

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.

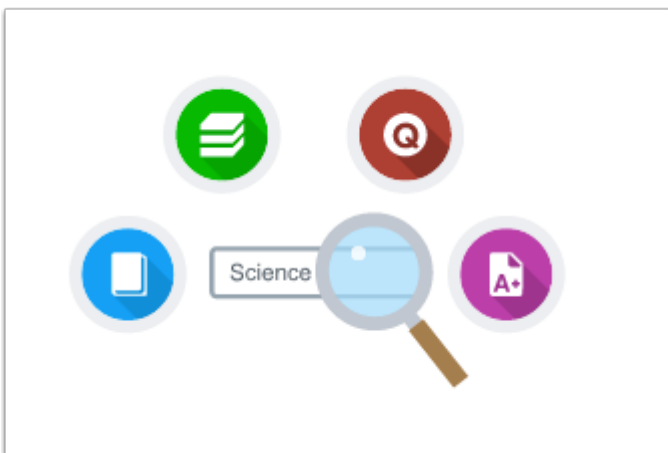
Notes:

- 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?

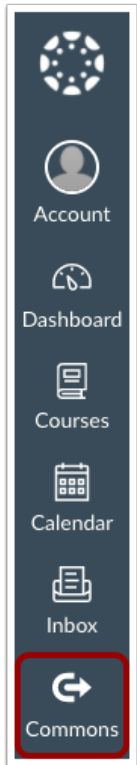
You can use Commons to search for and import content into your Canvas courses. You can also share resources to Commons from your Canvas courses.

[Learn more about Canvas Commons.](#)

Notes:

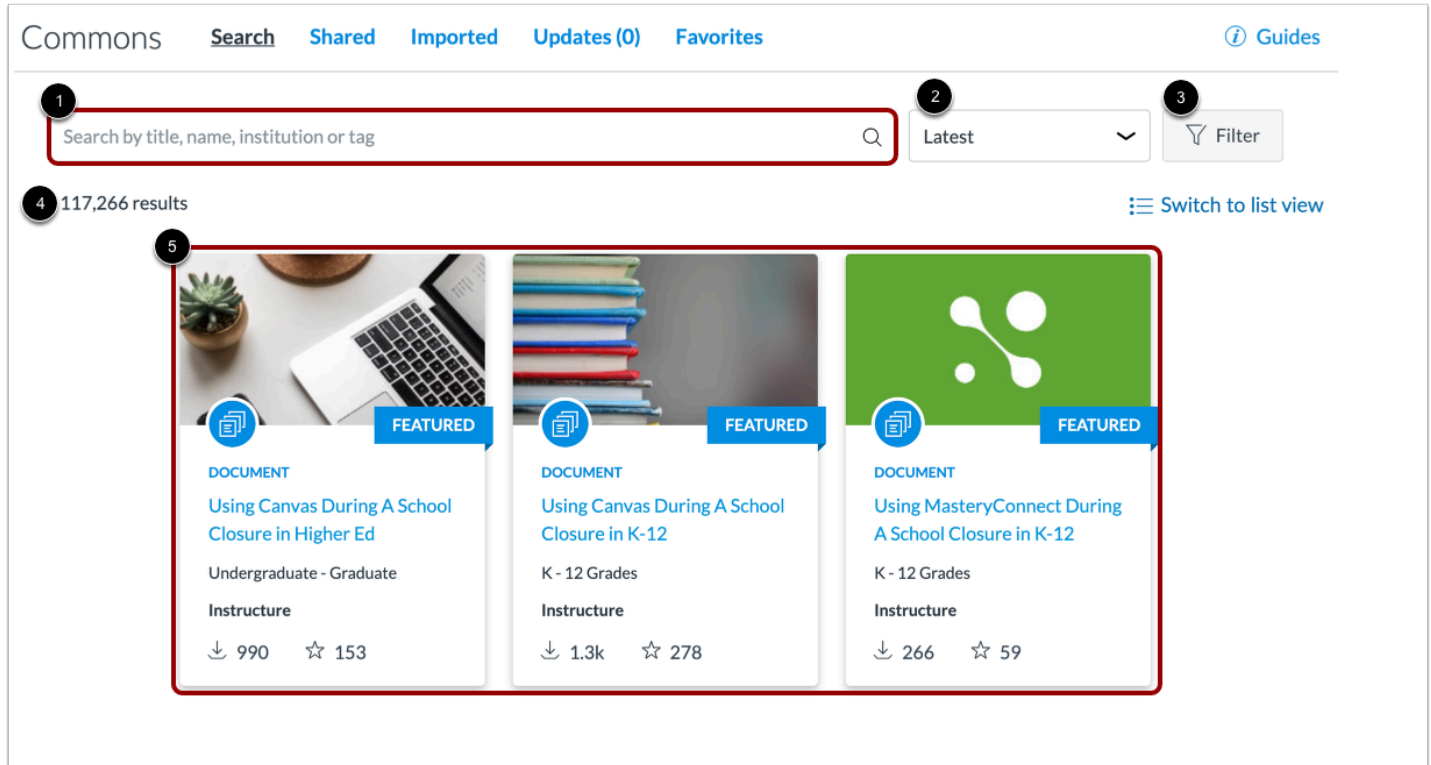
- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you need to have an email address associated with your Canvas account.
- Users who can create or edit course content in Canvas also have access to Commons. This includes Admins, Teachers, Designers, 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



The screenshot shows the Canvas Commons search interface. At the top, there are tabs for 'Search', 'Shared', 'Imported', 'Updates (0)', and 'Favorites'. A 'Guides' link is also present. Below the tabs is a search bar (1) with the placeholder text 'Search by title, name, institution or tag'. To the right of the search bar is a 'Sort by' dropdown menu (2) set to 'Latest' and a 'Filter' button (3). Below the search bar, it shows '117,266 results' (4) and a 'Switch to list view' link. The main content area displays three featured resource cards (5). Each card has a document icon, a 'FEATURED' badge, a title, a subtitle, a grade level, an institution, and download/star counts.

| Resource Title | Grade Level | Institution | Downloads | Stars |
|--|--------------------------|-------------|-----------|-------|
| Using Canvas During A School Closure in Higher Ed | Undergraduate - Graduate | Instructure | 990 | 153 |
| Using Canvas During A School Closure in K-12 | K - 12 Grades | Instructure | 1.3k | 278 |
| Using MasteryConnect During A School Closure in K-12 | K - 12 Grades | Instructure | 266 | 59 |

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

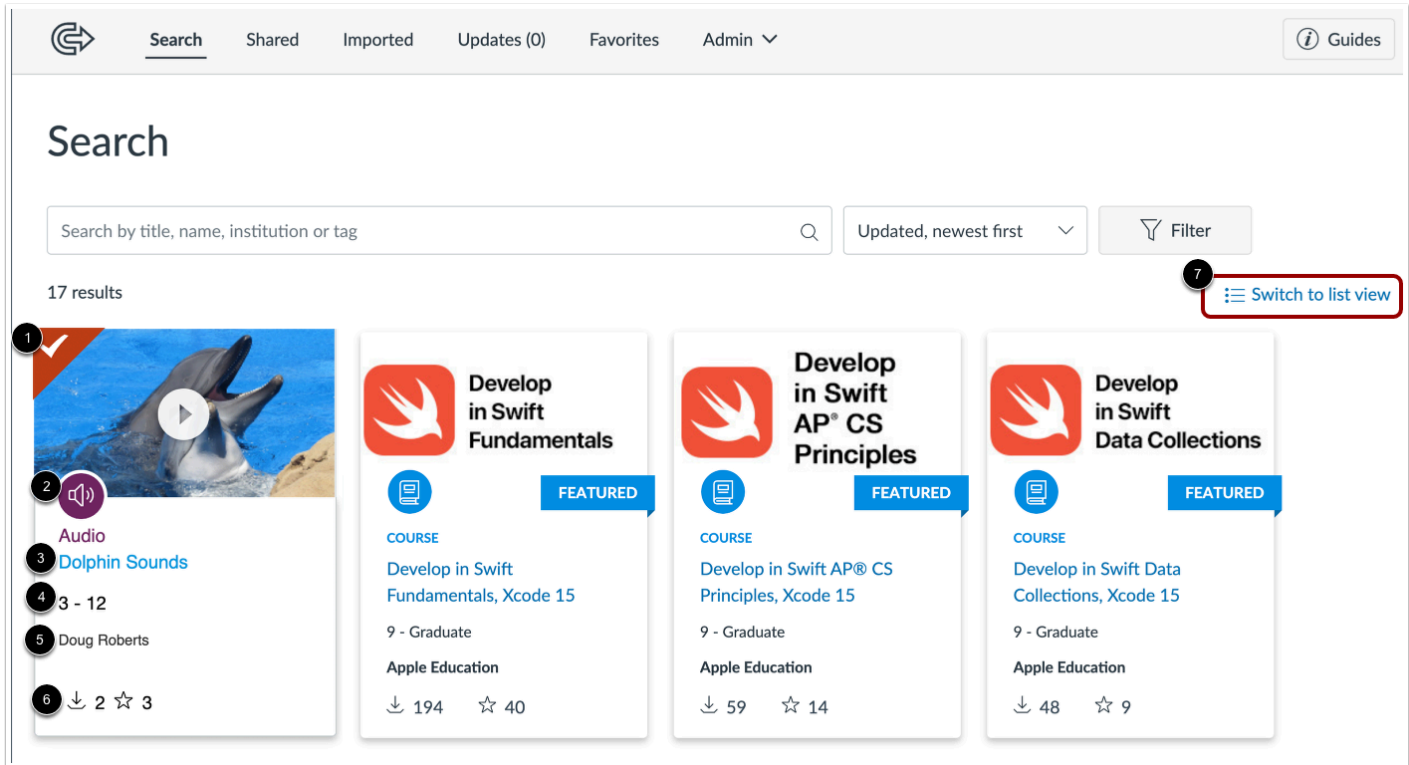
☐ Kindergarten
☐ 8th grade
☐ 1st grade
☐ 9th grade
☐ 2nd grade
☐ 10th grade
☐ 3rd grade
☐ 11th grade
☐ 4th grade
☐ 12th grade
☐ 5th grade
☐ Undergraduate
☐ 6th grade
☐ Graduate
☐ 7th grade

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



1 

2 

3 **Dolphin Sounds**


4 3 - 12

5 Doug Roberts

6  2  3

7 [Switch to list view](#)

Develop in Swift Fundamentals



 **FEATURED**

COURSE


Develop in Swift Fundamentals, Xcode 15

9 - Graduate

Apple Education

 194  40

Develop in Swift AP® CS Principles



 **FEATURED**

COURSE


Develop in Swift AP® CS Principles, Xcode 15

9 - Graduate

Apple Education

 59  14

Develop in Swift Data Collections



 **FEATURED**

COURSE

Develop in Swift Data Collections, Xcode 15

9 - Graduate

Apple Education

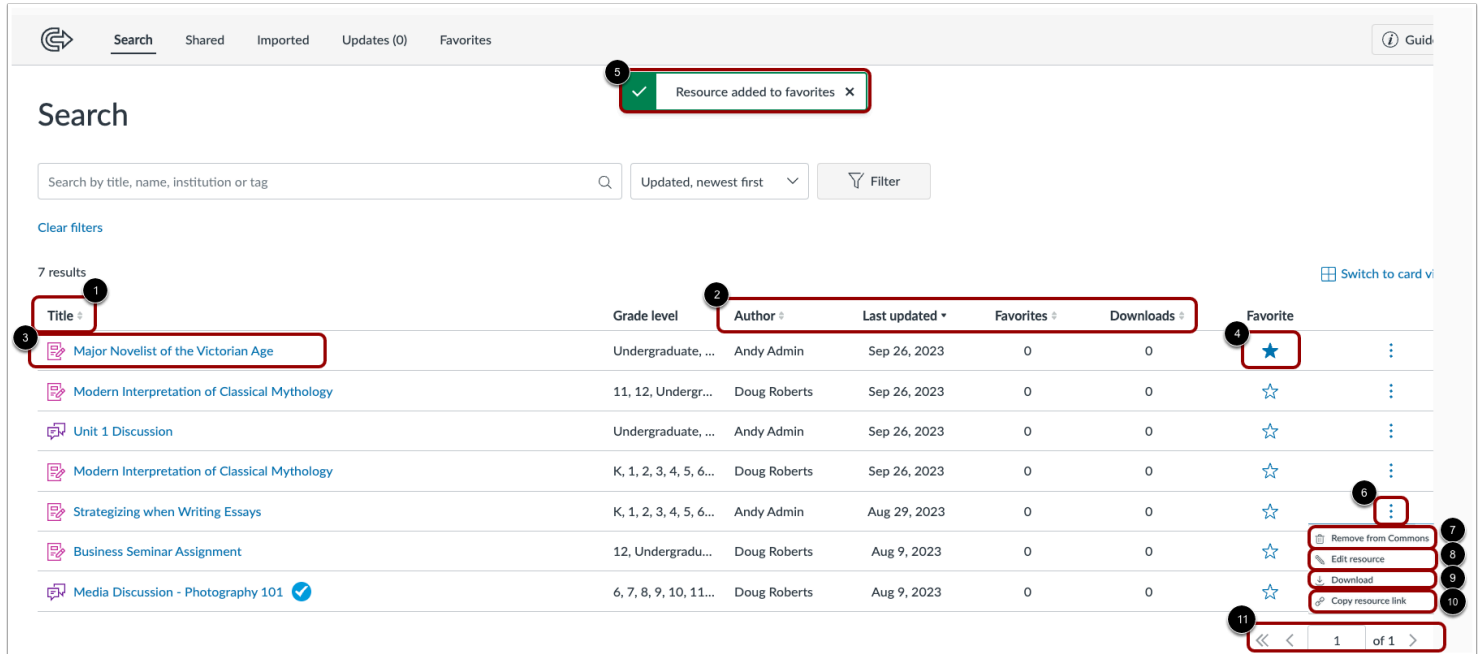
 48  9

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



The screenshot displays the Canvas Commons interface in List View. At the top, there's a navigation bar with tabs: Search, Shared, Imported, Updates (0), and Favorites. A search bar is present with a dropdown menu showing 'Updated, newest first' and a 'Filter' button. Below the search bar, there's a 'Clear filters' link and a 'Switch to card view' button. The main content area shows a list of 7 results. The first result, 'Major Novelist of the Victorian Age', is highlighted. The table columns are: Title, Grade level, Author, Last updated, Favorites, Downloads, and Favorite. The 'Favorite' column contains star icons. A message 'Resource added to favorites' is displayed at the top. On the right side, there's a 'More options' menu with buttons: Remove from Commons, Edit resource, Download, and Copy resource link. At the bottom, there's a pagination bar showing '1 of 1' and navigation icons.

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].

