IMS Common Cartridge File (.imscc)".

Back to Search

0 Favorites 0 Downloads 7/11/19 Copyrighted

Page
Introduction to Geography

7 - 12

Doug Roberts

0 0

Introduction to Geography

PAGE

Preview Details Version notes

2 Lorbeta Canvas Account Approved

Import/Download

3.98 kB - IMS Common Cartridge File (.imscc)

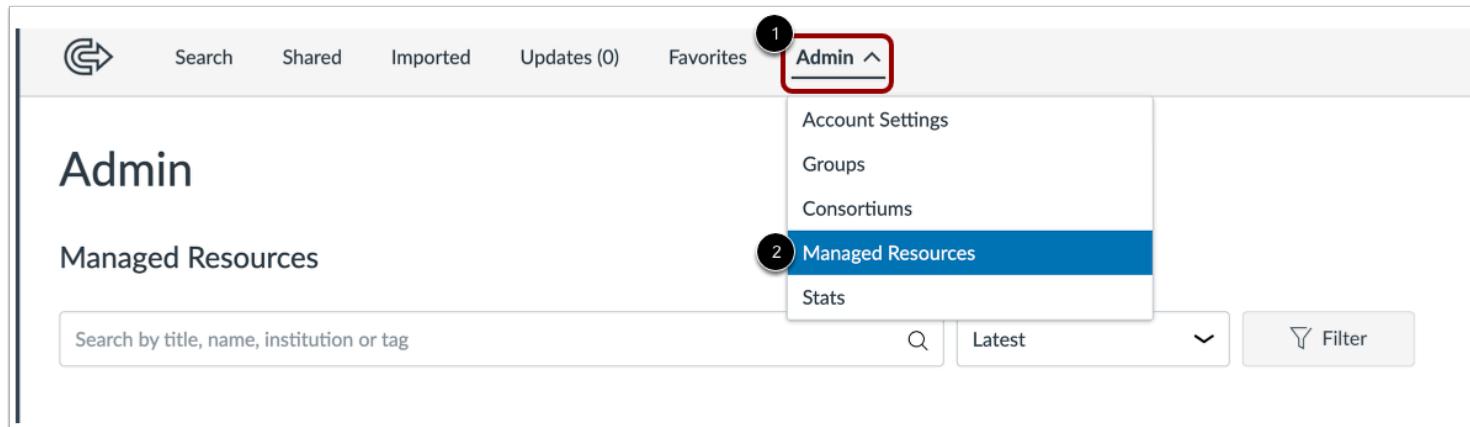
Approved resources display the approved content icon and background color as a banner on the content card in search results [1].

You can also view the approved content icon and message on the resource details page [2].

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

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

Open Managed Resources



The screenshot shows the Commons Admin interface. At the top, there is a navigation bar with links for Search, Shared, Imported, Updates (0), Favorites, and Admin. The Admin link is highlighted with a red box and a number 1. A dropdown menu for Admin is open, showing options: Account Settings, Groups, Consortiums, Managed Resources (which is highlighted with a blue box and a number 2), and Stats. Below the navigation bar, the page title is "Admin" and the section title is "Managed Resources". There is a search bar with the placeholder "Search by title, name, institution or tag" and a "Filter" button. The main content area is currently empty.

In the Commons navigation menu, click the **Admin** drop-down menu [1]. Then, select the **Managed Resources** option [2].

View Account Shared Resources



The screenshot shows the Managed Resources page. At the top, there is a search bar with the placeholder "Search Managed Resources" and a "Filter" button. The search bar is highlighted with a red box and a number 1. To the right of the search bar is a dropdown menu with the "Latest" option selected, highlighted with a red box and a number 2. The "Filter" button is also highlighted with a red box and a number 3.

The Managed Resources page allows you to search for, view, and edit or remove resources shared by your institution that are not private to the author.

In the search field, you can search your account's shared resources by entering keywords such as author or title [1]. You can also sort by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

To view and apply search filters, click the **Filter** button [3].

Apply Search Filters

X Filter Results

1 Only Lorbeta Canvas Account Approved Resources

2 View only these types

 COURSES	 MODULES	 ASSIGNMENTS	 QUIZZES	 DISCUSSIONS
 PAGES	 DOCUMENTS	 VIDEOS	 AUDIO	 IMAGES

3 Content Types NEW

- Templates
- Open Textbooks

4 Grade/Levels

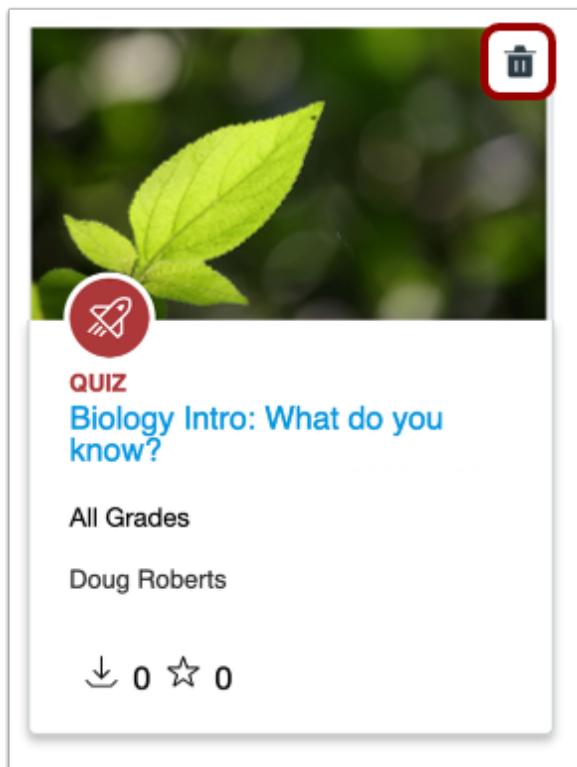
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 8th grade
<input type="checkbox"/> 1st grade	<input type="checkbox"/> 9th grade
<input type="checkbox"/> 2nd grade	<input type="checkbox"/> 10th grade
<input type="checkbox"/> 3rd grade	<input type="checkbox"/> 11th grade
<input type="checkbox"/> 4th grade	<input type="checkbox"/> 12th grade
<input type="checkbox"/> 5th grade	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> 6th grade	<input type="checkbox"/> Graduate
<input type="checkbox"/> 7th grade	

5 Shared With

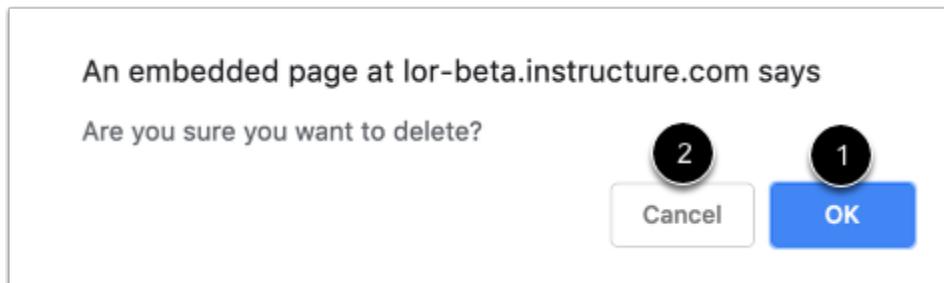
- All (Includes Public Resources)
- Lorbeta Canvas Account

You can filter search results when managing resources. Search filters have several options, including filtering by approved content [1], resource type [2], content type [3], grade/level [4], and sharing settings [5].

Remove Resource



To remove a resource from Commons, click the **Delete** icon.

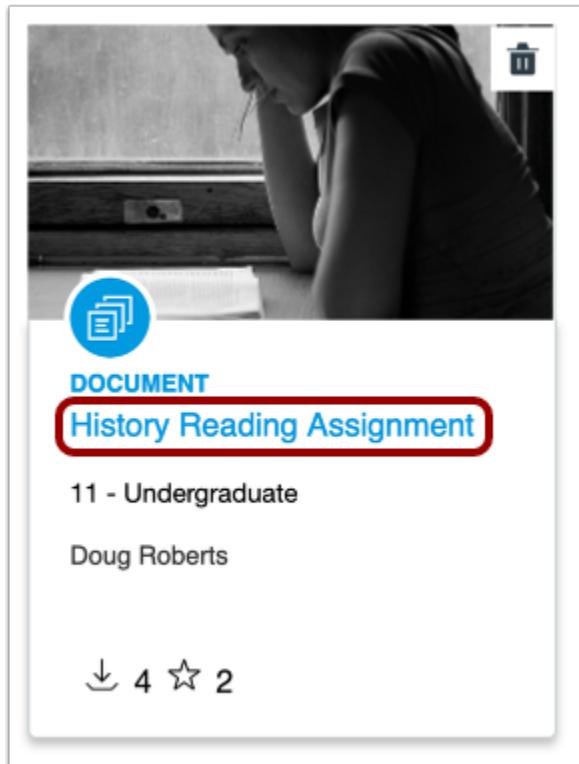


You will be asked to confirm deletion of the resource. To confirm and delete the resource, click **Delete** [1]. You will be unable to recover the resource once it is removed from Commons. The author will no longer see the removed resource on their Shared page.

To cancel deletion, click **Cancel** [2].

Note: If you delete a shared resource in Canvas, other users will still be able to import that resource until you delete the resource in Commons.

View Resource



To view more details about a resource, click the resource tile.