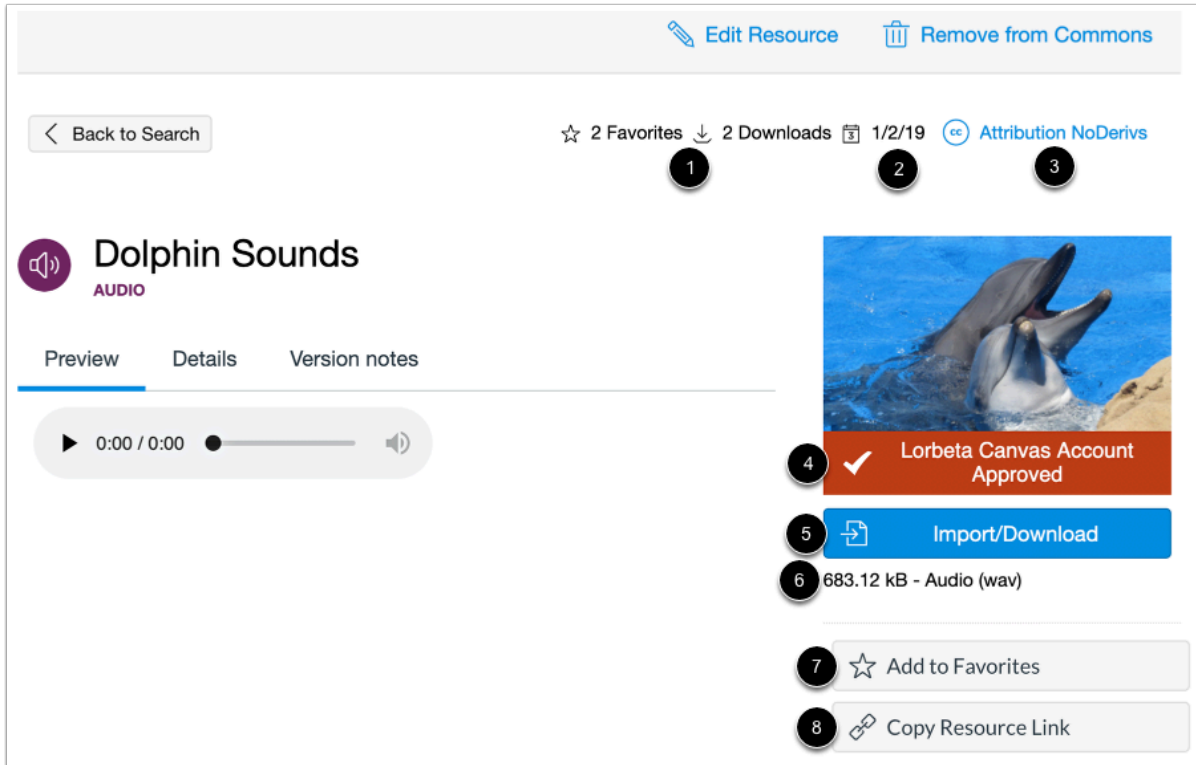
To designate a resource as a favorite, locate the resource in the list and click the **Favorite** icon [4].

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




The screenshot shows the 'View Resource' page for a resource titled 'Dolphin Sounds'. At the top, there are links for 'Edit Resource' and 'Remove from Commons'. Below these, a navigation bar includes a 'Back to Search' button, statistics for '2 Favorites' and '2 Downloads', a date '1/2/19', and a license 'Attribution NoDerivs'. The main content area features a 'Dolphin Sounds' audio player with a 'Preview' tab selected. To the right of the player is a thumbnail image of a dolphin. A sidebar on the right contains several numbered callouts: 1 points to the Favorites/Downloads stats; 2 points to the date; 3 points to the license; 4 points to a red 'Lorbeta Canvas Account Approved' banner; 5 points to a blue 'Import/Download' button; 6 points to the file size '683.12 kB - Audio (wav)'; 7 points to an 'Add to Favorites' button; and 8 points to a 'Copy Resource Link' button.

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


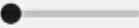


View Resource Preview


 **Dolphin Sounds**


Preview

Details

Version notes


 0:00 / 0:00   




 Lorbeta Canvas Account
Approved

Import/Download

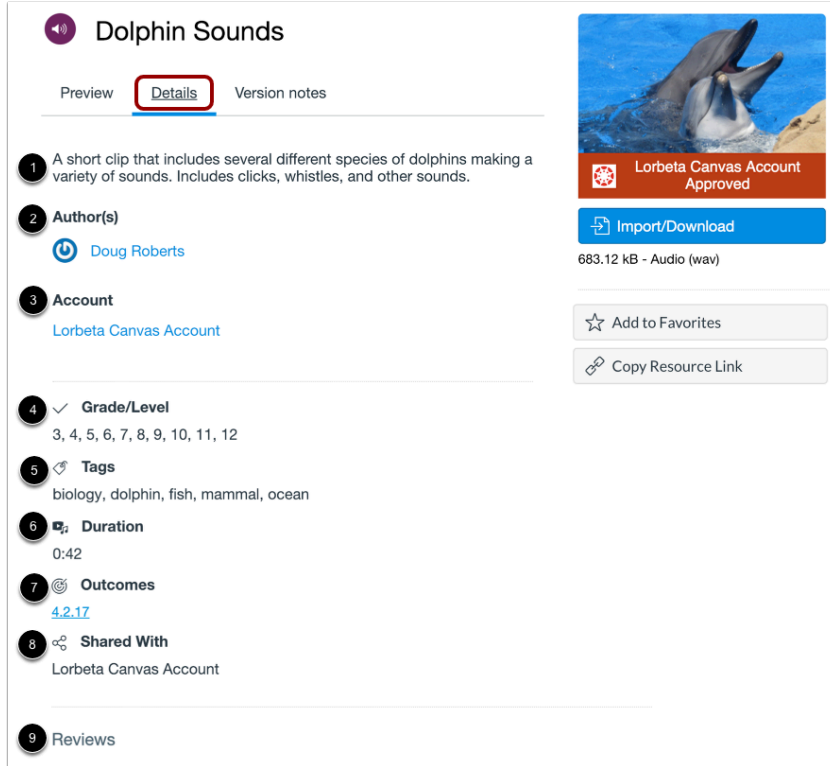
683.12 kB - Audio (wav)

 Add to Favorites

 Copy Resource Link

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

View Resource Details



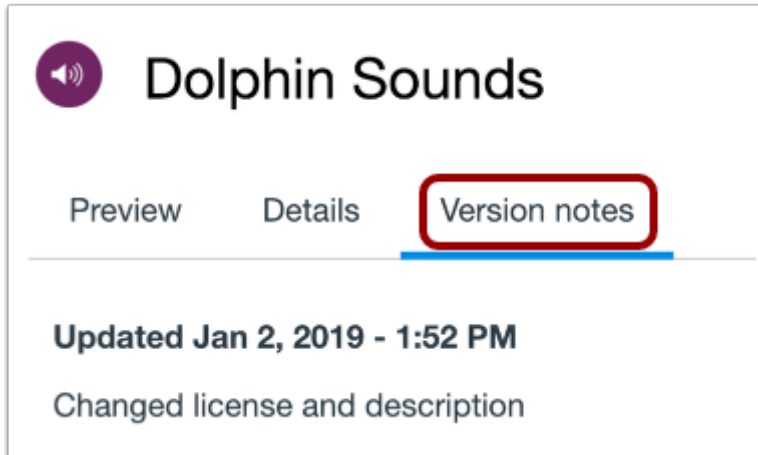
In the Details tab, you can view a summary of the resource and related information:


- **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



 **Dolphin Sounds**

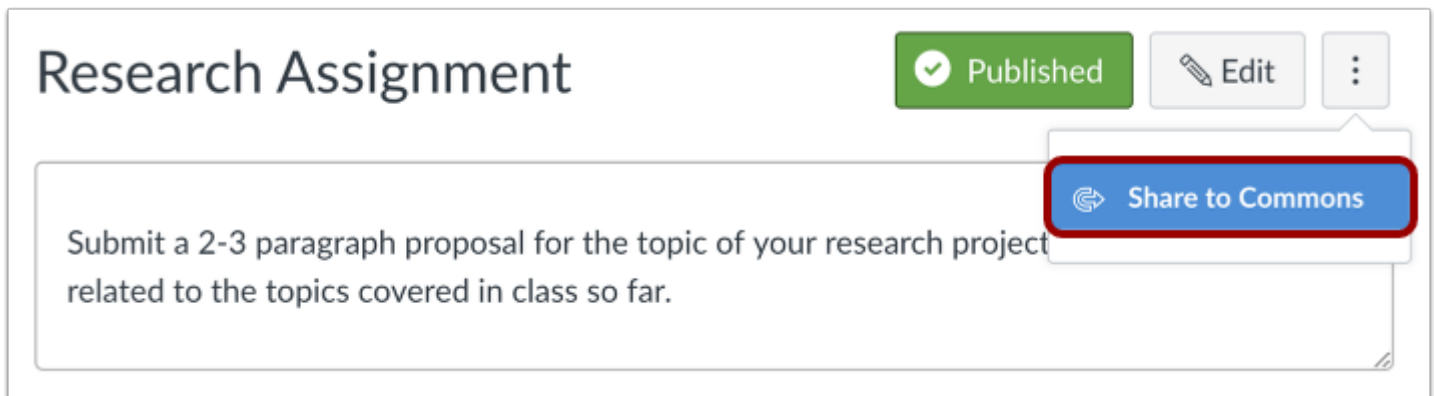
Preview Details **Version notes**

Updated Jan 2, 2019 - 1:52 PM




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



Research Assignment

 Published  Edit 

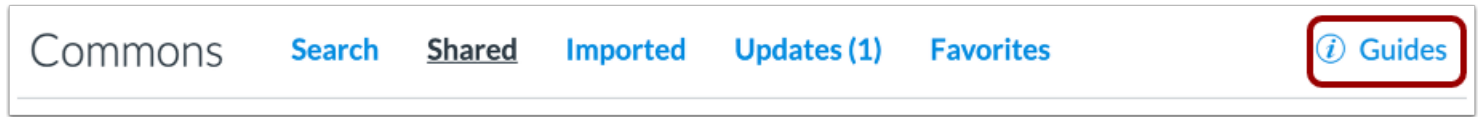
 **Share to Commons**

Submit a 2-3 paragraph proposal for the topic of your research project related to the topics covered in class so far.

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

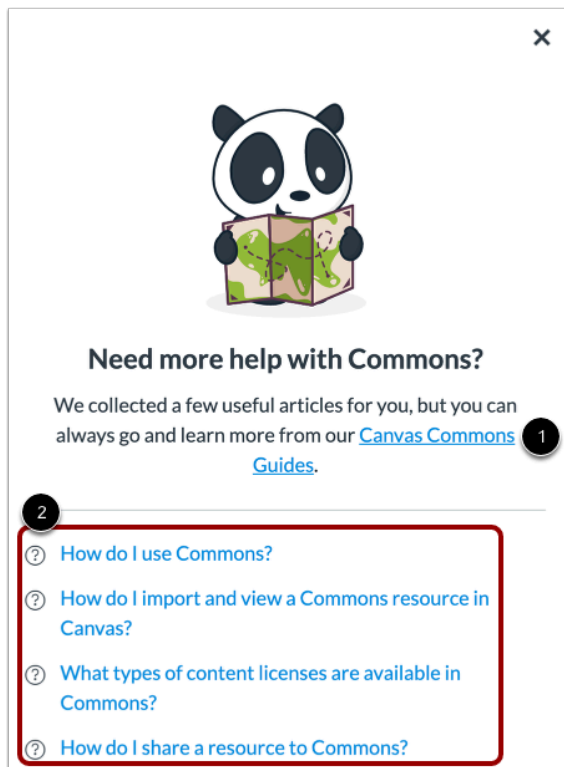
Note: Only course instructors can course content to Commons. Admins can add course content to Commons if they act as an instructor of the course.

View Commons Guides



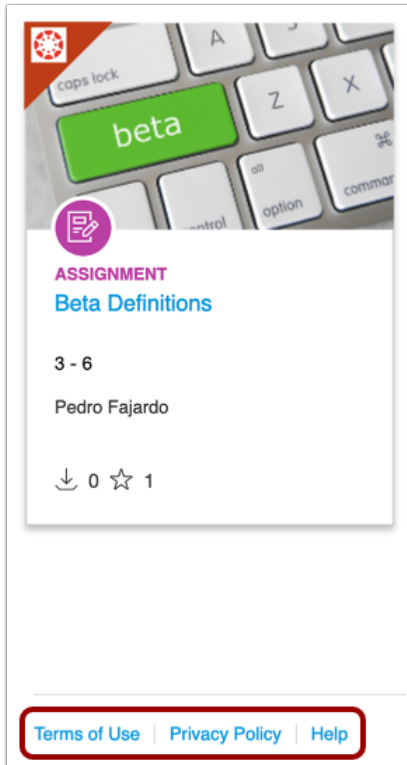
To view a list of helpful Commons guides, click the **Guides** link.

Access Commons Guides



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



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

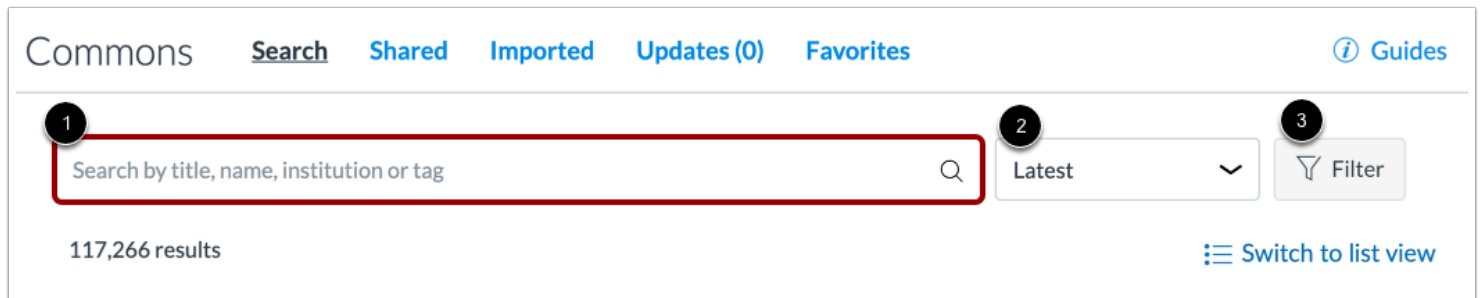
How do I preview resources in Commons?

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



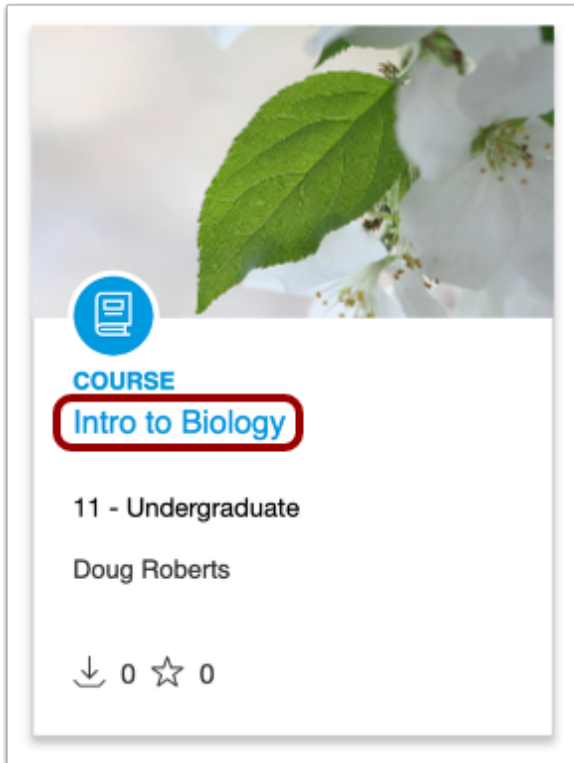
Locate a resource by using the search field [1].

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

You can also filter search results [3].

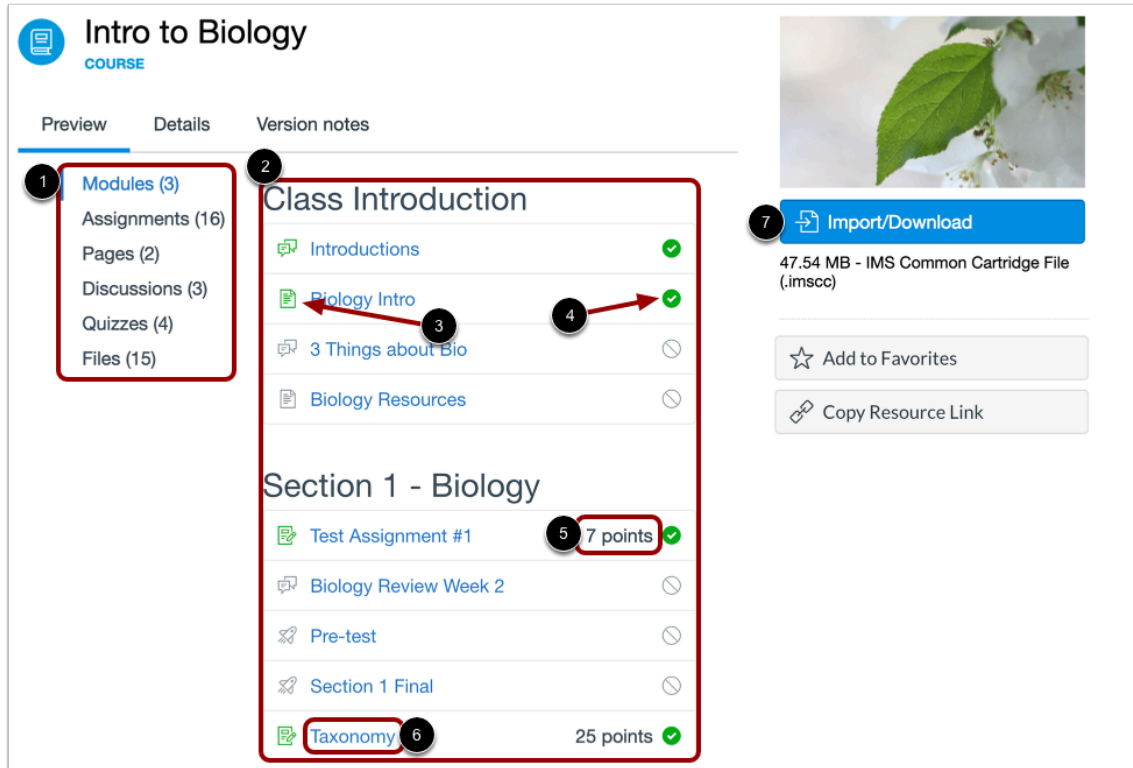
Learn more about [searching in Commons](#).

Open Course



To preview a course, click the course title.

Preview Course



The screenshot displays the 'Intro to Biology' course page in Canvas. The sidebar on the left (1) lists course components: Modules (3), Assignments (16), Pages (2), Discussions (3), Quizzes (4), and Files (15). The main preview area (2) shows a list of items under 'Class Introduction' and 'Section 1 - Biology'. Each item includes a content type icon (3), a published status icon (4), and points (5). The 'Taxonomy' item is highlighted with a red box (6). The right-hand panel (7) features an 'Import/Download' button, a file size of 47.54 MB, and options to 'Add to Favorites' and '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)


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.

[Previous](#) [Next](#)

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

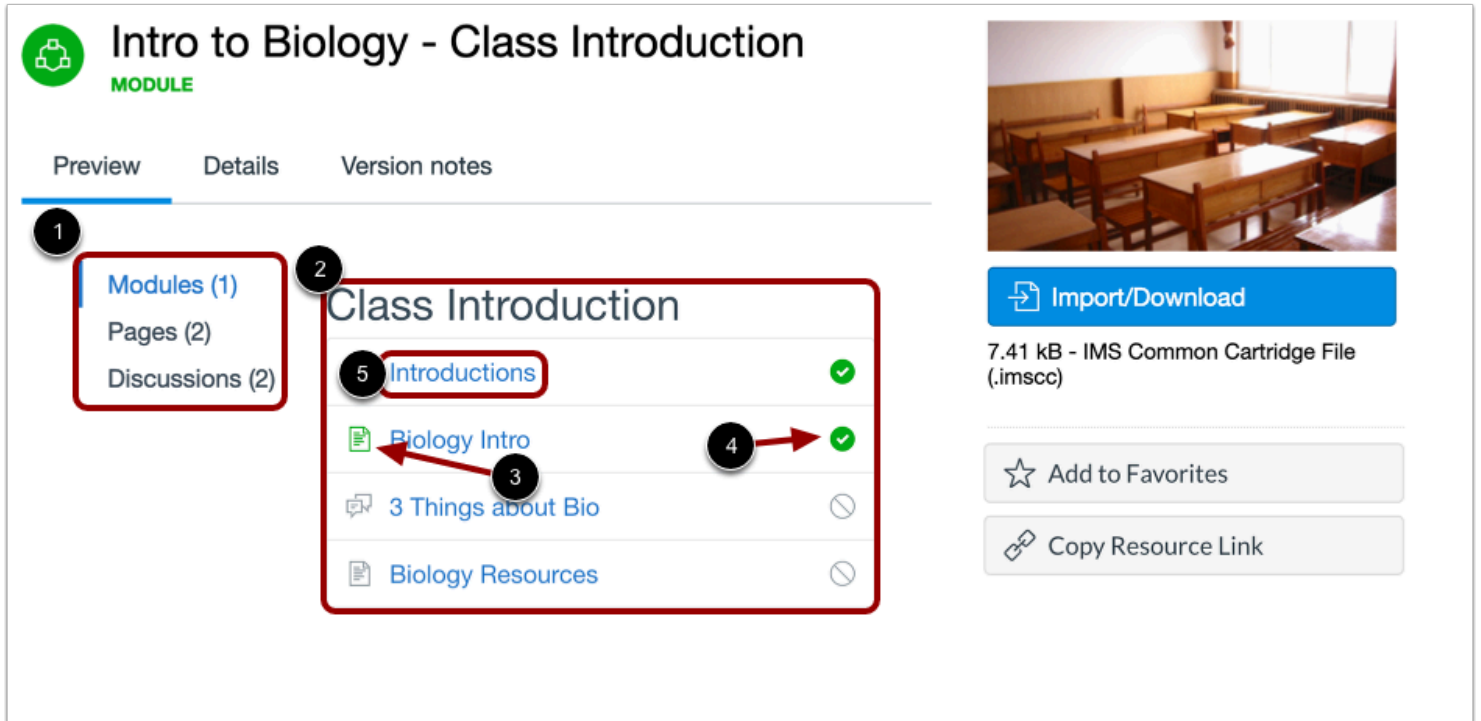
9 - Undergraduate

Doug Roberts

↓ 0 ☆ 0

To preview a module, click the module title.


Preview Module



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)

Pages (2)

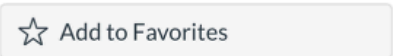
Discussions (2)









7.41 kB - IMS Common Cartridge File (.imsc)







DISCUSSION

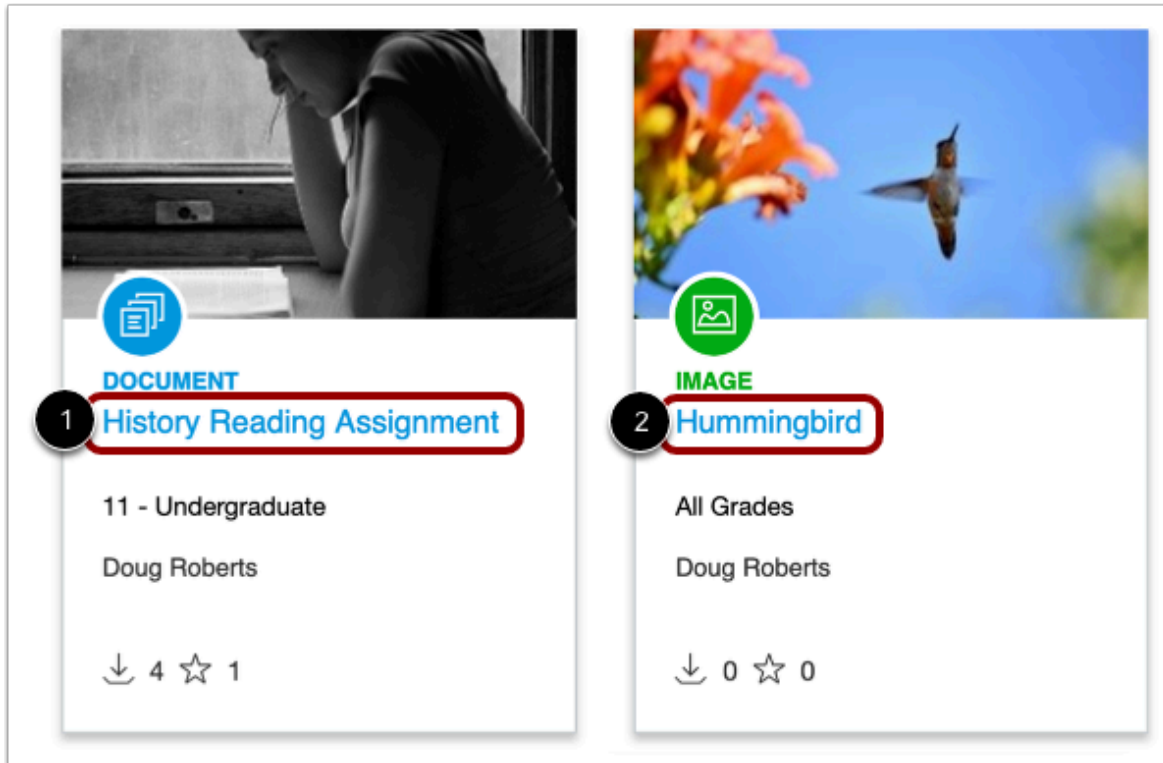
Introductions

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.

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.

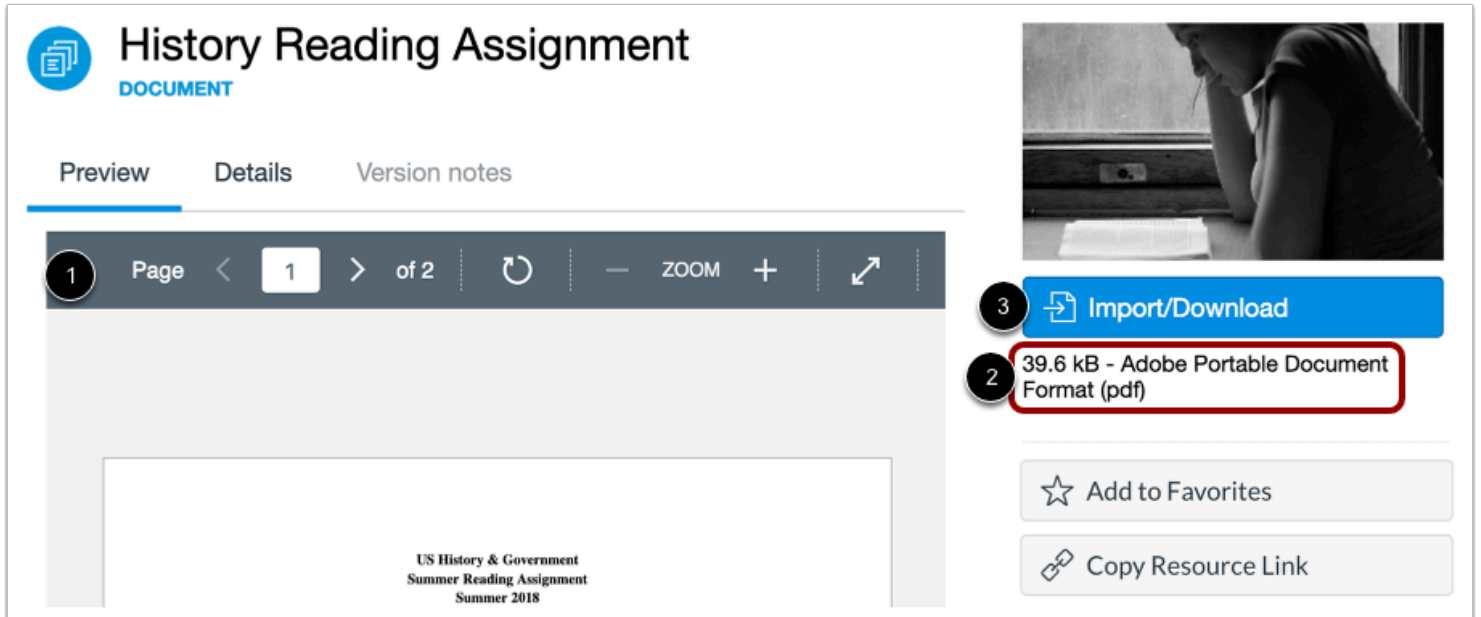
Open Document or Image



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)

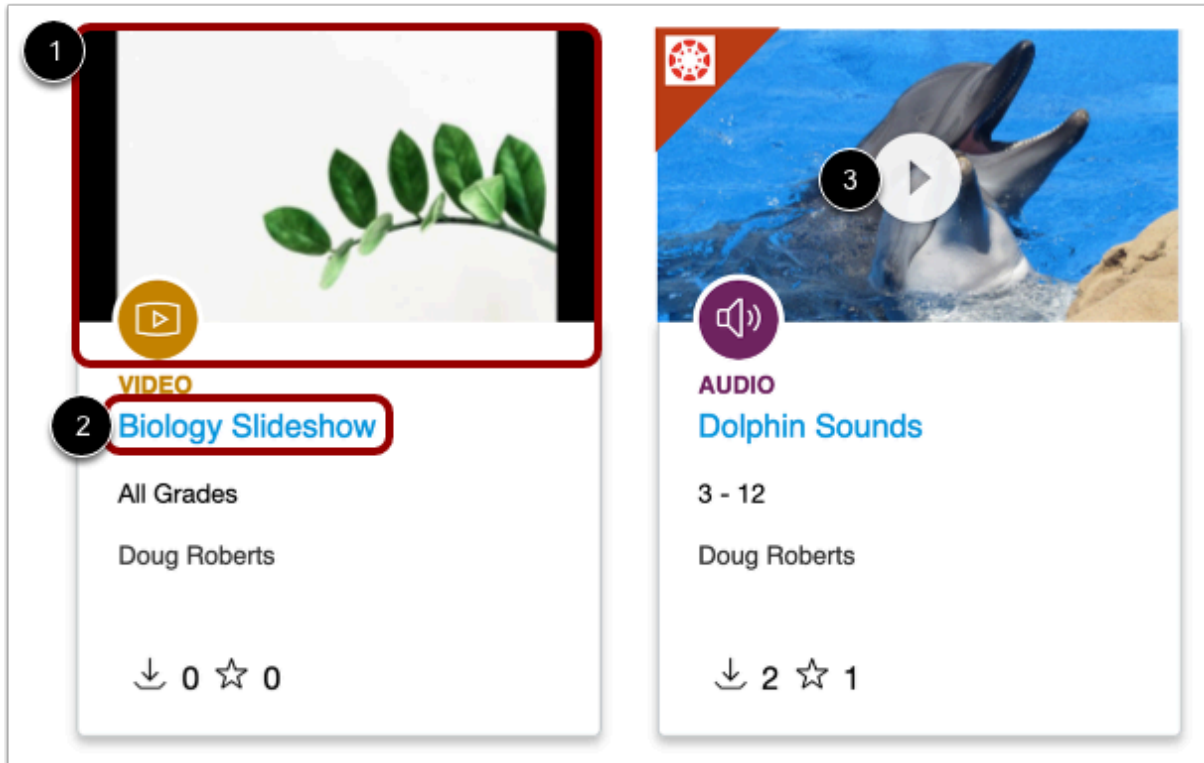
☆ Add to Favorites

🔗 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].