Edit Resource Details

[!\[\]\(f29f1f13d93a35b55d8f898ff0704e59_img.jpg\) Edit Resource](#) [!\[\]\(d06c407dcb71ea610a99001f6b4dbc5c_img.jpg\) Remove from Commons](#)

[!\[\]\(059590f97dcdf3abd9bb6afab78b2500_img.jpg\) Back to Managed Resources](#) ★ 3 Favorites  5 Downloads  11/15/18  Public Domain

History Reading Assignment

DOCUMENT

[Preview](#) [Details](#) [Version notes](#)

Page < 1 > of 2   ZOOM  

US History & Government
Summer Reading Assignment



 Import/Download

39.6 kB - Adobe Portable Document Format (pdf)

 Remove from Favorites

 Copy Resource Link

To [edit resource details](#), click the **Edit Resource** button.

Note: Admins cannot edit or update resource content.

Remove from Commons

[!\[\]\(a108e077451d8cdb4a7f8bdc04b672a9_img.jpg\) Edit Resource](#) [!\[\]\(10a27d00b4d398b642c9d0f9c21e0e49_img.jpg\) Remove from Commons](#)

[!\[\]\(c9cce6205c6d0504108917c4e5aa300d_img.jpg\) Back to Managed Resources](#) ☆ 3 Favorites 5 Downloads 11/15/18 PD Public Domain

 **History Reading Assignment**
DOCUMENT

[Preview](#) [Details](#) [Version notes](#)

Page < 1 > of 2 |  | - ZOOM + | 



 **Import/Download**
39.6 kB - Adobe Portable Document Format (pdf)

 **Remove from Favorites**

 **Copy Resource Link**

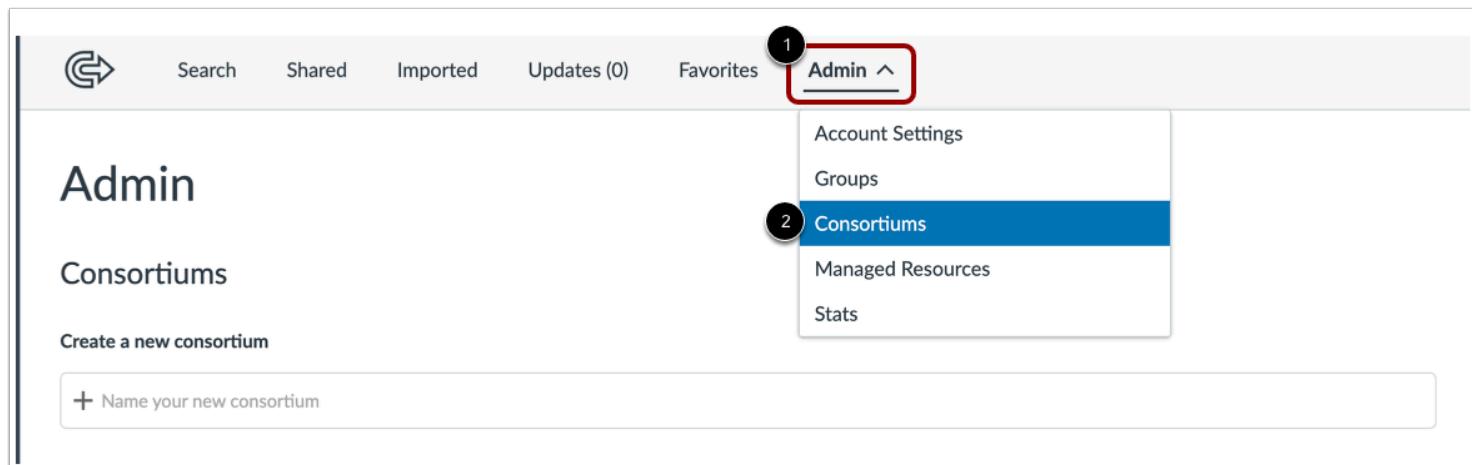
You can also remove a resource from the resource details page. To remove the resource, click the **Remove from Commons** button.

How do I manage Consortiums in Commons?

As an admin, you can manage (create, edit, and delete) consortiums for your account. A consortium is a collective of several institutions, which is different than a Commons group.

You can also accept or decline invitations to consortiums and leave consortiums you have joined.

Open Consortiums



The screenshot shows the Commons navigation menu. At the top, there is a horizontal bar with icons for Search, Shared, Imported, Updates (0), Favorites, and Admin. The Admin icon is highlighted with a red box and a circled number '1'. A dropdown menu for Admin is open, showing options: Account Settings, Groups, Consortiums, Managed Resources, and Stats. The 'Consortiums' option is highlighted with a blue box and a circled number '2'.

In the Commons navigation menu, click the **Admin** drop-down menu [1]. Then, select the **Consortiums** option [2].

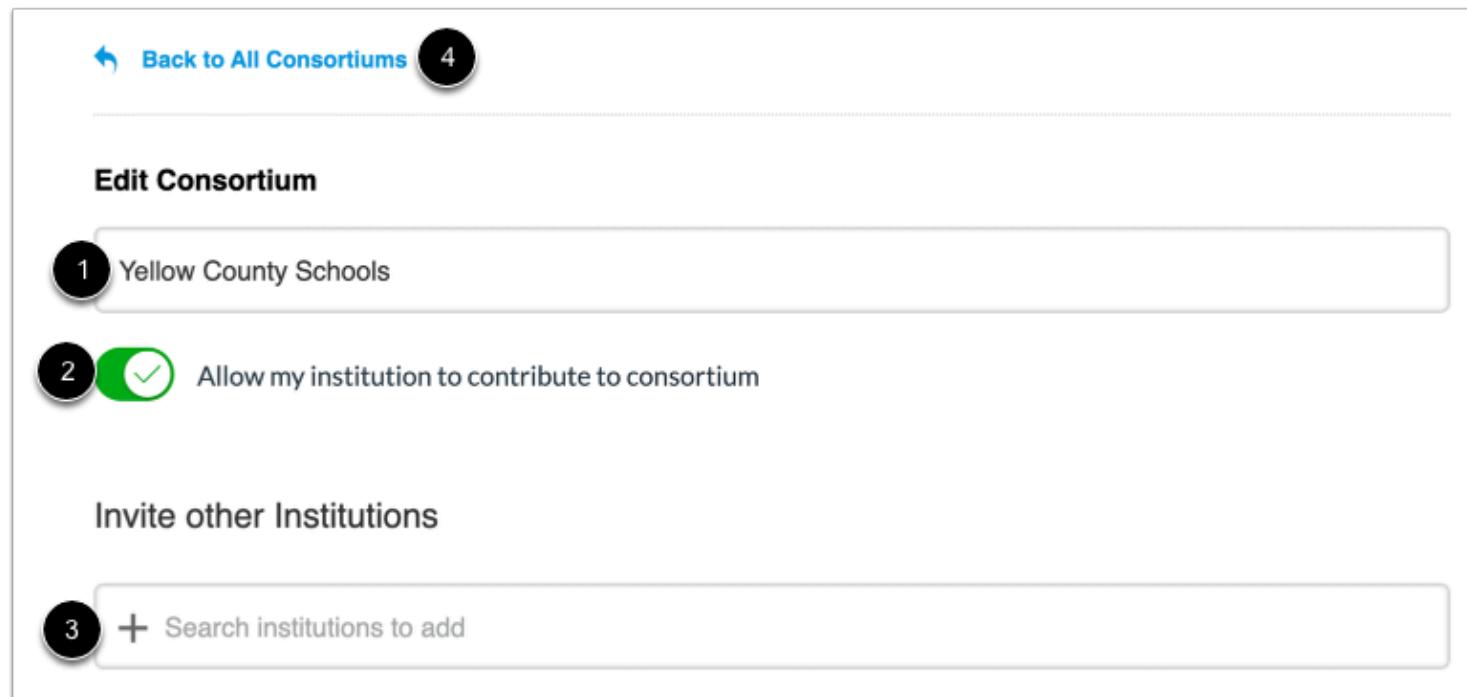
Create Consortium



The screenshot shows the 'Create Consortium' page. The title 'Consortiums' is at the top. Below it is the heading 'Create a new consortium'. A large input field with a red border contains the placeholder text '+ Name your new consortium'.

Type the name of the new consortium in the new consortium field. Then press the **Return** (Mac) or **Enter** (PC) key.

Edit Consortium Details



1 Back to All Consortiums

2 Allow my institution to contribute to consortium

3 Search institutions to add

4 Edit Consortium

In the Edit Consortium page, you can change the consortium name [1], choose whether to allow your institution to contribute to the consortium [2], and invite other institutions [3]. To return to the Consortiums page, click the **Back to All Consortiums** link [4].

Invite Institutions

Invite other Institutions

+ Search institutions to add [1]

Lorcruz [2]
Lorbeta Canvas Account In Consortium

+ lord

In the institution field [1], type the name or URL of the institution. Then select the institution from the search list [2].

Manage Institutions

Invite other Institutions

+ Search institutions to add

1	Contributor	Institution
	3	Lorcruz PENDING [2]
		  

Invited institutions will appear in the Contributor and Institution list [1] and will be marked as **Pending** [2] until the institution accepts the invitation to join the consortium. If the institution declines the invitation, the status will be **Declined** and can be dismissed.

To change the Contributor status of the institution, click the toggle [3]. To remove an institution from the consortium, click the **Delete** icon [4].

Edit Consortium

Rolling Hills Schools	
Yellow County Schools	

To edit a consortium, click the consortium's name on the Consortiums page.

Delete Consortium

Rolling Hills Schools	
Yellow County Schools	 →

To delete a consortium, click the **Delete** icon.