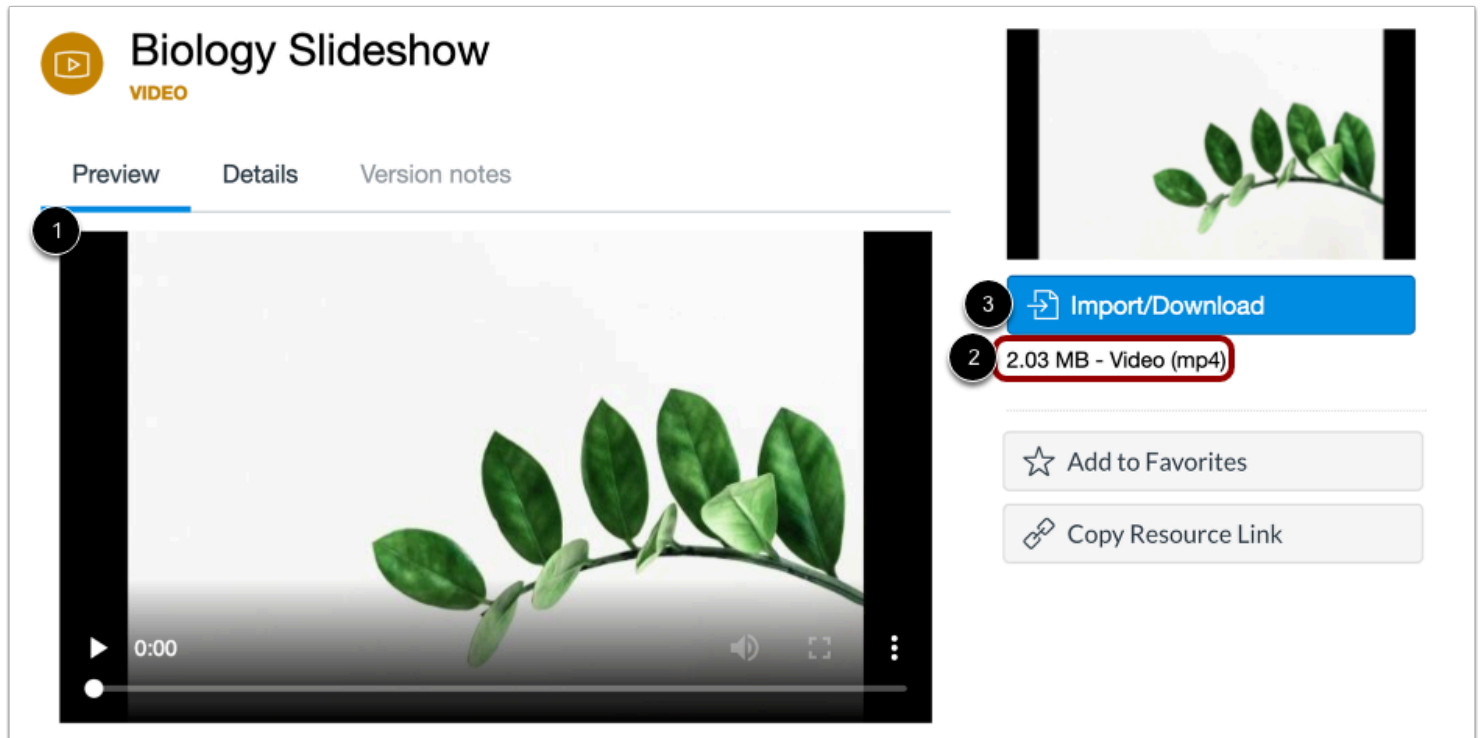
To import the file into your course or to download the file to your computer, click the **Import/Download** button [3].

Open Media File



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



Biology Slideshow
VIDEO

Preview Details Version notes

1

2.03 MB - Video (mp4)

3 Import/Download

☆ Add to Favorites

🔗 Copy Resource Link

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].

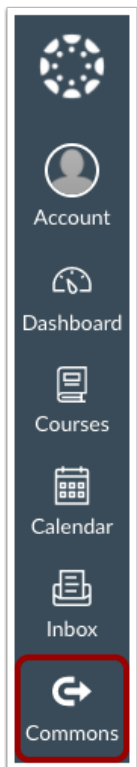
How do I import and view a Commons resource in Canvas?

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:

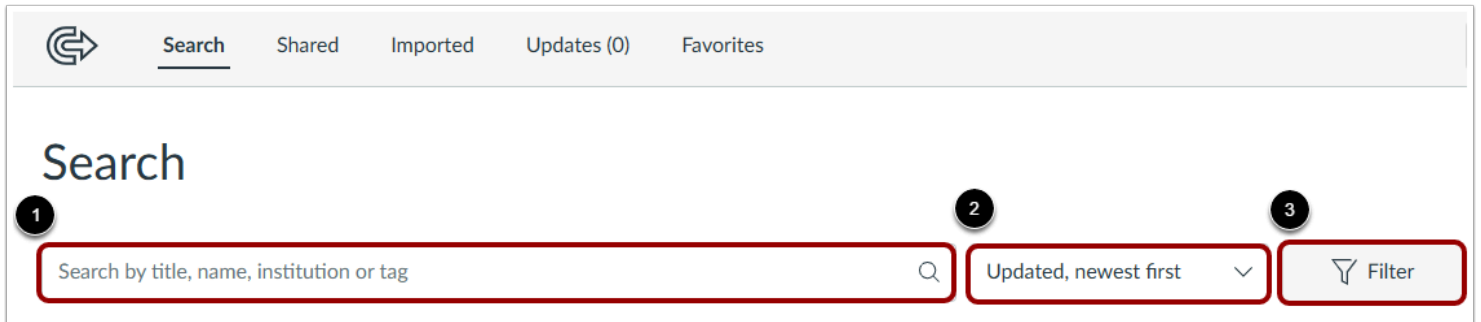
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply.
- Student data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



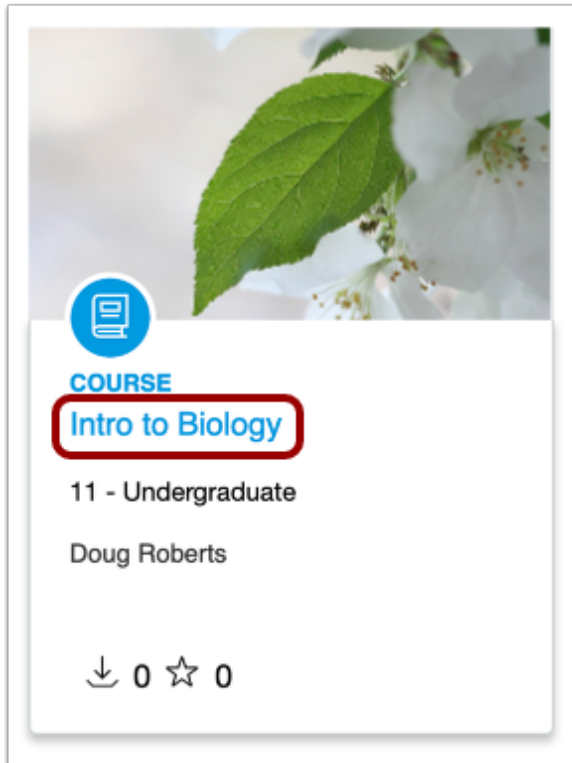
Locate a resource by using the search field [1].

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




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
CC 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 | ✓ |
|  | Biology Intro | ✓ |
|  | 3 Things about Bio | ⊘ |




[Import/Download](#)

47.54 MB - IMS Common Cartridge File (.imsc)

☆ Add to Favorites

🔗 Copy Resource Link

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

Import Resource

× Import/Download

Import into Canvas

1

Search for a course

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


☐ 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

☐ All

☐ Biology 101

☐ Biology 201

☐ Test Course 101

 Resource Pending

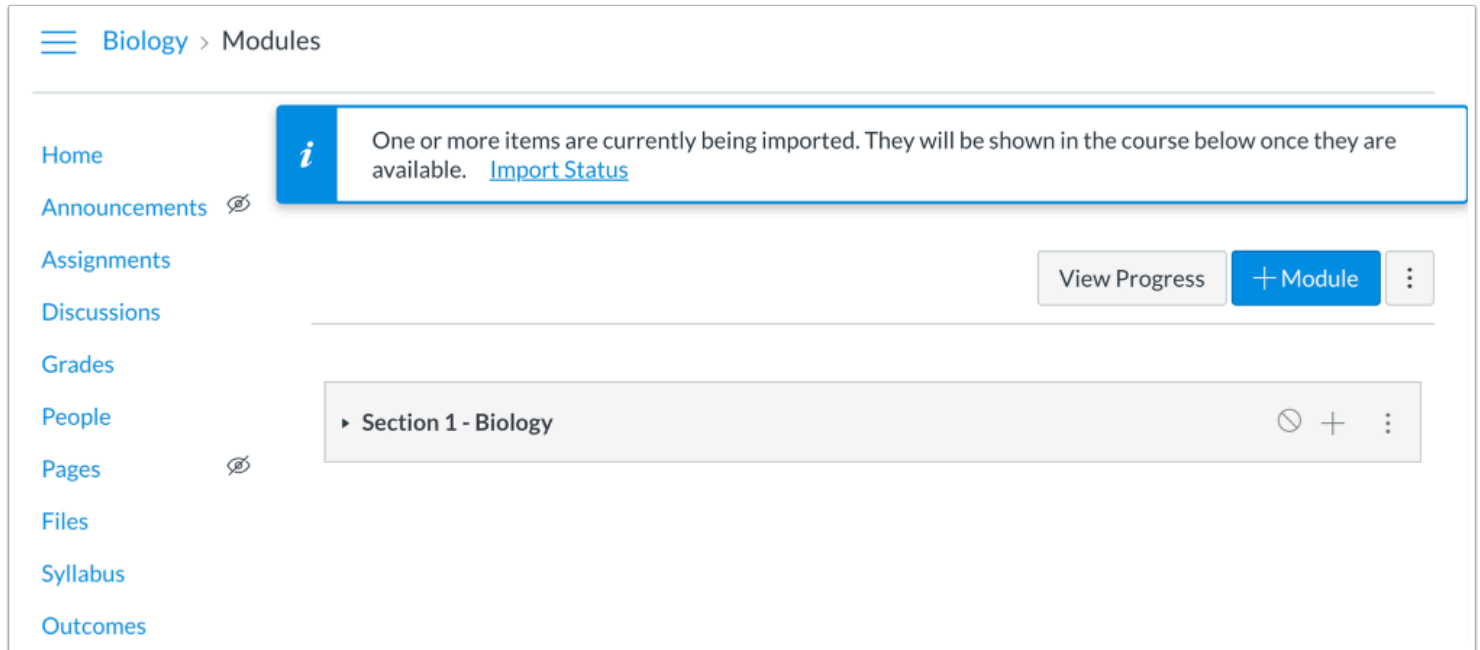
If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.

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

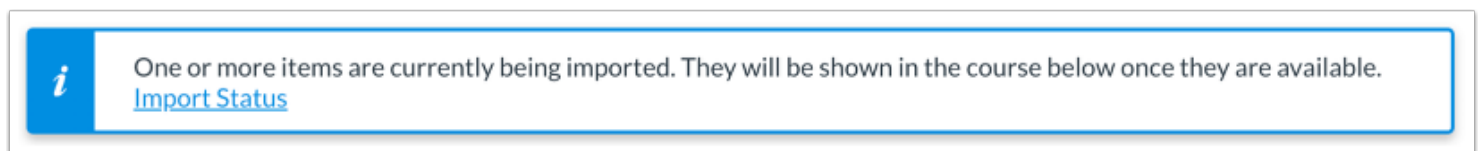


The screenshot shows the Canvas course interface for a course titled "Biology". The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, and Outcomes. The main content area shows a notification bar at the top with an information icon and the text: "One or more items are currently being imported. They will be shown in the course below once they are available. [Import Status](#)". Below the notification, there are buttons for "View Progress", "+ Module", and a menu icon. The main content area also shows a section titled "Section 1 - Biology" with a plus icon and a 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 notification bar with an information icon and the text: "One or more items are currently being imported. They will be shown in the course below once they are available. [Import Status](#)".

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

View Import Status

| Current Jobs | | | |
|-------------------------|-------------------------------------|------------------|--|
| Canvas Common Cartridge | bio-101-export.imsc | Jan 8 at 11:13am | <div>2</div> <div>Running</div> <div><div></div></div> |
| Canvas Common Cartridge | bio-101-export.imsc | Jan 8 at 11:13am | <div>Completed</div> <div>10 issues</div> <div>3</div> |
| Canvas Common Cartridge | bio-101-export.imsc | Jan 8 at 11:19am | <div>1</div> <div>Queued</div> |
| Canvas Common Cartridge | bio-101-export.imsc | Jan 8 at 11:38am | <div>Completed</div> |

The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imsc 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?