Accept or Decline Invitation

ACCESSIBILITY TEAM *Created by: parner.instructure.com*

1 [Join](#) 2 [Decline](#)

KEYBOARD INTERNATIONAL *Created by: parner.instructure.com*

[Join](#) [Decline](#)

To accept an invitation, click the **Join** button [1]. To reject an invitation, click the **Decline** button [2].

Leave Consortium

ACCESSIBILITY TEAM *Created by: parner.instructure.com* → [Leave](#)

KEYBOARD INTERNATIONAL *Created by: parner.instructure.com* [Leave](#)

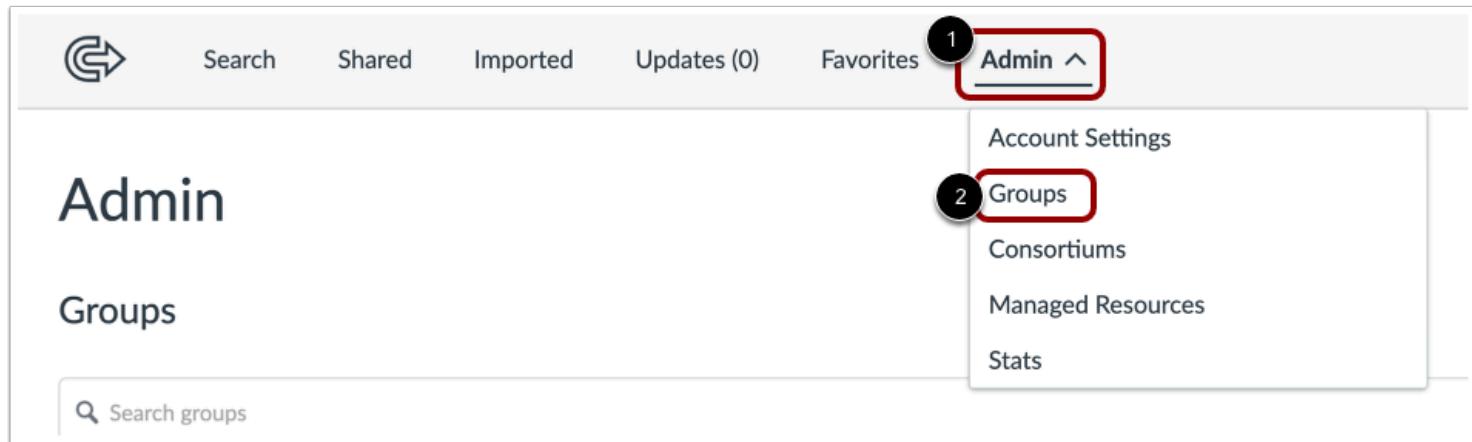
To leave a joined consortium, click the **Leave** link.

How do I create and manage Groups in Commons?

As an admin, you can manage (create, edit, and delete) groups for your account. A group is a subset within an institution, which is different than a [consortium](#).

As part of managing groups, you can add group managers. Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.

Open Groups



The screenshot shows the Commons navigation menu. At the top, there is a horizontal bar with icons for Search, Shared, Imported, Updates (0), Favorites, and Admin. The Admin icon is highlighted with a red box and a number '1'. A dropdown menu is open from the Admin icon, containing the following options: Account Settings, Groups (which is highlighted with a red box and a number '2'), Consortiums, Managed Resources, and Stats. The 'Groups' option is the intended target for the user's click.

In the Commons navigation menu, click the **Admin** drop-down menu [1]. Then, select the **Groups** option [2].

Create Group



The screenshot shows the 'Groups' creation interface. At the top, there is a search bar with the placeholder 'Search groups'. Below the search bar, there is a 'Name' field and a large button with the text '+ Create a new group'. The 'Create a new group' button is highlighted with a red box.

Type the name of the new group in the **Create a new group** field. Then press the **Return** (Mac) or **Enter** (PC) key.

Edit Group Details



The screenshot shows the 'Edit Group' page. At the top, there is a 'Back to All Groups' link with a blue arrow icon and a '3' in a circle, indicating three notifications. Below the header, the title 'Edit Group' is displayed. There are two main input fields: one for the group name, labeled '1' with a 'Biology' placeholder, and another for adding users, labeled '2' with a '+ Search users to add' placeholder. The entire interface is contained within a light gray box.

In the Edit Group page, you can change the group name [1] and add users to the group [2]. To return to the Groups page, click the **Back to All Groups** link [3].

Add Group Members

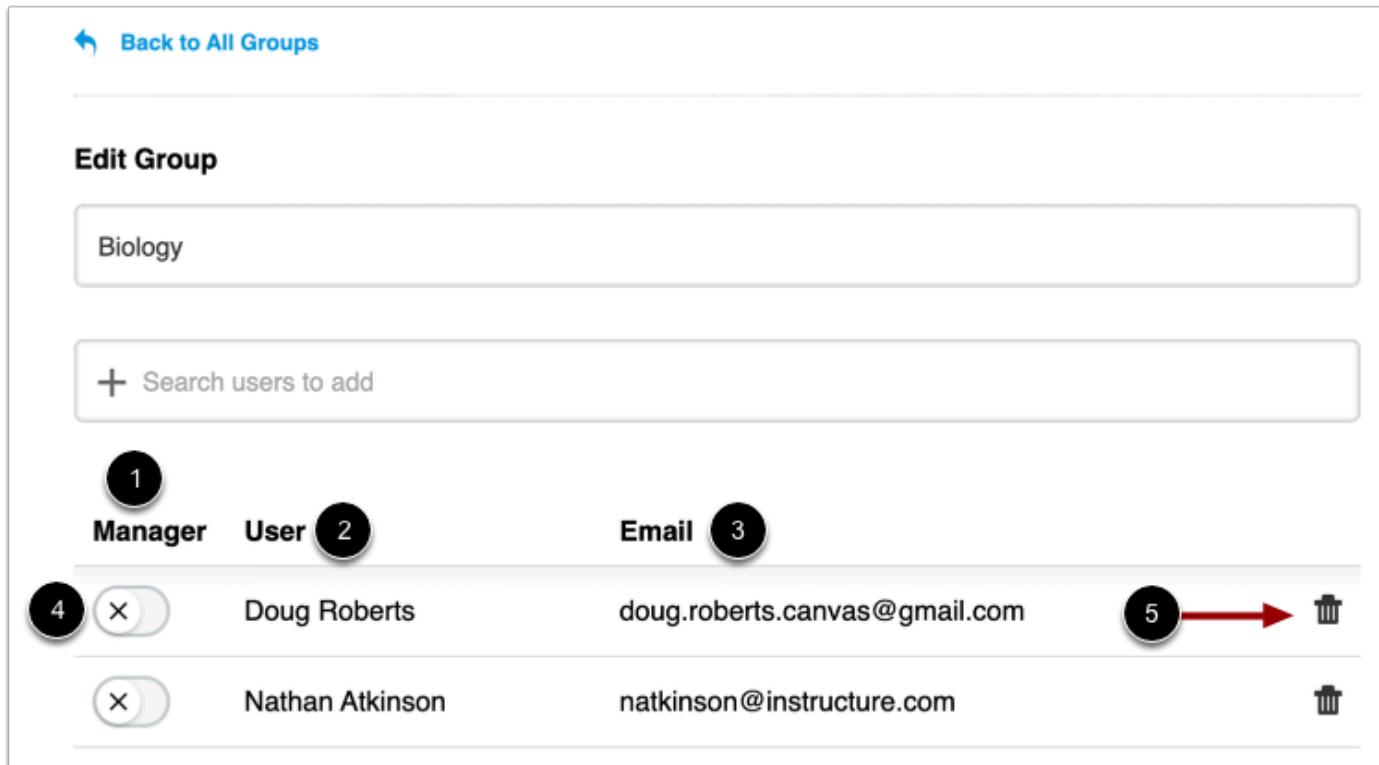


The screenshot shows the 'Edit Group' page with the group name 'Biology' already entered. Below the name, the 'Search users to add' field contains the name 'doug'. A list of results is shown, with 'Doug Roberts' highlighted in blue, indicating it is the selected user. The interface is consistent with the previous screenshot, featuring a light gray box and numbered callouts [1] and [2].

In the **Search users to add** field [1], type the name or email address of the user and select the user from the search list [2].

Note: if you can't find the user you'd like to add to the group, make sure they have accessed Commons in the past.

Manage Group Members



The screenshot shows the 'Edit Group' page for a group named 'Biology'. At the top, there is a 'Back to All Groups' link. Below the group name, there is a search bar with the placeholder '+ Search users to add'. The main area displays two group members:

Manager	User	Email	Actions
 1	Doug Roberts	doug.roberts.canvas@gmail.com	 5
 4	Nathan Atkinson	natkinson@instructure.com	

Users appear in the Group Member list [1] with the users' name [2] and email [3].

To change the manager status of a user, enable the **Manager** toggle [4].

To remove a user from the group, click the **Delete** icon [5].

Edit Group



The screenshot shows the 'Edit Group' page with three group names listed:

- Anthropology
- Applied Physics
- Art

The 'Applied Physics' group name is highlighted with a red border.

In the Groups page, to edit a group, click the group's name.

Delete Group

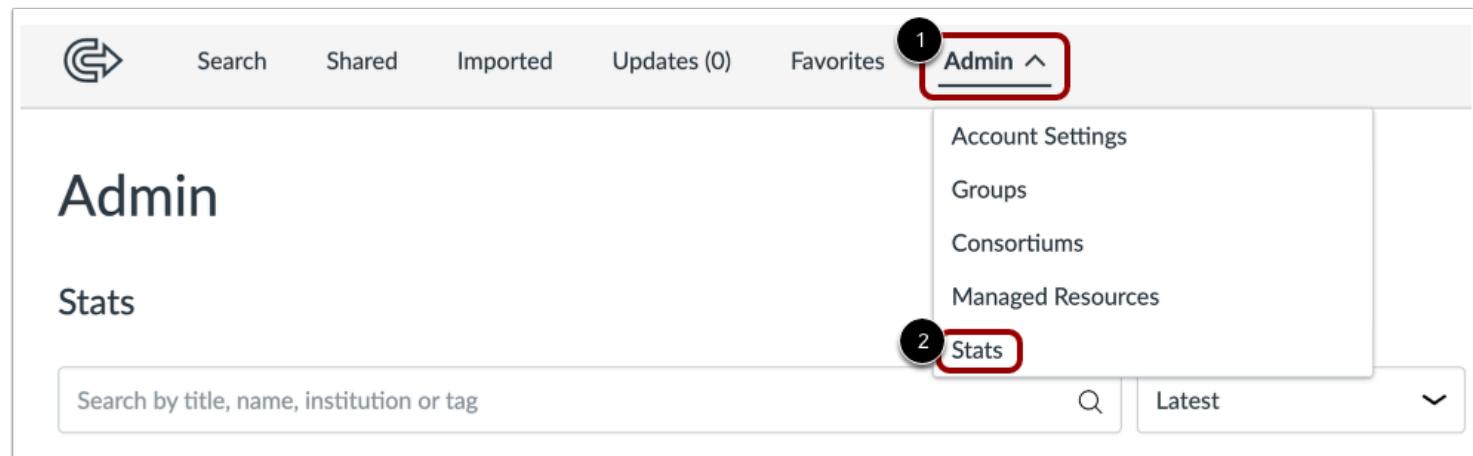
Anthropology	
Applied Physics	 
Art	

To delete a group, click the **Delete** icon.

How do I view resource statistics in Commons?

You can view resource statistics for content shared to Commons by users at your institution. Resource statistics include a link to the resource in Commons, resource author, author email address, approved content status, number of times the resource was favorited, number of times the resource was downloaded, and a link to the source file in Canvas.

Open Stats



The screenshot shows the Commons navigation bar with the following items: a back arrow, Search, Shared, Imported, Updates (0), Favorites, and Admin (with a dropdown arrow). The Admin dropdown menu is open, showing five options: Account Settings, Groups, Consortiums, Managed Resources, and Stats. The Stats option is highlighted with a red box and a circled number 2. A search bar at the bottom left contains the placeholder "Search by title, name, institution or tag". To the right of the search bar are a magnifying glass icon, the word "Latest", and a dropdown arrow.

In the Commons navigation menu, click the **Admin** drop-down menu [1]. Then, select the **Stats** option [2],

View Statistics

Search by title, name, institution or tag		Latest	Filter
202 results			
Commons Resource	Author	Email	Approved
1 What is Geography?	2 Doug Robe...	3 doug.roberts.c...	4 Yes
1 Section 1 - Biology	2 Doug Robe...	3 doug.roberts.c...	4 -
1 Biology Intro Assigm...	2 andy.ad.ca...	3 andy.ad.canvas...	4 Yes
1 Introduction to Geogra...	2 Doug Robe...	3 doug.roberts.c...	4 Yes
1 History Reading Assig...	2 Doug Robe...	3 doug.roberts.c...	4 Yes
1 Introductions Discussi...	2 Doug Robe...	3 doug.roberts.c...	4 -
1 Biosynthesis	2 Doug Robe...	3 doug.roberts.c...	4 Yes
1 Fila Submission test jv...	2 Charles Xa...	3 xmen@example...	4 -
1 Unit 1 Assignment	2 Tamas Petr...	3 tpetroczi@instru...	4 -
Favorites	Downloads	Canvas Source	
0	0	🔗	
1	3	🔗	
0	6	🔗	
0	0	🔗	
0	0	🔗	
0	0	🔗	
0	1	🔗	
0	0	🔗	

The Statistics page displays statistics for all Commons resources shared by users at your institution. Statistics include the name of the resource [1], the author [2], the author's email address [3], the approved content status [4], the number of times a resource has been favorited [5], the number of times a resource has been downloaded [6], and a link to the source file in Canvas [7].

View Resource Details

Commons Resource	Author	Email	Approved	Favorites	Downloads	Canvas Source
1 What is Geography?	2 Doug Roberts	3 doug.roberts.can...	4 Yes	0	0	4 🔗
1 Section 1 - Biology	2 Doug Roberts	3 doug.roberts.can...	4 -	1	3	4 🔗
1 Biology Intro Assignment	2 andy.ad.cany...	3 andy.ad.canvas@...	4 Yes	0	6	4 🔗
1 Unit 1 Assignment	2 Tamas Petro...	3 tpetroczi@instru...	4 -	0	0	4 🔗

To view resource details in Commons, click the resource name [1].

To view the author's profile page in Canvas, click the author's name [2].

To send the author an email, click the author's email address [3].

To view the Canvas source file for the Commons resource, click the **Hyperlink** icon [4].

Commons resources that were privately shared to Commons do not include a link to view the resource details [5].

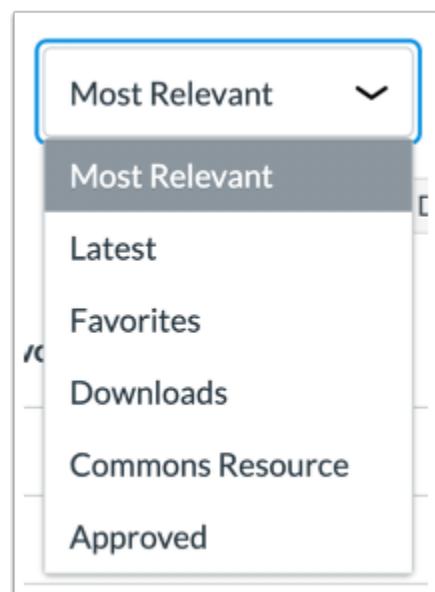
Search Resources



The screenshot shows a search interface. At the top, there is a search bar containing the text "geography" with a circled "1" next to it. To the right of the search bar is a magnifying glass icon. Further right are buttons for "Most Relevant" (with a dropdown arrow) and "Filter" (with a funnel icon). Below the search bar, the text "15 results" is displayed with a circled "2" next to it. On the far right, there is a "Download CSV" button.

To search for resources by keyword, title, name, institution, or tag, type in the **Search** field [1]. Search results load as you type. Commons displays the number of search results [2].

Sort Statistics



The screenshot shows a dropdown menu for sorting resources. The "Most Relevant" option is highlighted with a blue border and a circled "1" to its left. Other options in the menu include "Latest", "Favorites", "Downloads", "Commons Resource", and "Approved".

To sort resources, click the **Sort by** drop-down menu. You can sort by most relevant, latest, number of times favorited, number of times downloaded, and approved content status.

Sort with Column Headers

Search by title, name, institution or tag		Downloads	Filter							
202 results							Download CSV			
1	Commons Resource	Author	Email	2	Approved	3	Favorites	4	Downloads ▾	Canvas Source
	Test Assignment #1	Doug Roberts	doug.roberts.can...	-		1	18			
	Leaves	Doug Roberts	doug.roberts.can...	Yes		4	13			
	Human Anatomy Image	Doug Roberts	doug.roberts.can...	-		6	13			
	Microscope image	Doug Roberts	doug.roberts.can...	Yes		3	11			
	Autobot	Nathaniel Es...	sinister@example...	-		3	10			

You can also sort by clicking column headers. To sort resources by a column heading, click the heading name. Commons will sort the resources in descending order. To sort in ascending order, click the same column header again. You can sort column headers by resource name [1], approved content status [2], number of times favorited [3], or number of times downloaded [4].

Filter Statistics

X Filter Results

1 Only Lorbeta Canvas Account Approved Resources

2 View only these types

 COURSES	 MODULES	 ASSIGNMENTS	 QUIZZES	 DISCUSSIONS
 PAGES	 DOCUMENTS	 VIDEOS	 AUDIO	 IMAGES

3 Content Types NEW

- Templates
- Open Textbooks

4 Grade/Levels

<input type="checkbox"/> Kindergarten <input type="checkbox"/> 1st grade <input type="checkbox"/> 2nd grade <input type="checkbox"/> 3rd grade <input type="checkbox"/> 4th grade <input type="checkbox"/> 5th grade <input type="checkbox"/> 6th grade <input type="checkbox"/> 7th grade	<input type="checkbox"/> 8th grade <input type="checkbox"/> 9th grade <input type="checkbox"/> 10th grade <input type="checkbox"/> 11th grade <input type="checkbox"/> 12th grade <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
--	--

5 Shared With

- All (Includes Public Resources)
- Lorbeta Canvas Account

You can also filter resources on the Statistics page. To filter resources, click the **Filter** button. You can filter resources by approved status [1], resource type [2], content type [3], grade level [4], or sharing settings [5].