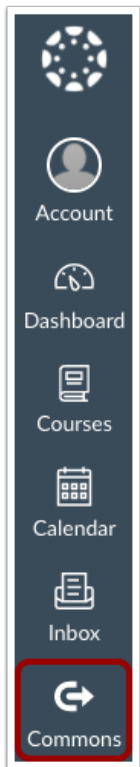
You can leave a review for a resource in Commons. Reviews are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:

- 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:

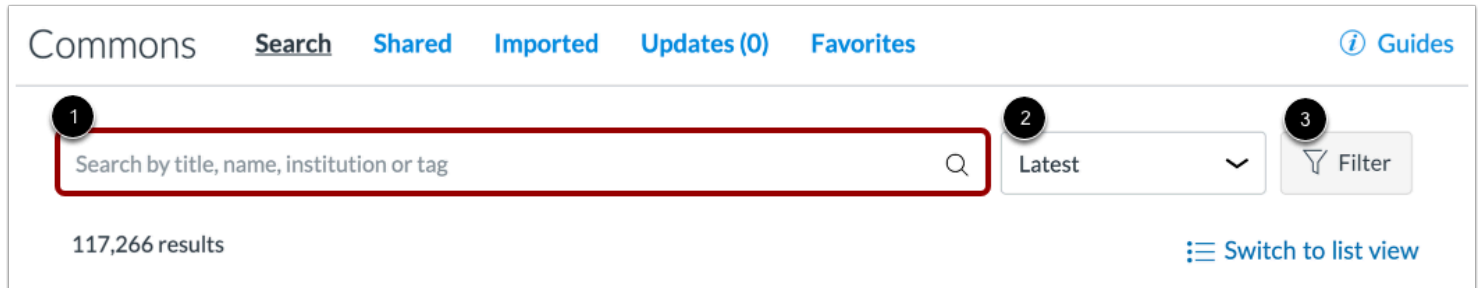
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons



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

Find Resource

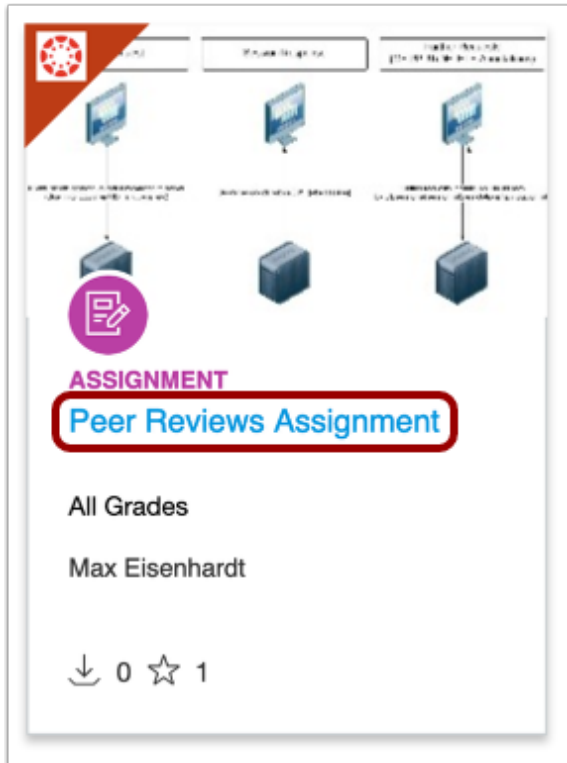


To locate a resource in Commons, use the search field [1].

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.

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

1

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?

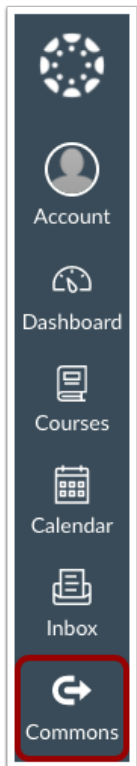
In Commons, you can add a resource to Favorites to help you curate helpful content. Favorited content is viewed and managed in the Favorites page.

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

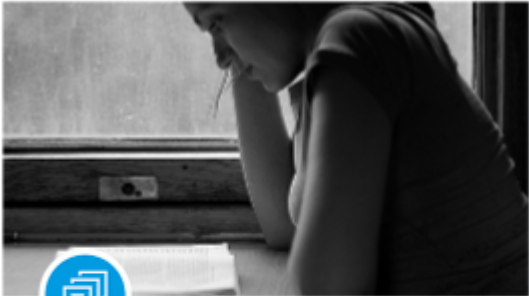
Commons Search Shared Imported Updates (0) Favorites Guides


Q 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

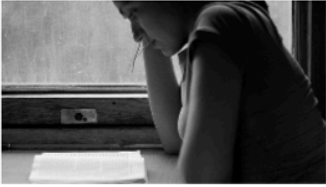
 **History Reading Assignment**
DOCUMENT

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

Page < 1 > of 2

— ZOOM + ↗

US History & Government
Common Reading Assignment



[Import/Download](#)

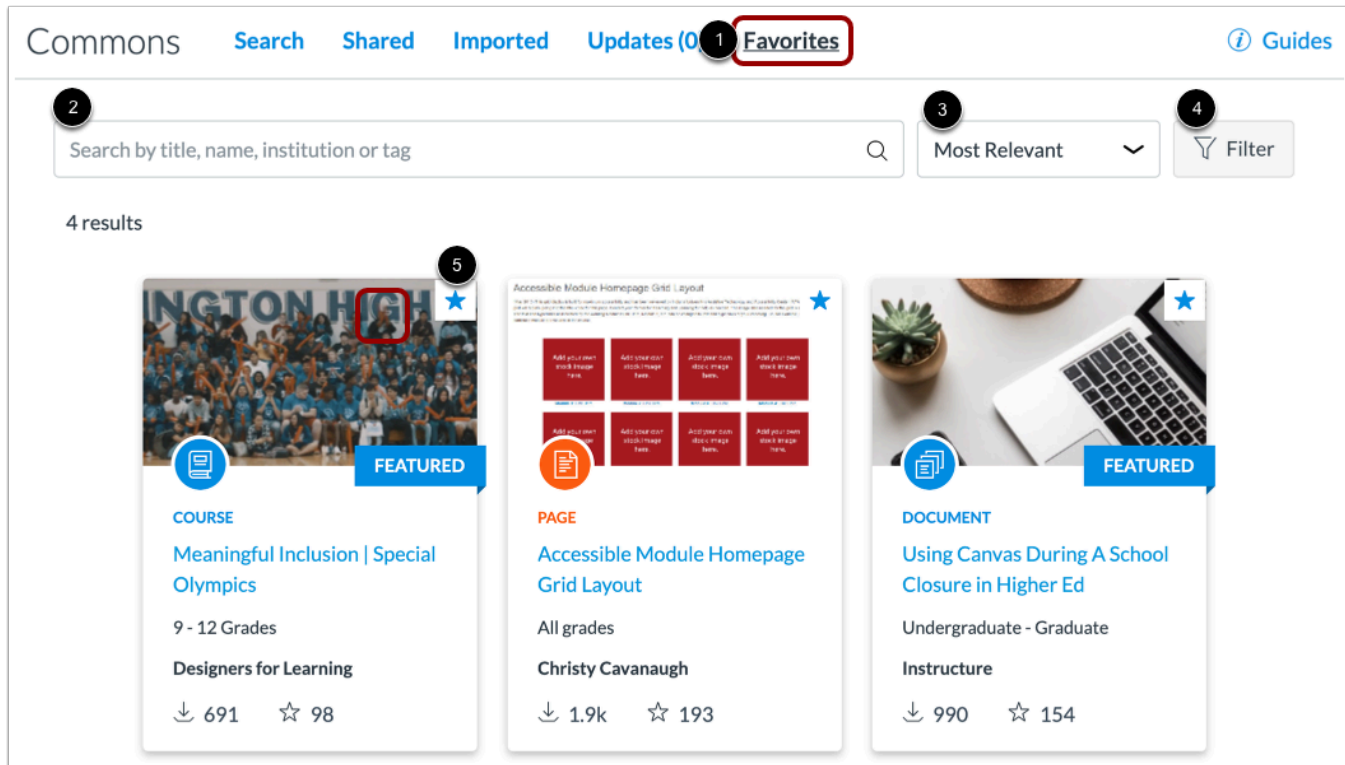
39.6 kB - Adobe Portable Document Format (pdf)

[★ Add to Favorites](#)

[🔗 Copy Resource Link](#)

Click the **Add to Favorites** button.

View Favorites



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

Search by title, name, institution or tag

Most Relevant Filter

4 results

COURSE
Meaningful Inclusion | Special Olympics
9 - 12 Grades
Designers for Learning
691 98

PAGE
Accessible Module Homepage Grid Layout
All grades
Christy Cavanaugh
1.9k 193

DOCUMENT
Using Canvas During A School Closure in Higher Ed
Undergraduate - Graduate
Instructure
990 154

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

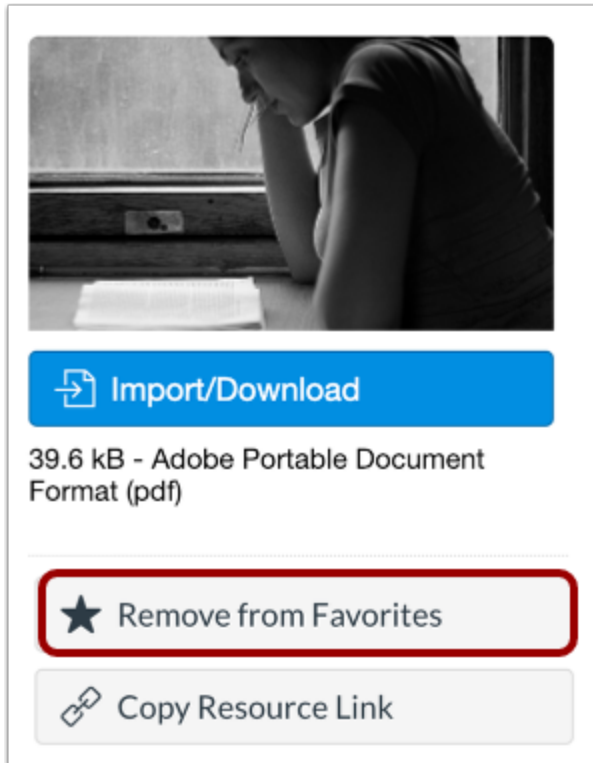
To search in Favorites, type keywords and phrases in the search field [2].

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



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

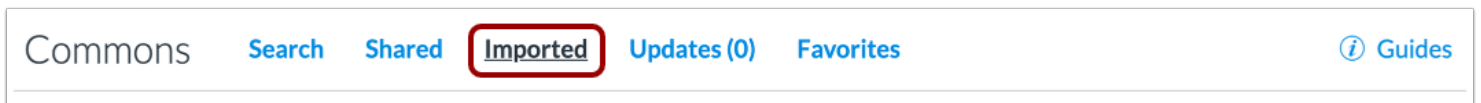
How do I view my imported and shared resources in Commons?

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

Notes:

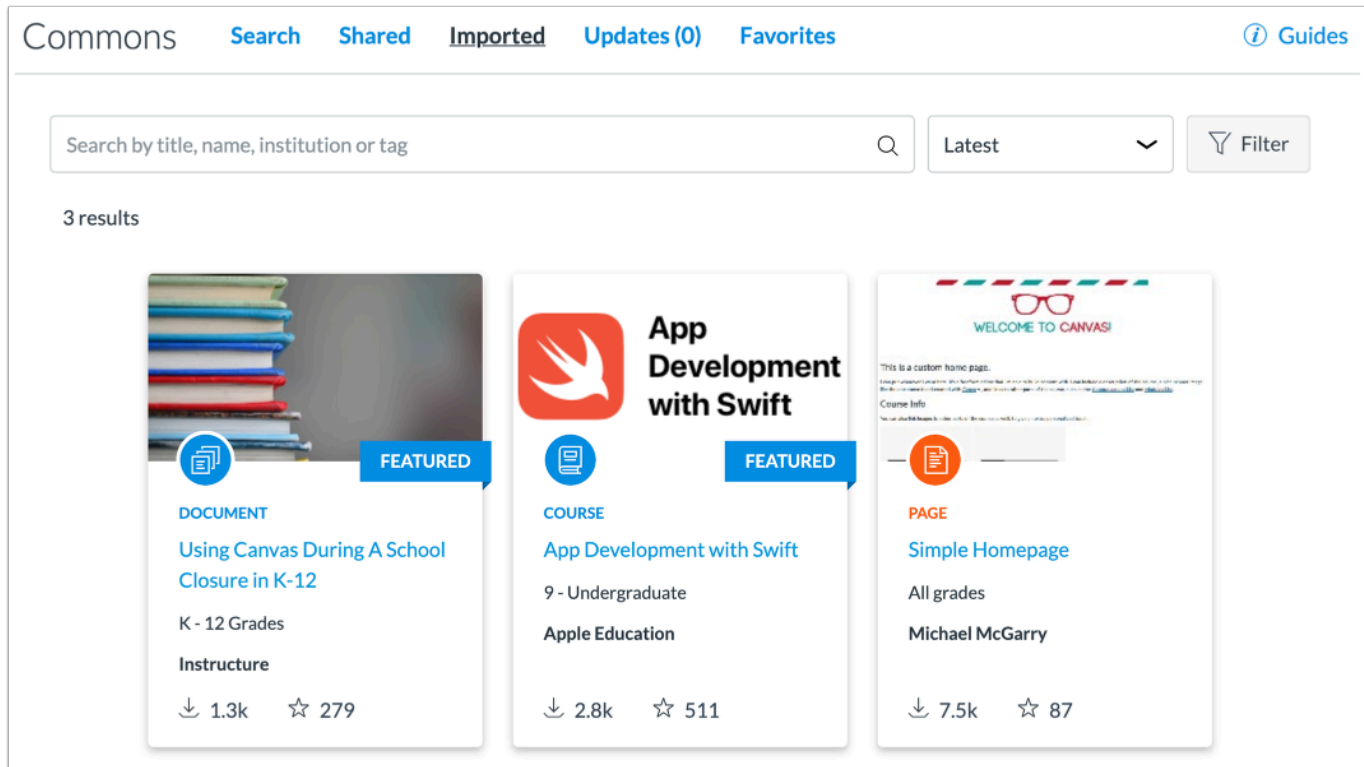
- If you need to remove a resource imported through Commons, navigate to the corresponding area in your course and delete it there. For example, to remove an imported assignment, navigate to the Assignments Index Page in your course to delete the assignment from the list.
- To enable Commons in your 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



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

View Imported Resources

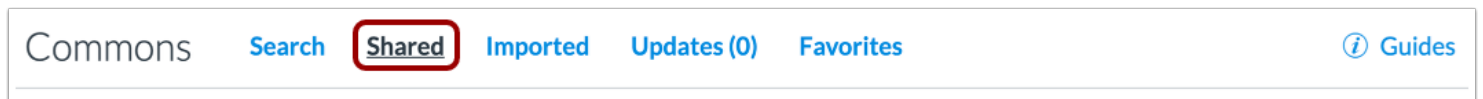


The screenshot shows the 'Imported' tab in the Commons navigation bar. Below the navigation bar, there is a search bar with the text 'Search by title, name, institution or tag' and a search icon. To the right of the search bar are two dropdown menus: 'Latest' and 'Filter'. Below these, it says '3 results'. The results are displayed as three cards, each with a 'FEATURED' badge in the top right corner.

| Resource Type | Title | Grades | Institution | Downloads | Favorites |
|---------------|--|-------------------|-----------------|-----------|-----------|
| DOCUMENT | Using Canvas During A School Closure in K-12 | K - 12 Grades | Instructure | 1.3k | 279 |
| COURSE | App Development with Swift | 9 - Undergraduate | Apple Education | 2.8k | 511 |
| 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




The screenshot shows the Commons navigation bar with the following links: Commons, Search, Shared, Imported, Updates (0), Favorites, and Guides. The 'Shared' link is highlighted with a red rectangle.


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

View Shared Resources

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

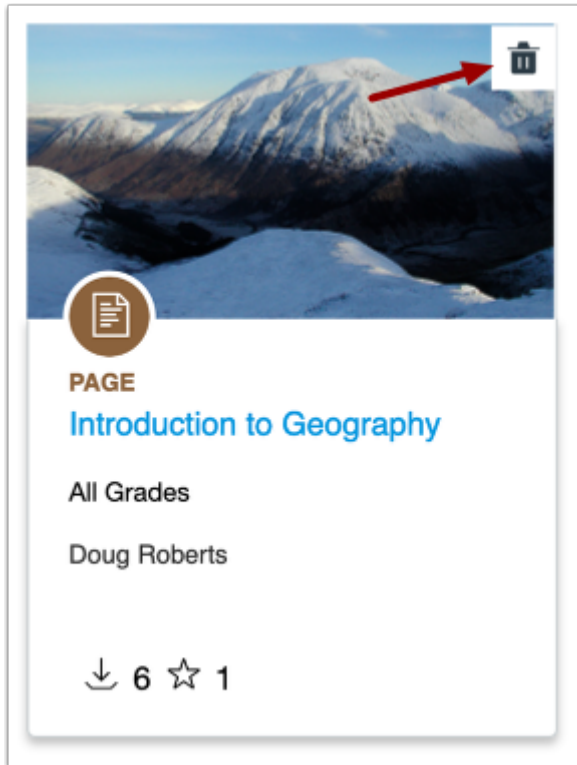
2 results


DISCUSSION
[Biology Review Week 2](#)
All grades
Doug Roberts
↓ 0 ☆ 0


ASSIGNMENT
[Taxonomy](#)
All grades
Doug Roberts
↓ 0 ☆ 0

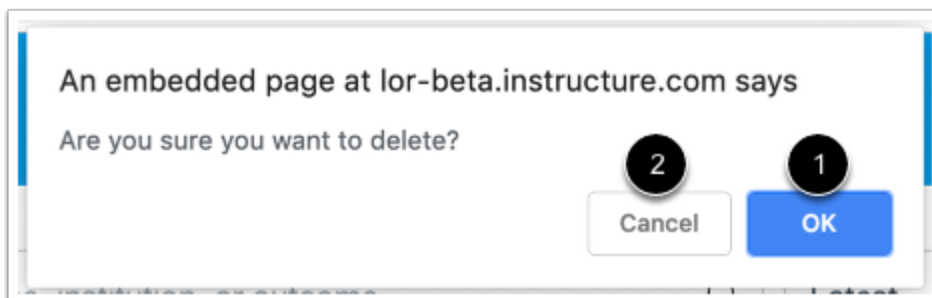
View your shared resources. Resources are sorted by most recent share date.

Remove Resource



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

Confirm Delete



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.

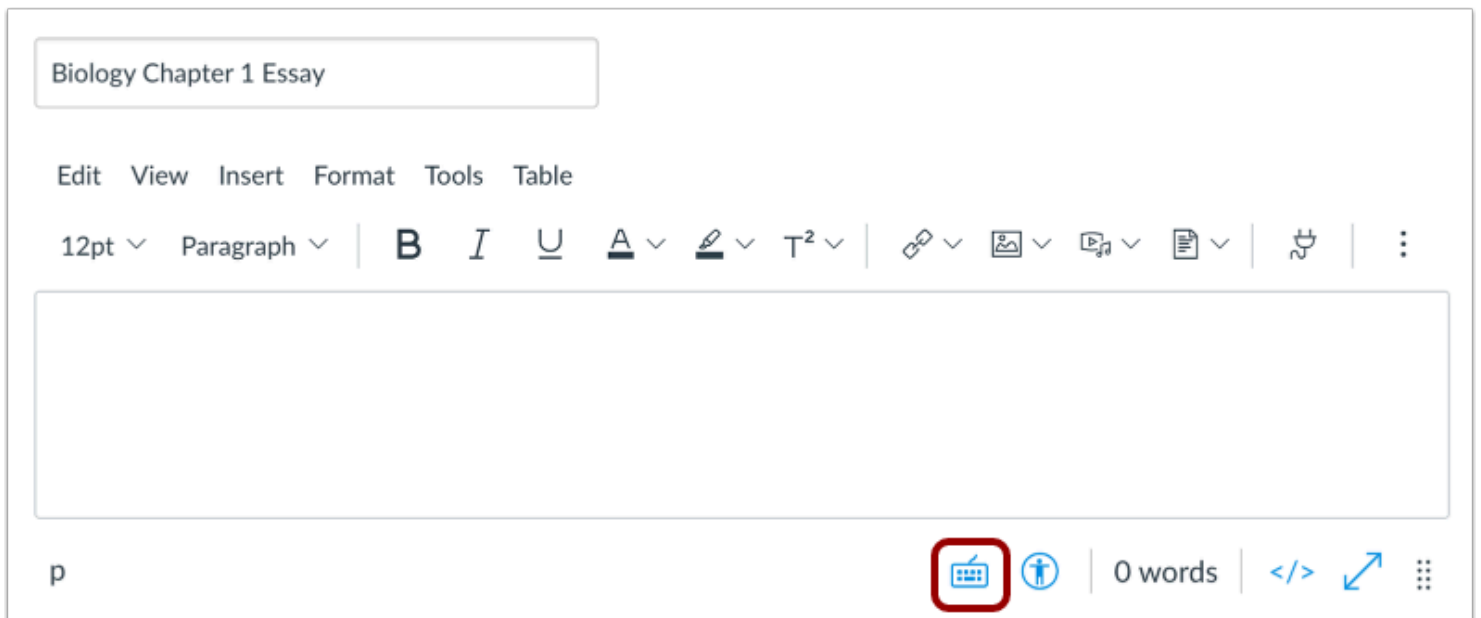
How do I import Commons Favorites in the Rich Content Editor in Canvas?

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.

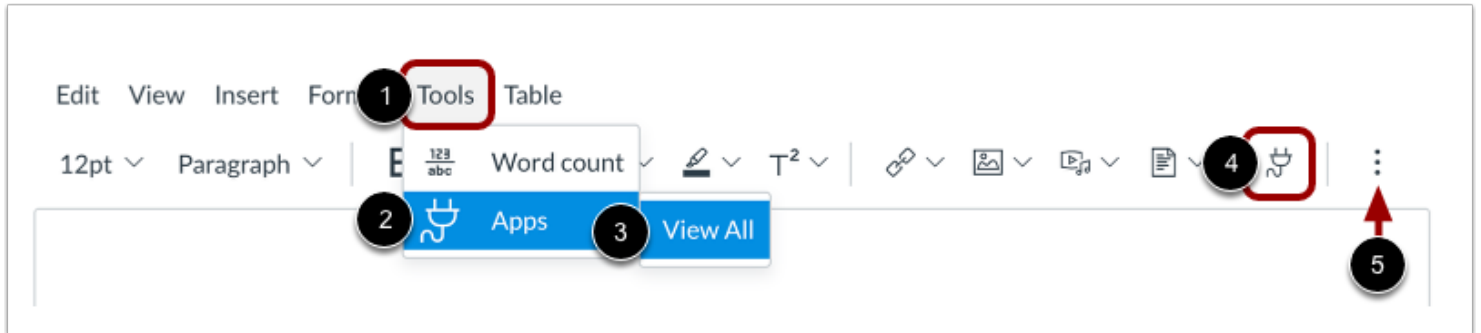
Open Rich Content Editor



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

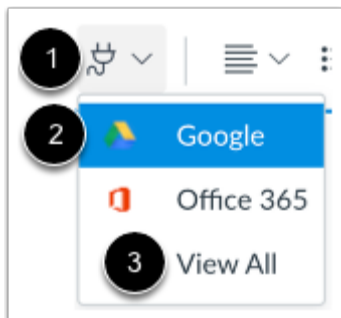


You can view a list of external tools from the menubar. Click the **Tools** link [1]. Navigate to the **Apps** option [2], then select the **View All** option [3].

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

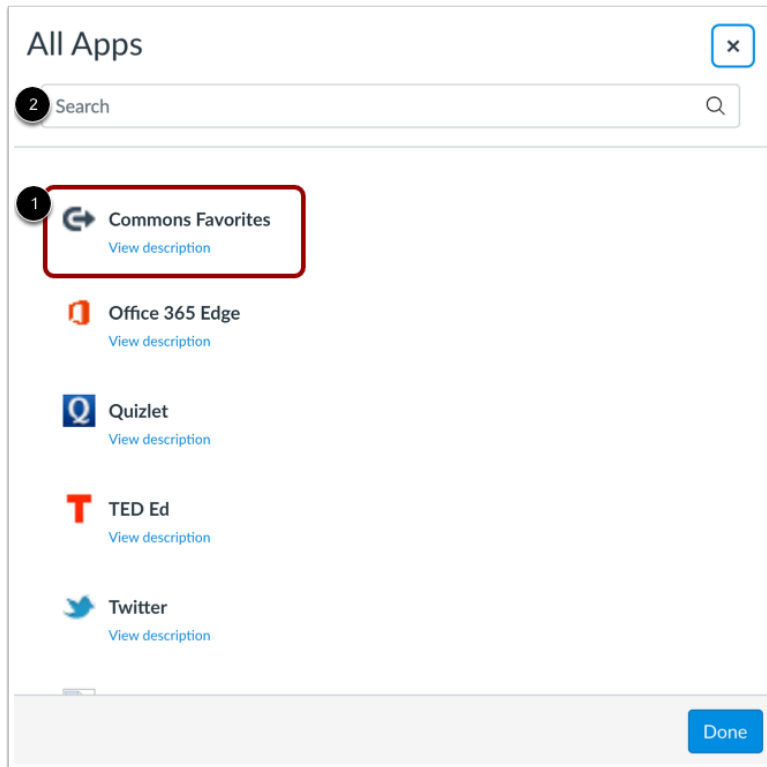


If you have previously used an external app from the Rich Content Editor, you can quickly open recently used apps.

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




IMAGE
Communication Res...




IMAGE
Electric Car Technology





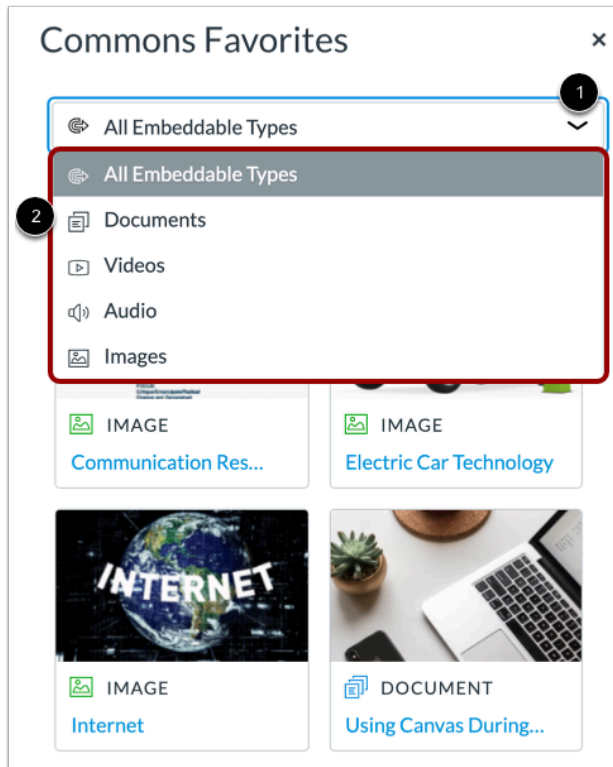
IMAGE
Internet



DOCUMENT
Using Canvas During...

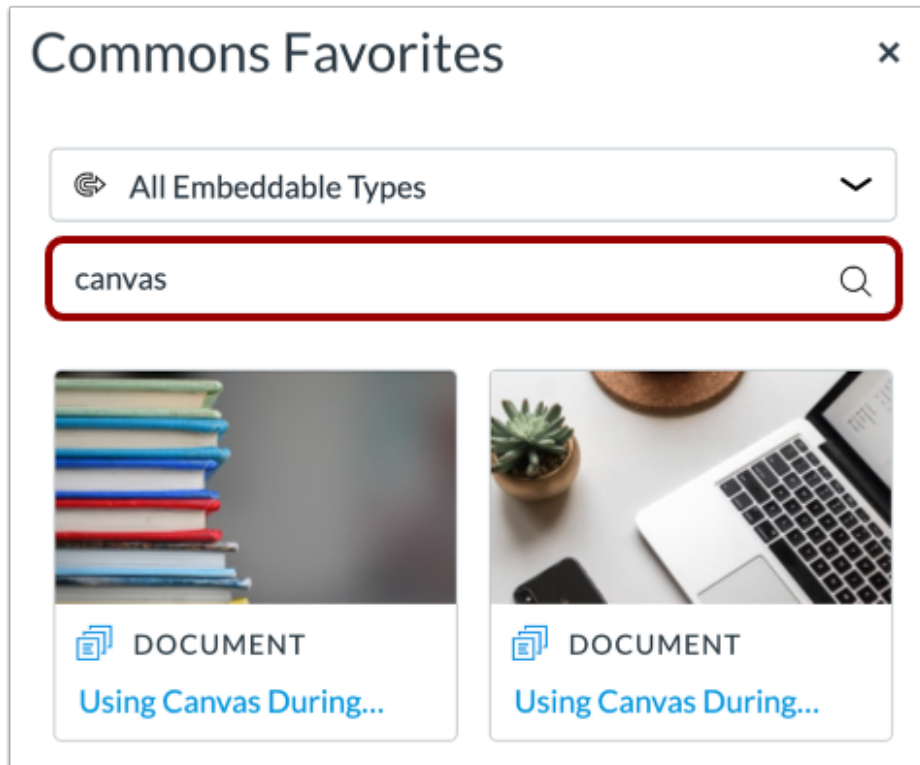
A sidebar opens to display all embeddable Commons Favorites resource types. To view additional resources, you may need to scroll.