Download Statistics

Most Relevant
 

 Filter

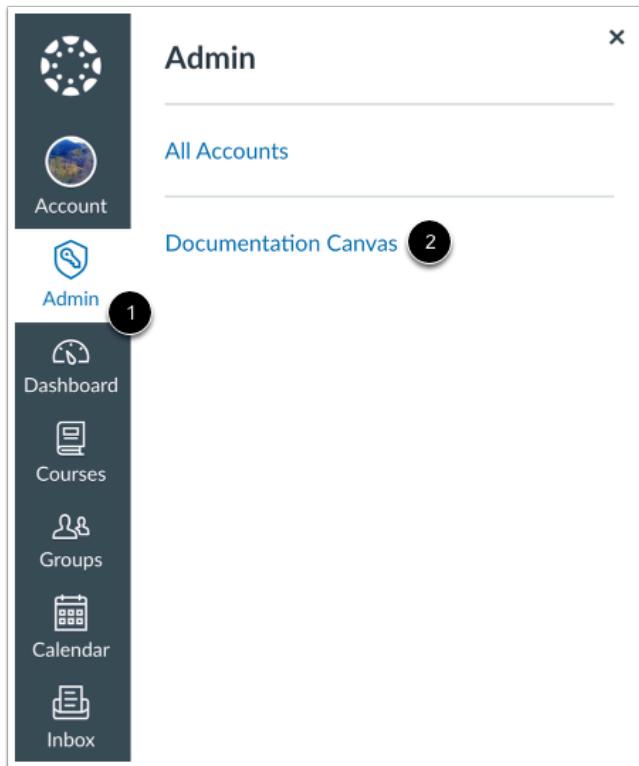
To download a copy of resource statistics as a CSV file, click the **Download CSV** button.

How do I remove Canvas Commons from my institution's Canvas account as an admin?

As a Canvas admin, you can remove the Canvas Commons app from your account if needed. Removing Canvas Commons from your institution's Canvas account removes Commons from all app placements in the account.

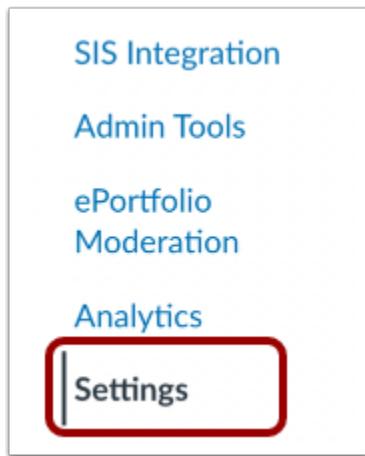
Alternatively, if you don't want to remove Canvas Commons from your account, you can [manage Commons app placements](#) for the account. App placements determine where an app can be seen and used in Canvas.

Open Account



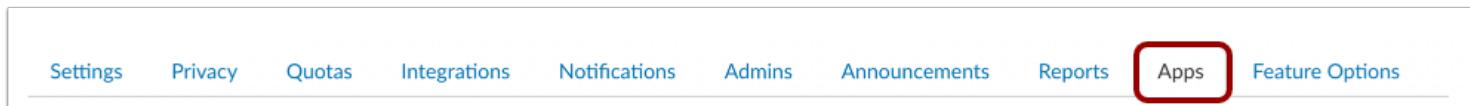
In Canvas, click the **Admin** link [1], then click the name of the account [2].

Open Settings



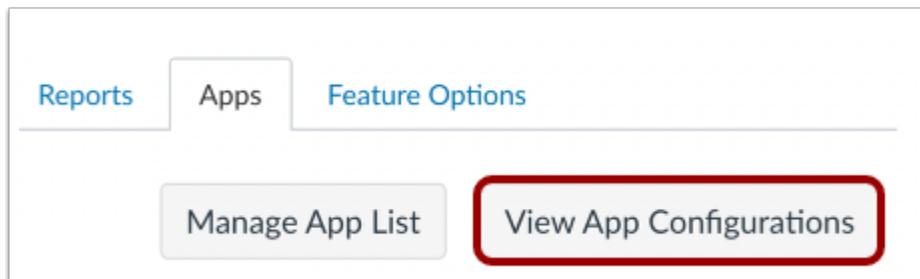
In Account Navigation, click the **Settings** link.

Open Apps



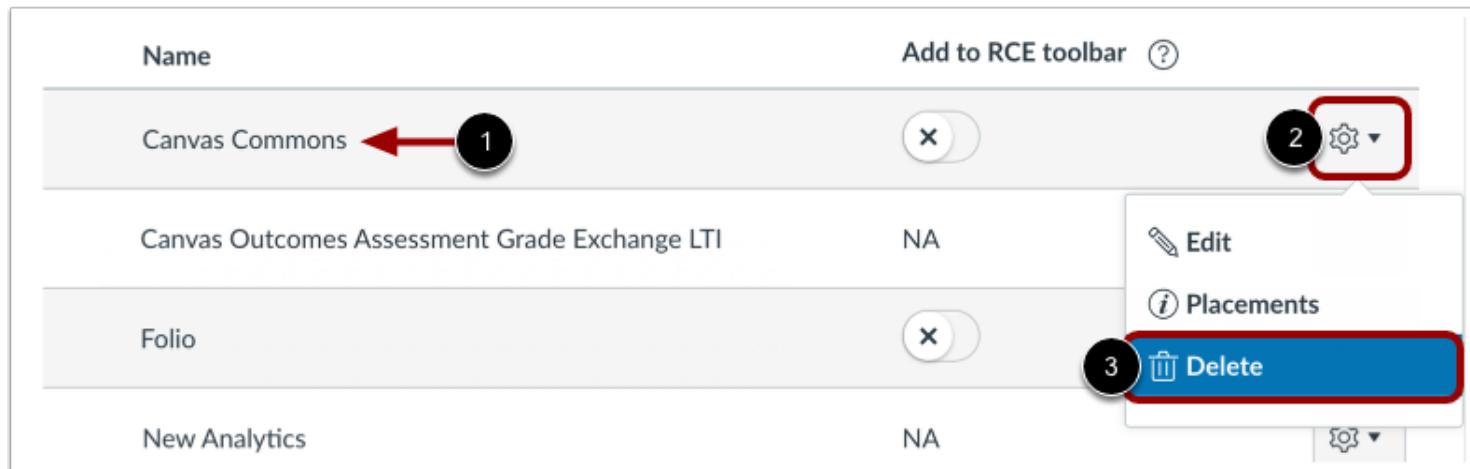
Click the **Apps** tab.

View App Configurations



To view apps in your account, click the **View App Configurations** button.

Delete Commons App



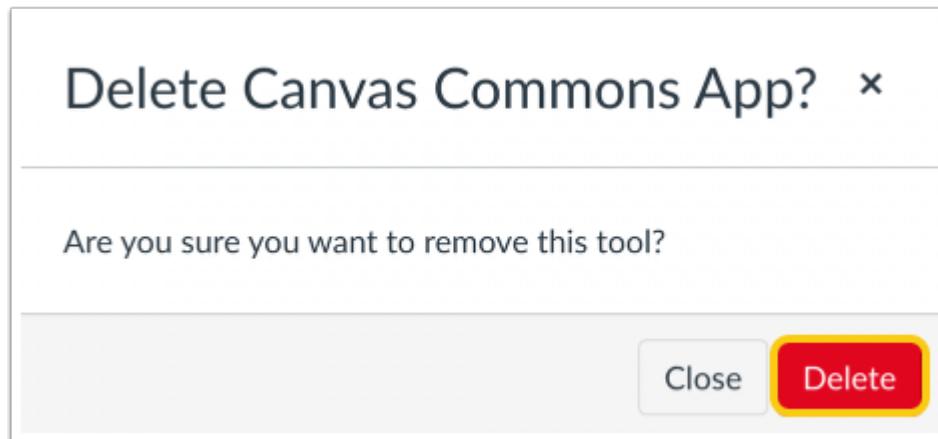
The screenshot shows the 'Apps' section in the Canvas interface. At the top, there is a 'Name' column and an 'Add to RCE toolbar' button with a question mark icon. Below this, a list of apps is displayed:

Name	Add to RCE toolbar
Canvas Commons	<input type="checkbox"/> 
Canvas Outcomes Assessment Grade Exchange LTI	NA
Folio	<input type="checkbox"/> 
New Analytics	NA

A red arrow labeled '1' points to the 'Canvas Commons' entry. A red box labeled '2' surrounds the settings gear icon for 'Canvas Commons'. A red box labeled '3' surrounds the 'Delete' button in a dropdown menu that appears when the gear icon is clicked. The 'Delete' button is highlighted with a red border.

In the list of apps, locate **Canvas Commons** [1]. Click the **Settings** button [2] and select the **Delete** option [3].

Confirm Delete



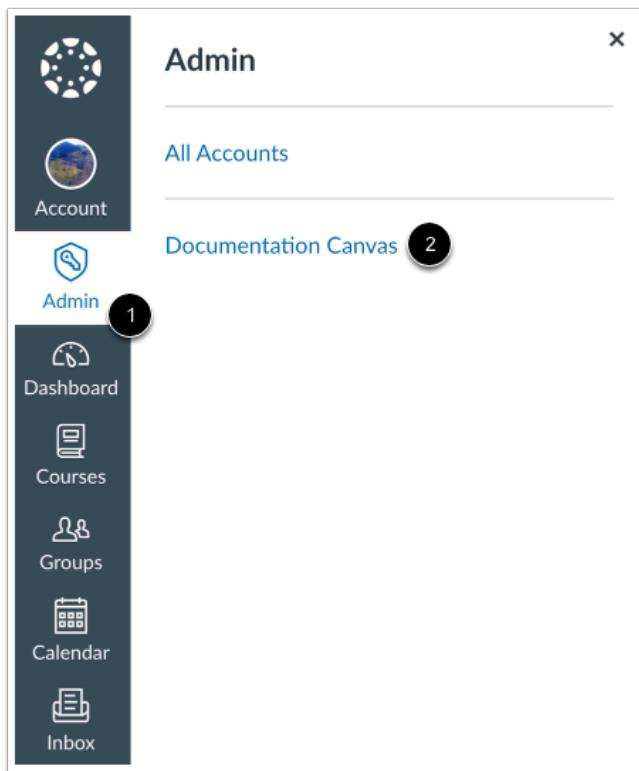
The dialog box has a title 'Delete Canvas Commons App?' with a close button 'x' in the top right corner. The main content area contains the text 'Are you sure you want to remove this tool?'. At the bottom, there are two buttons: 'Close' and a red-bordered 'Delete' button.

Click the **Delete** button.

How do I set up self-hosted Canvas Commons?

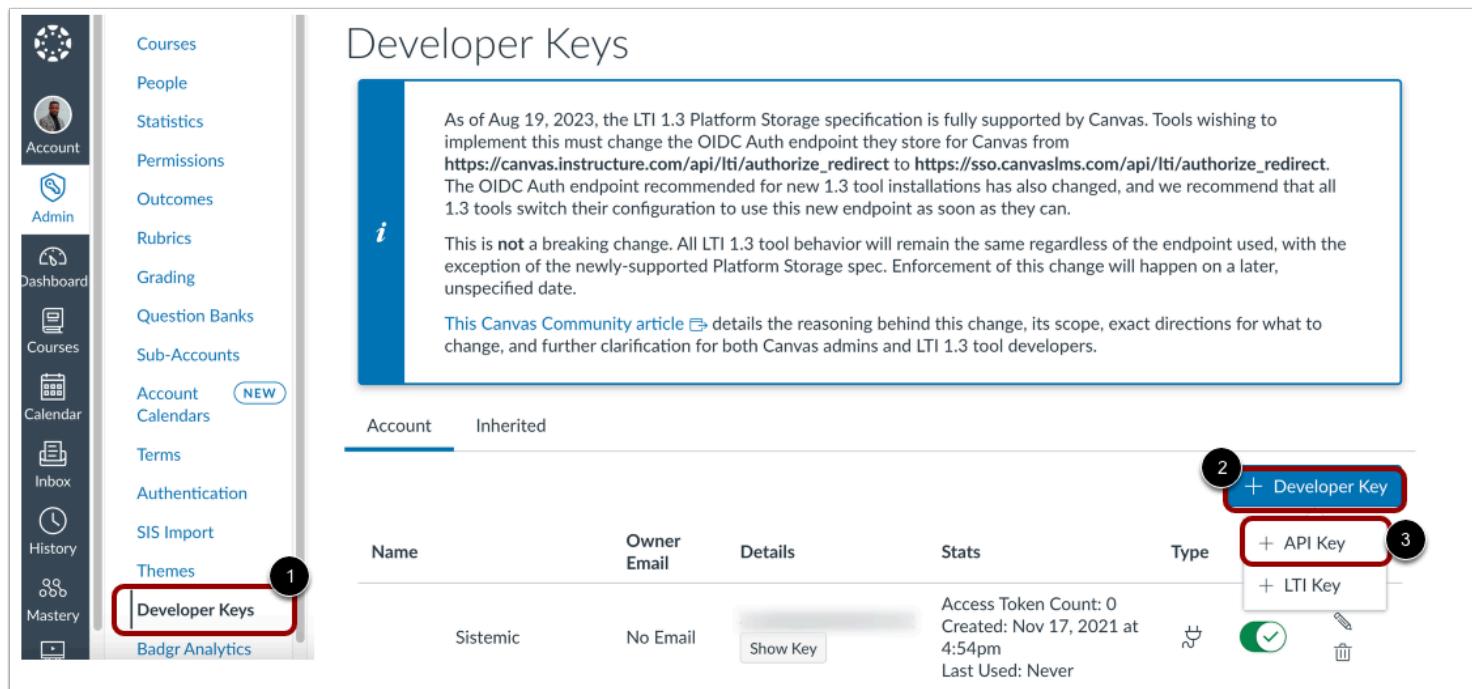
You can install and configure Commons in a self-hosted instance of Canvas. Self-hosted Canvas Commons instances can only share and view public resources.

Open Account



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

Add Developer Key



The screenshot shows the 'Developer Keys' page in the Canvas Admin interface. The left sidebar is the 'Account' navigation menu. Step 1 highlights the 'Developer Keys' link under the 'Tools' section. Step 2 highlights the '+ Developer Key' button in the top right. Step 3 highlights the '+ API Key' link in the dropdown menu.

Developer Keys

As of Aug 19, 2023, the LTI 1.3 Platform Storage specification is fully supported by Canvas. Tools wishing to implement this must change the OIDC Auth endpoint they store for Canvas from https://canvas.instructure.com/api/lti/authorize_redirect to https://sso.canvaslms.com/api/lti/authorize_redirect. The OIDC Auth endpoint recommended for new 1.3 tool installations has also changed, and we recommend that all 1.3 tools switch their configuration to use this new endpoint as soon as they can.

This is **not** a breaking change. All LTI 1.3 tool behavior will remain the same regardless of the endpoint used, with the exception of the newly-supported Platform Storage spec. Enforcement of this change will happen on a later, unspecified date.

[This Canvas Community article](#) details the reasoning behind this change, its scope, exact directions for what to change, and further clarification for both Canvas admins and LTI 1.3 tool developers.

Account **Inherited**

Name	Owner Email	Details	Stats	Type
Sistemic	No Email	Show Key	Access Token Count: 0 Created: Nov 17, 2021 at 4:54pm Last Used: Never	Edit Delete

Developer Keys 1

+ Developer Key 2

+ API Key 3

In Account Navigation, click the **Developer Keys** link [1], or navigate to /accounts/self/developer_keys.

Click the **Developer Key** button [2], then click the **API Key** link [3].

Enter Key Settings

Key Settings

Key Name: x Enforce Scopes

Owner Email:

Redirect URIs:

Redirect URI (Legacy): 3

Vendor Code (LTI 2):

Icon URL:

Notes:



When scope enforcement is disabled, tokens have access to all endpoints available to the authorizing user.

4

Enter information into the following fields:

- **Key Name** [1]: An easily-identifiable, human-readable name for your Commons key.
- **Owner Email** [2]: The email address for an administrator in your self-hosted Canvas instance.
- **Redirect URI (Legacy)** [3]: <https://lor.instructure.com>

Click the **Save** button [4].

Enable Commons Key

Account	Inherited					
Name	Owner Email	Details	Stats	Type	State	Actions
Commons Key	some_email@email.com	Show Key URI: https://lor.instructure.com	Access Token Count: 0 Created: Sep 5 at 10:30am Last Used: Never		  	

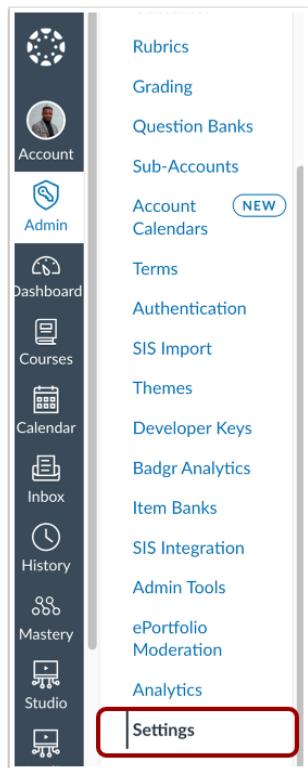
To enable the Commons key, click the toggle in the State column.

View Client Secret (Key)

Account	Inherited					
Name	Owner Email	Details	Stats	Type	State	Actions
Commons Key	some_email@email.com	Show Key URI: https://lor.instructure.com	Access Token Count: 0 Created: Sep 5 at 10:30am Last Used: Never		  	

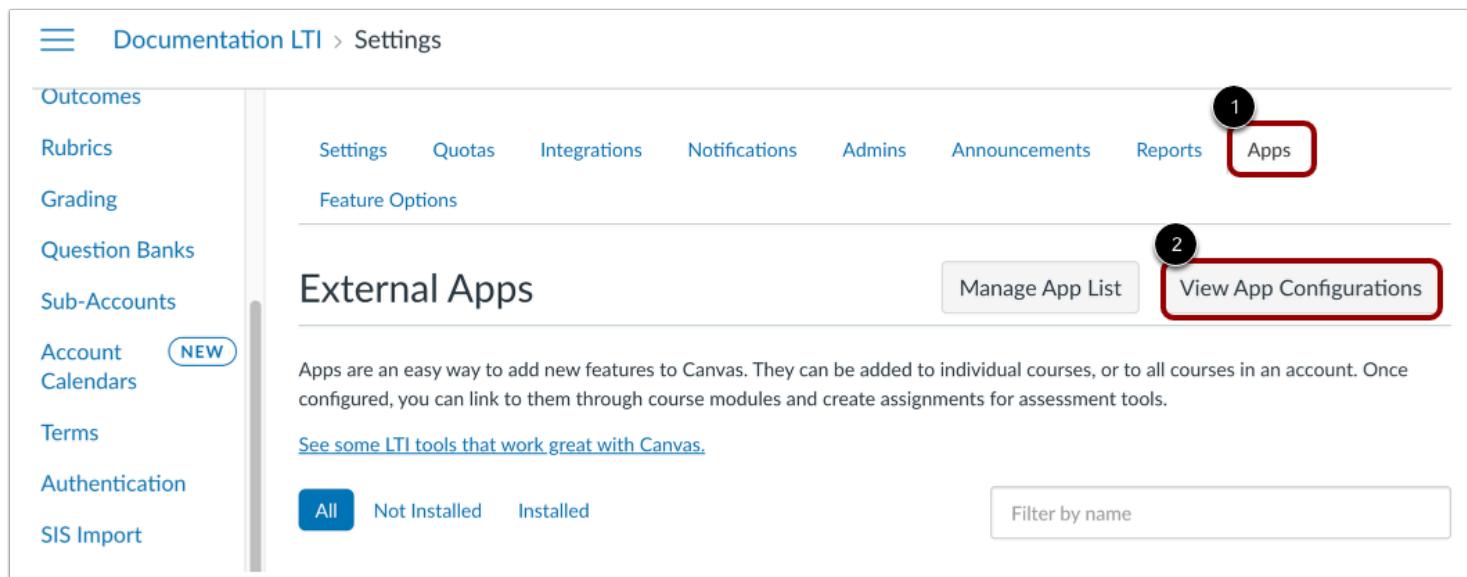
To view the Client Secret (Key), click the **Show Key** button. Select and copy this key, as you will need it later in the setup process.