Filter Content



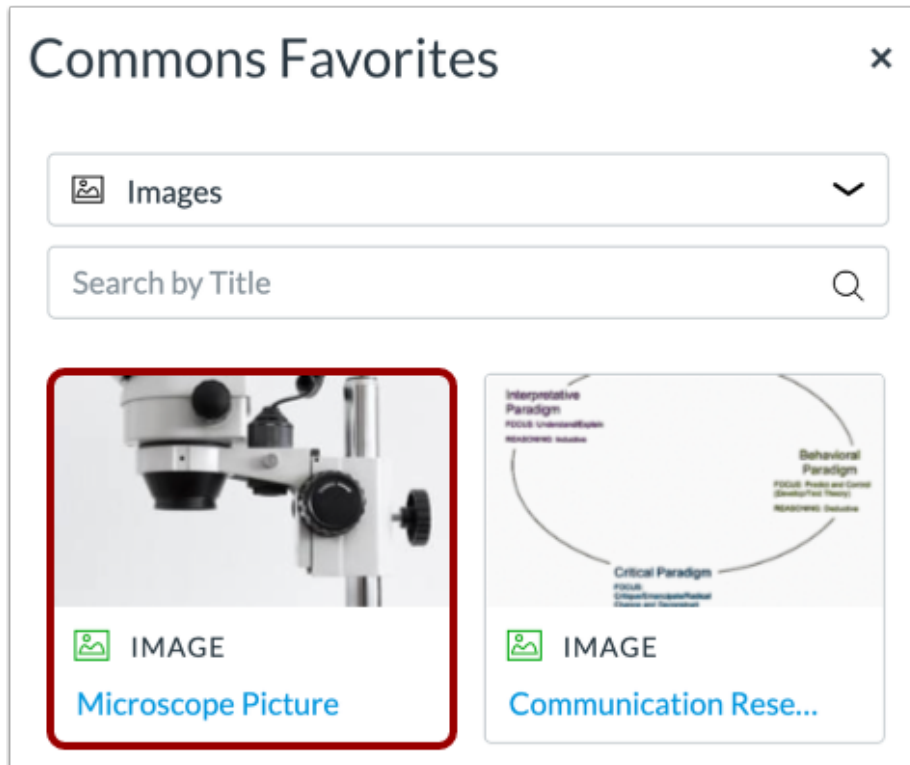
By default, the sidebar displays all embeddable resource types. To filter content by resource type, click the **Resource Type** drop-down menu [1] and select a resource type [2].

Search Content



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

Import Content




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

EditViewInsertFormatToolsTable

12ptParagraphBBIAT²LinkImageVideoTableInsert



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?

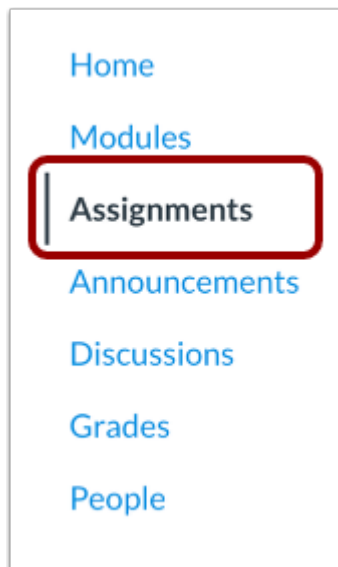
If Commons has been enabled in your Canvas instance, you can add favorited assignments from Commons to a Canvas course.

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

Notes:

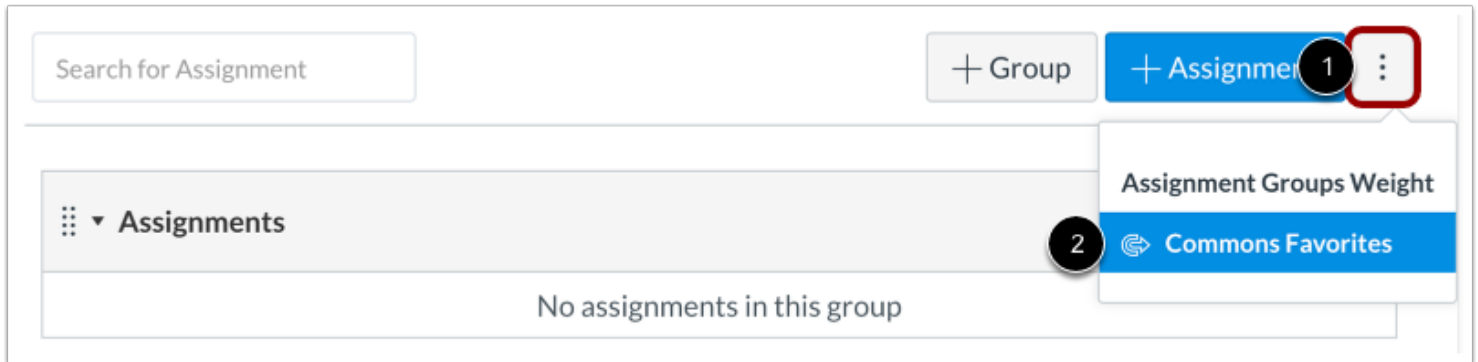
- You must add assignments to your favorites in Commons before they can be viewed and imported in the Assignments Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import an assignment that was published when it was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

Open Assignments



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

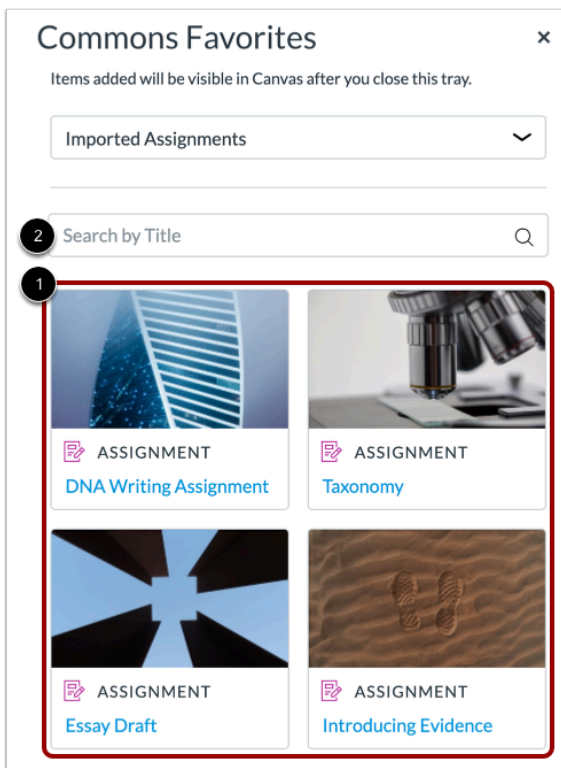
Open Commons Favorites



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

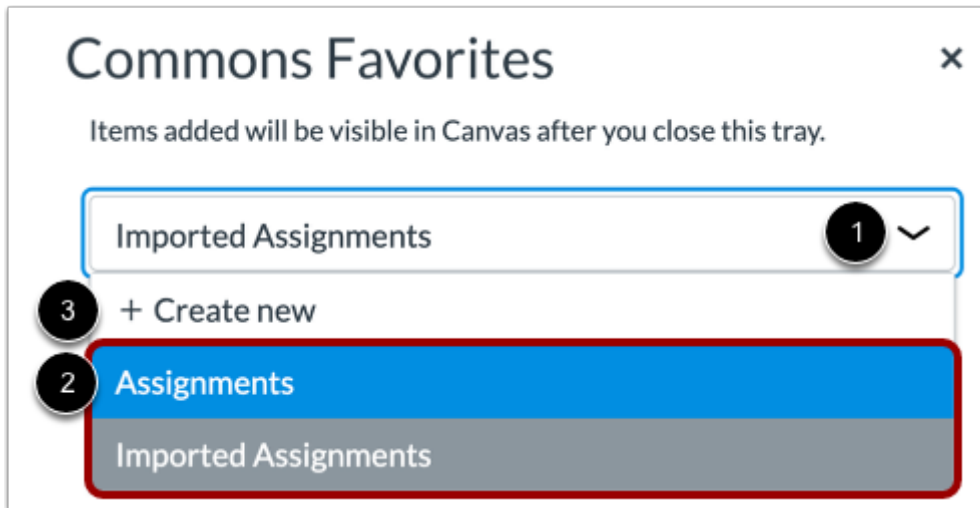
Note: If the Commons Favorites option does not display in the Assignments Index page, Commons has not been enabled in your Canvas instance.

View Commons Favorites



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].

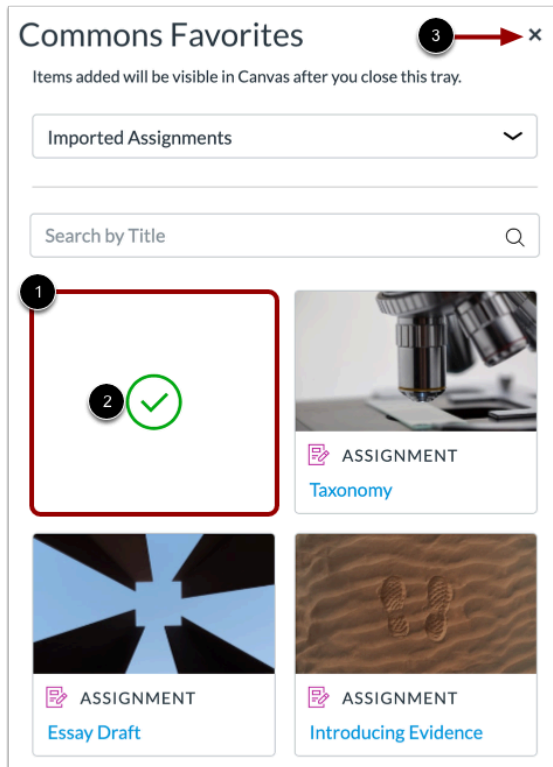
Select Assignment Group



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.

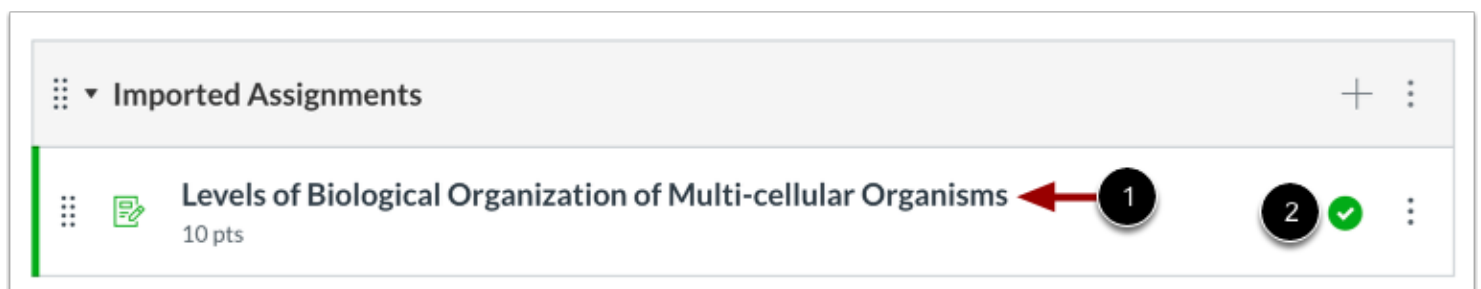
Import Assignment



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



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?

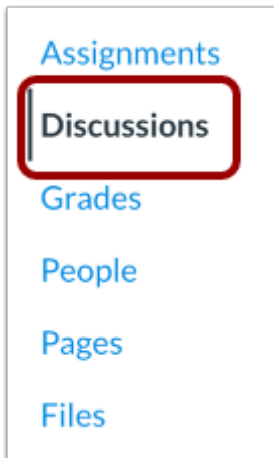
If Commons has been enabled in your Canvas instance, you can add favorited discussions from Commons to a Canvas course.

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

Notes:

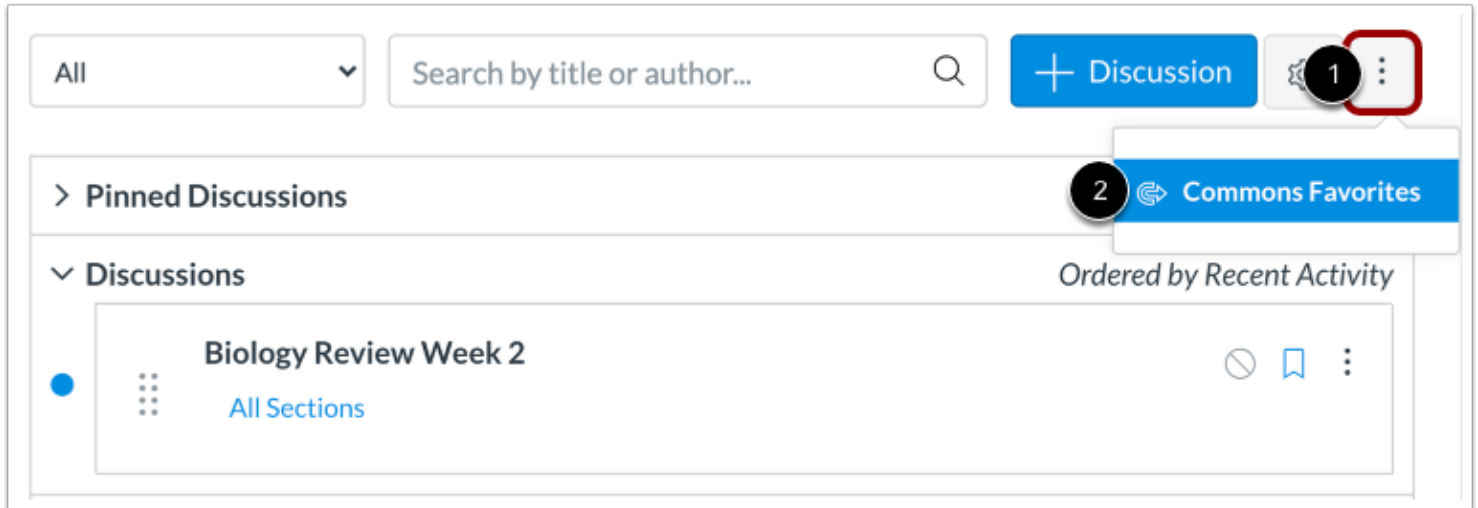
- You must add discussions to your favorites in Commons before they can be viewed and imported in the Discussions Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a discussion that was published when it was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