Open Account Settings



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

View App Configurations



Documentation LTI > Settings

Outcomes

Rubrics

Grading

Question Banks

Sub-Accounts

Account Calendars NEW

Terms

Authentication

SIS Import

Settings Quotas Integrations Notifications Admins Announcements Reports Apps

Feature Options

External Apps

Manage App List View App Configurations

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

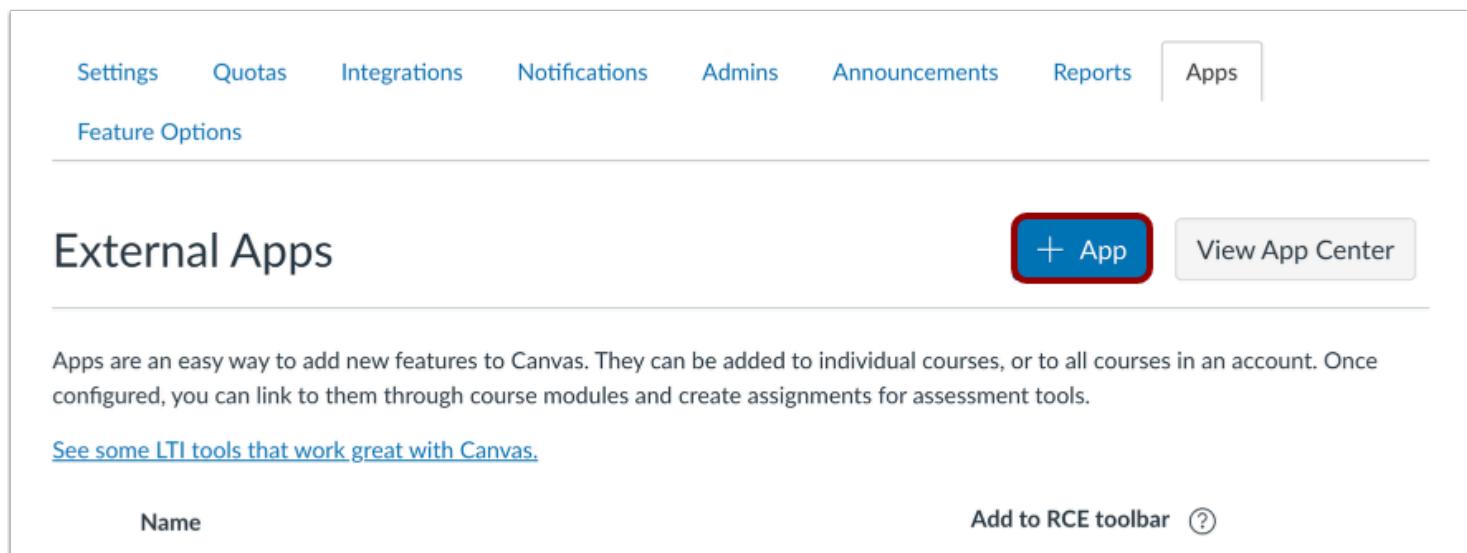
All Not Installed Installed

Filter by name

Click the **Apps** tab [1].

Click the **View App Configurations** button [2].

Add App



Settings Quotas Integrations Notifications Admins Announcements Reports Apps

Feature Options

External Apps

+ App View App Center

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

Name Add to RCE toolbar (?)

Click the **Add App** button.

Enter App Information

Add App

Configuration Type

1 By URL

Name

2 Commons Setup

Consumer Key

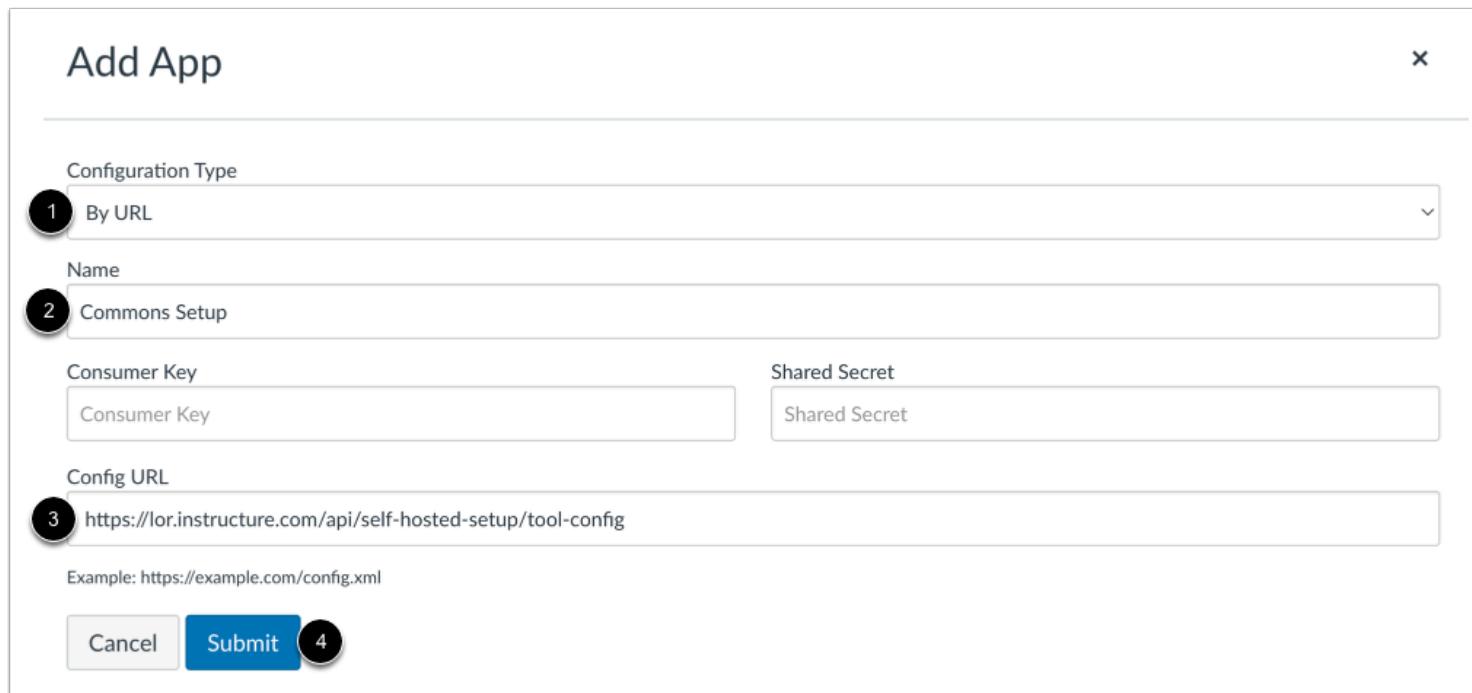
3 https://lor.instructure.com/api/self-hosted-setup/tool-config

Shared Secret

Config URL

Example: <https://example.com/config.xml>

Cancel Submit 4



In the Configuration Type drop-down menu, select the **By URL** option [1].

Enter the following information:

- **Name** [2]: Commons Setup
- **Config URL** [3]: <https://lor.instructure.com/api/self-hosted-setup/tool-config>

Click the **Submit** button [4].

Configure App Settings

External Apps

+ AppView App Center

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

[See some LTI tools that work great with Canvas.](#)

Name	Add to RCE toolbar
Admin Analytics	NA
Badgr	NA
Canvas Commons	X 1 Configure
Canvas Outcomes Assessment Grade Exchange LTI	NA
Folio	NA

Click the **Settings** icon [1] and select the **Configure** option [2].

Enter App Configuration

Configure Commons Setup App? x

Go to https://your-canvas-domain.com/developer_keys and click Add Developer Key.
Use <https://lor.instructure.com> for your redirect URI.

Client ID

1

Client Secret (Key)

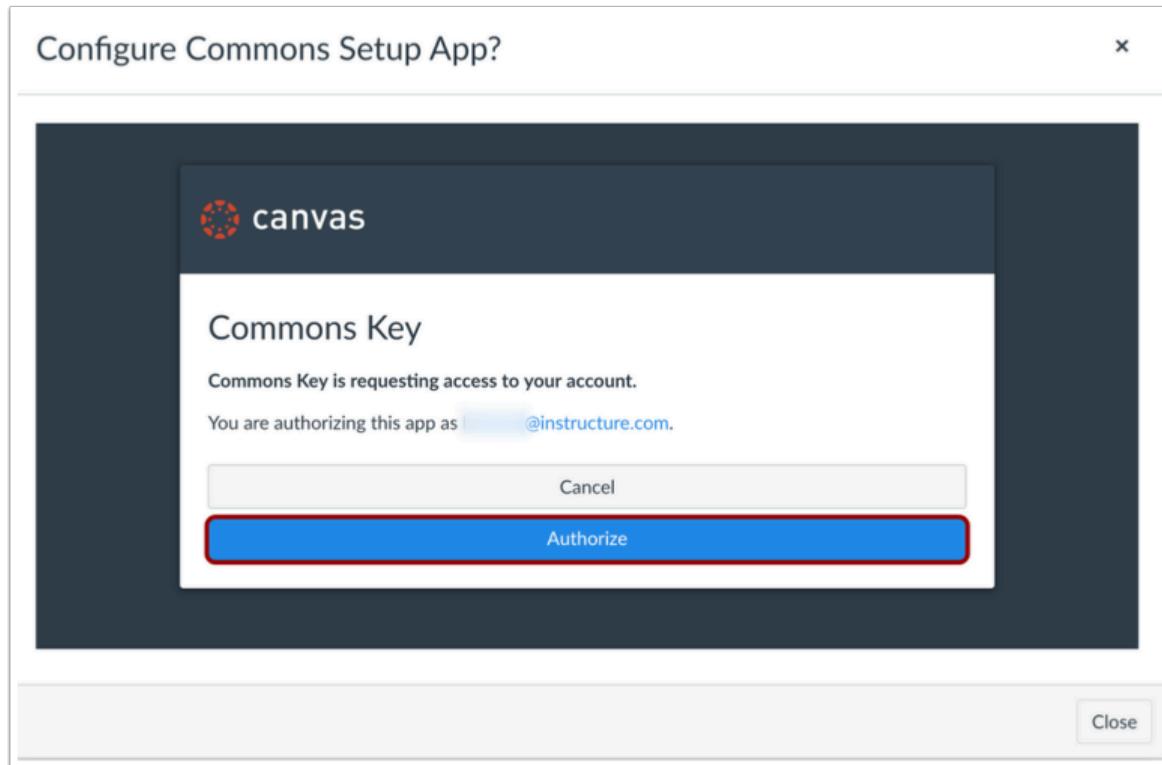
2 ...

3 **Continue setup**

Close

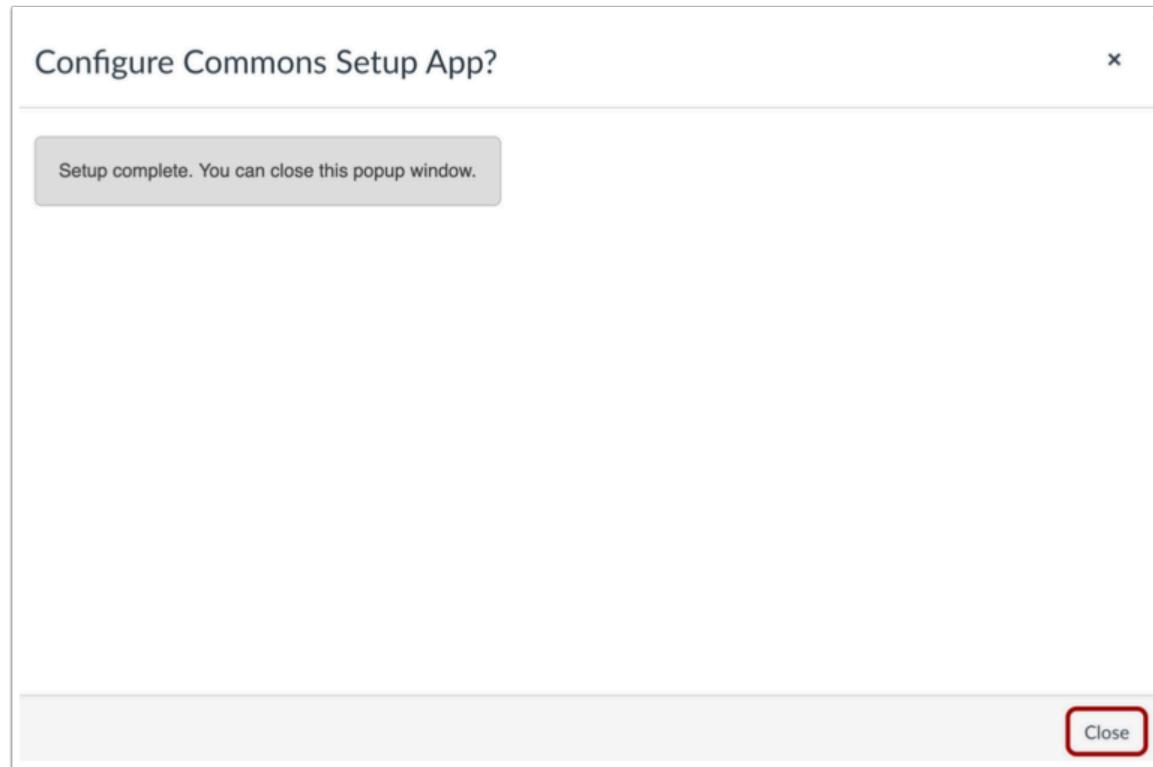
Enter your Client ID in the **Client ID** field [1] and Client Secret (Key) in the **Client Secret (Key)** field [2]. Then click the **Continue setup** button [3].

Authorize Commons Key



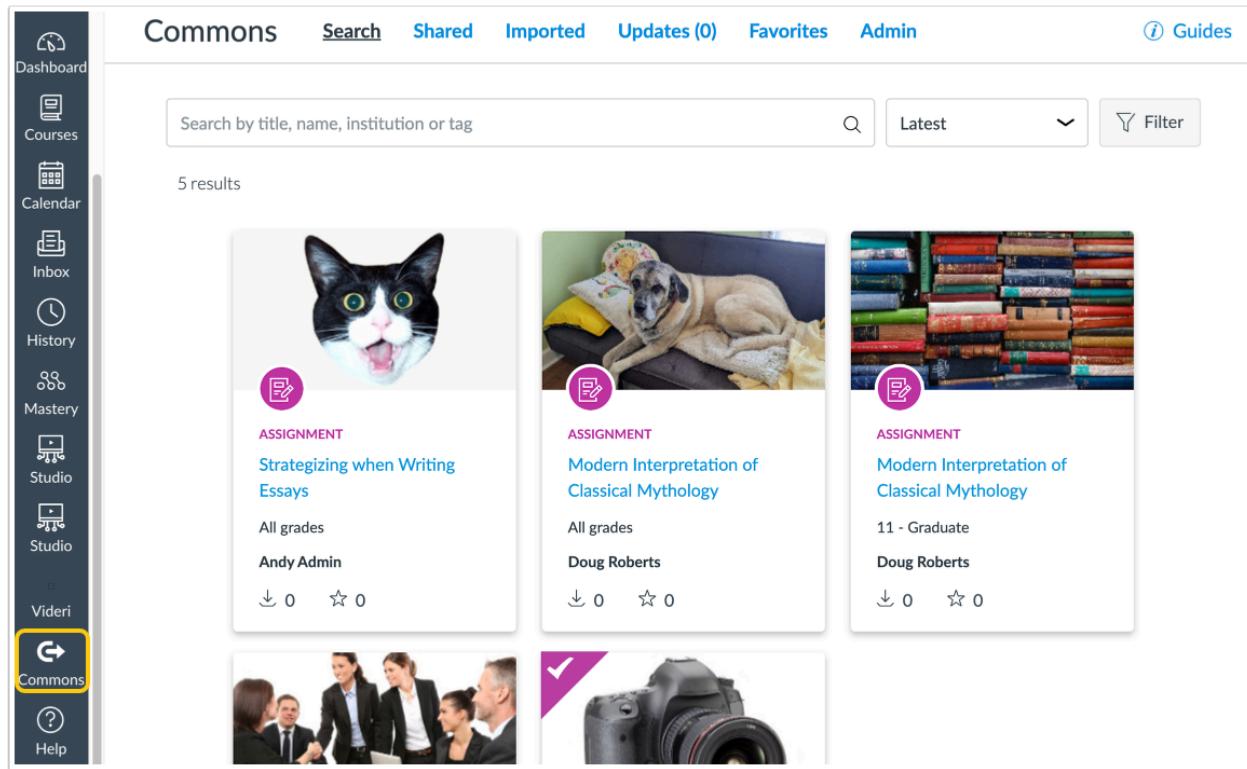
Click the **Authorize** button.

Complete Commons Setup

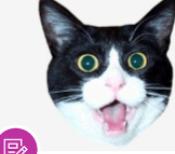


Click the **Close** button.

Refresh Browser



The screenshot shows the Canvas Commons page with a search bar and filter options. The main content area displays five results, with the first three being assignment cards and the last two being placeholder cards.

Image	Type	Title	Grades	Created By	Downvotes	Upvotes
	ASSIGNMENT	Strategizing when Writing Essays	All grades	Andy Admin	0	0
	ASSIGNMENT	Modern Interpretation of Classical Mythology	All grades	Doug Roberts	0	0
	ASSIGNMENT	Modern Interpretation of Classical Mythology	11 - Graduate	Doug Roberts	0	0
	ASSIGNMENT				0	0
	ASSIGNMENT				0	0

To see the Commons link in the Global Navigation menu, refresh the page.