Open Discussions



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

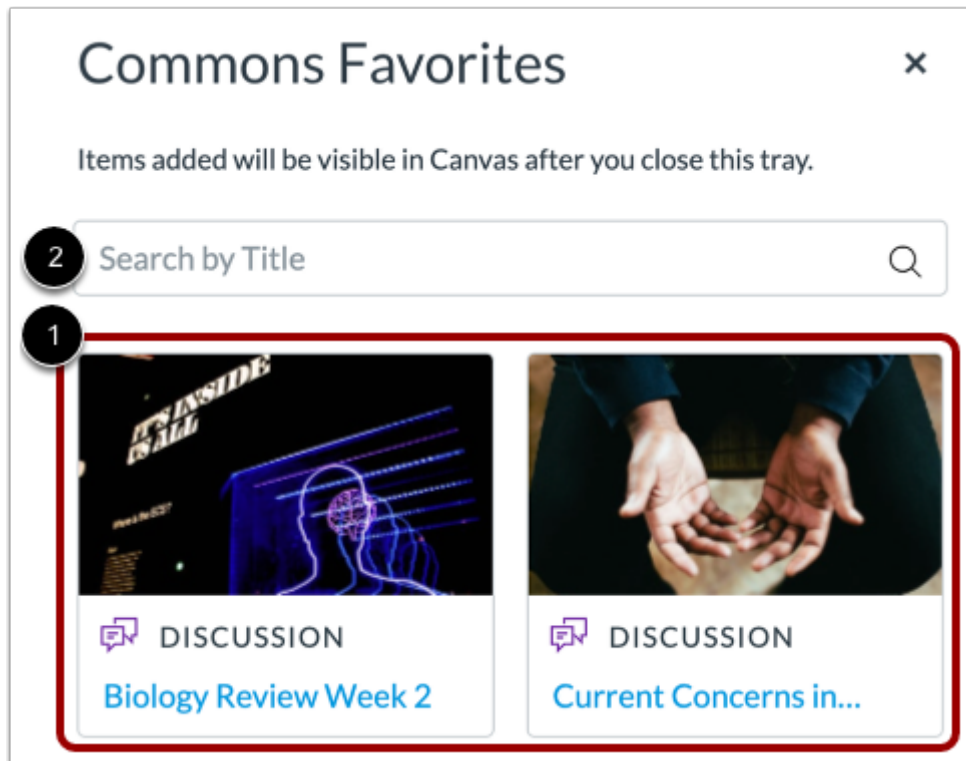
Open Commons Favorites



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

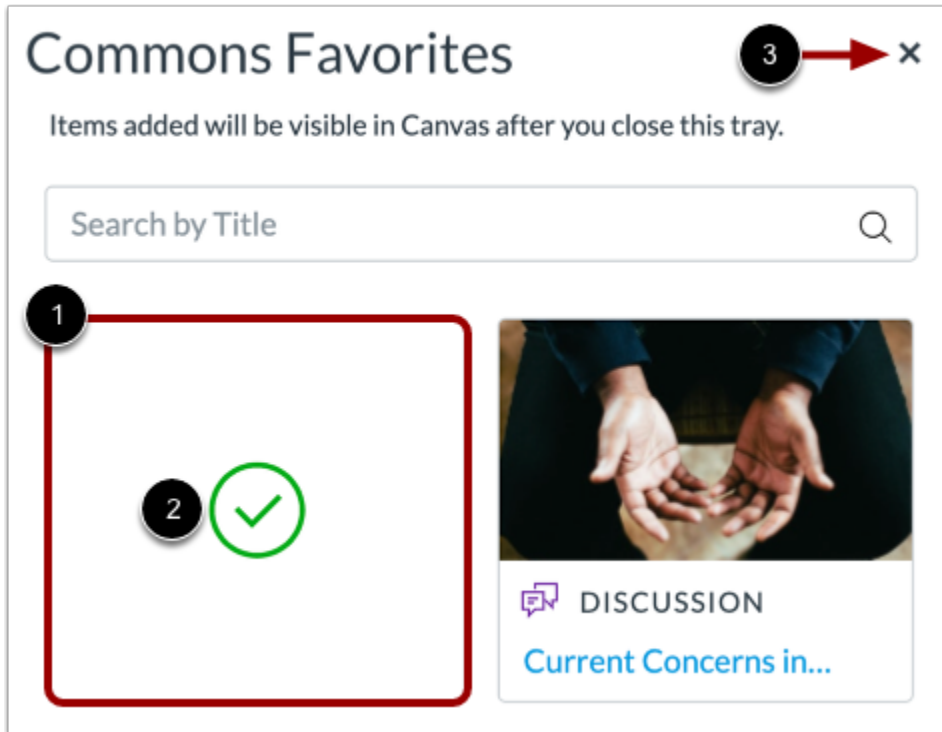
Note: If the Options icon does not display in the Discussions Index page, Commons has not been enabled in your Canvas instance.

View Commons Favorites



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



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



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?

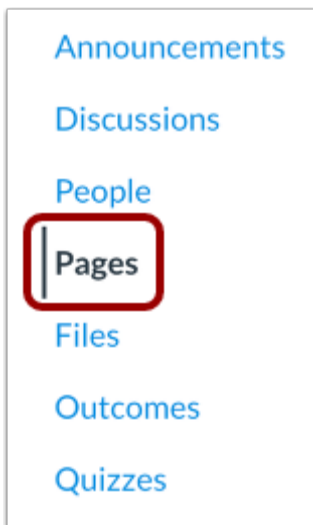
If Commons has been enabled in your Canvas instance, you can add favorited pages from Commons to a Canvas course.

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

Notes:

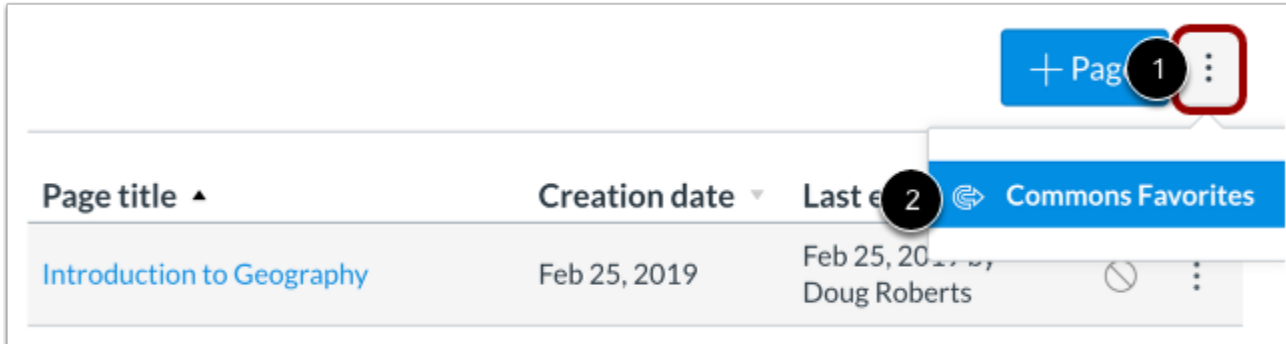
- You must add pages to your favorites in Commons before they can be viewed and imported in the Pages Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a page that was published when it was originally shared,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



Open Pages



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

Open Commons Favorites

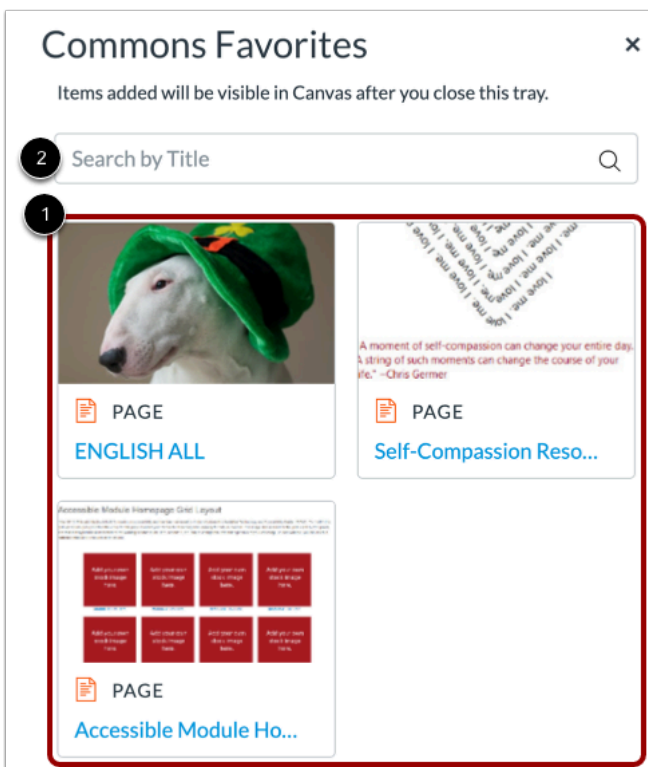


| Page title ▲ | Creation date ▼ | Last edited by | |
|---|-----------------|------------------------------|---|
| Introduction to Geography | Feb 25, 2019 | Feb 25, 2019 Doug Roberts |   |

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


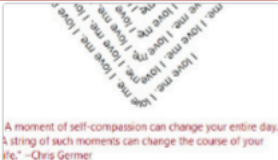
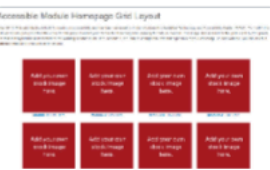


Commons Favorites [X]

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

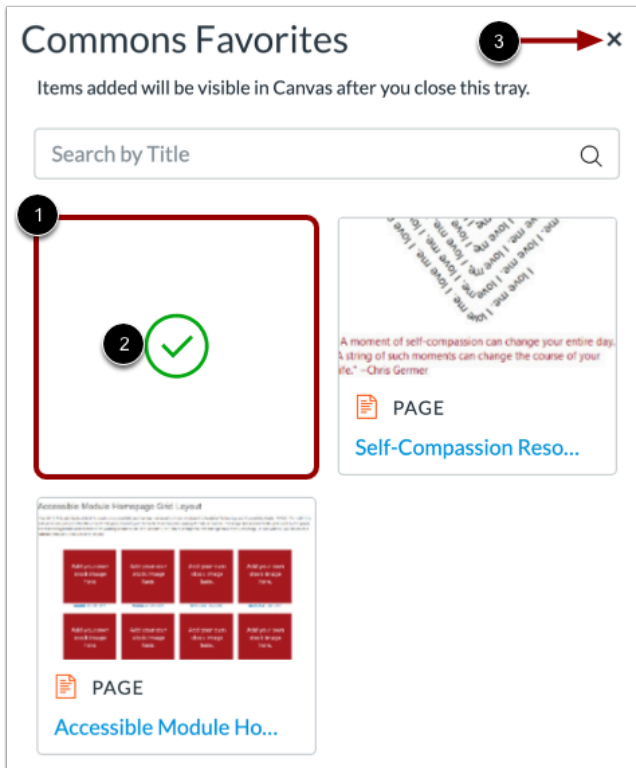
[2] Search by Title [Q]

[1]

-  **PAGE**
[ENGLISH ALL](#)
-  **PAGE**
[Self-Compassion Reso...](#)
-  **PAGE**
[Accessible Module Ho...](#)

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 |  |
|--|-----------------|------------------------------|--|---|
| Page title ▲ | Creation date ▼ | Last edit ▼ | | |
| Introduction to Geography | Feb 25, 2019 | Feb 25, 2019 by Doug Roberts |  |  |
| SHS Library Resources  1 | Feb 4, 2020 | Feb 4, 2020 | 2  |  |

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?

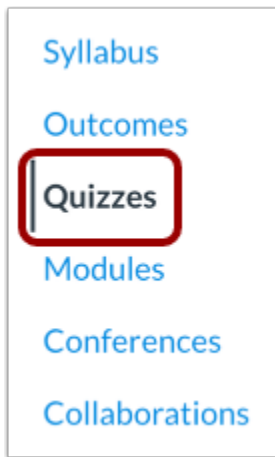
If Commons has been enabled in your Canvas instance, you can add favorited quizzes from Commons to a Canvas course.

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

Notes:

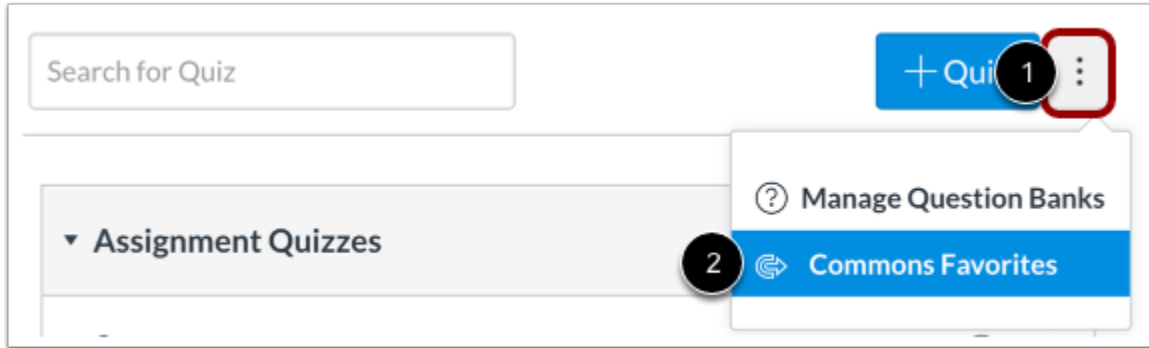
- You must add quizzes to your favorites in Commons before they can be viewed and imported in the Quizzes Index page.
- Content shared through Commons retains the published/unpublished status of the item when it was originally shared. If you import a quiz that was published when it was originally shared,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

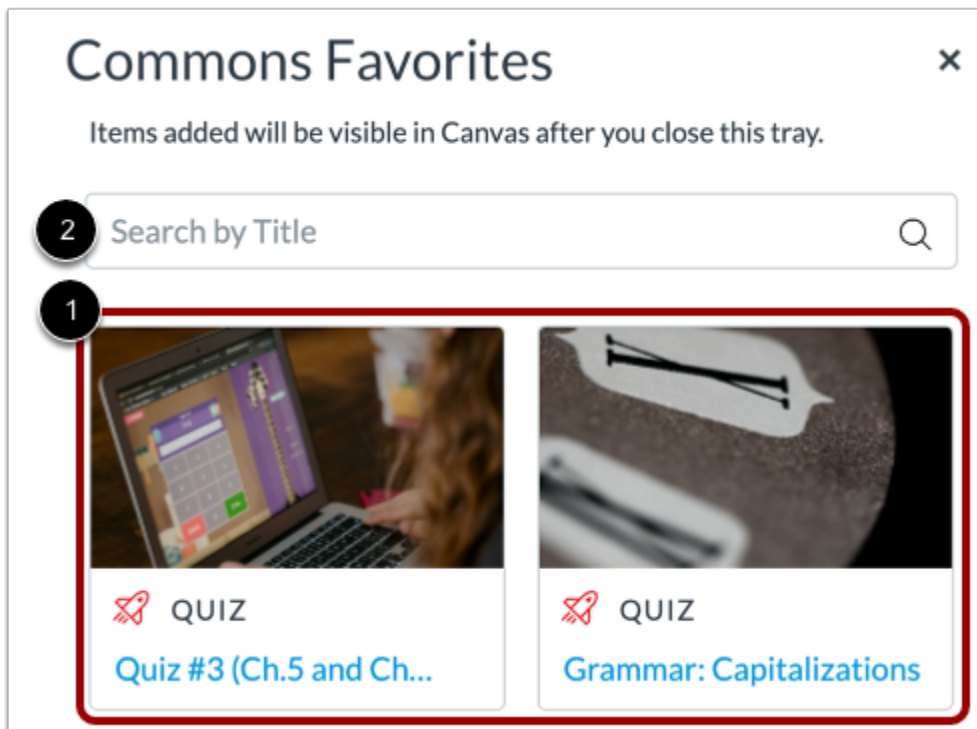
Open Commons Favorites



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

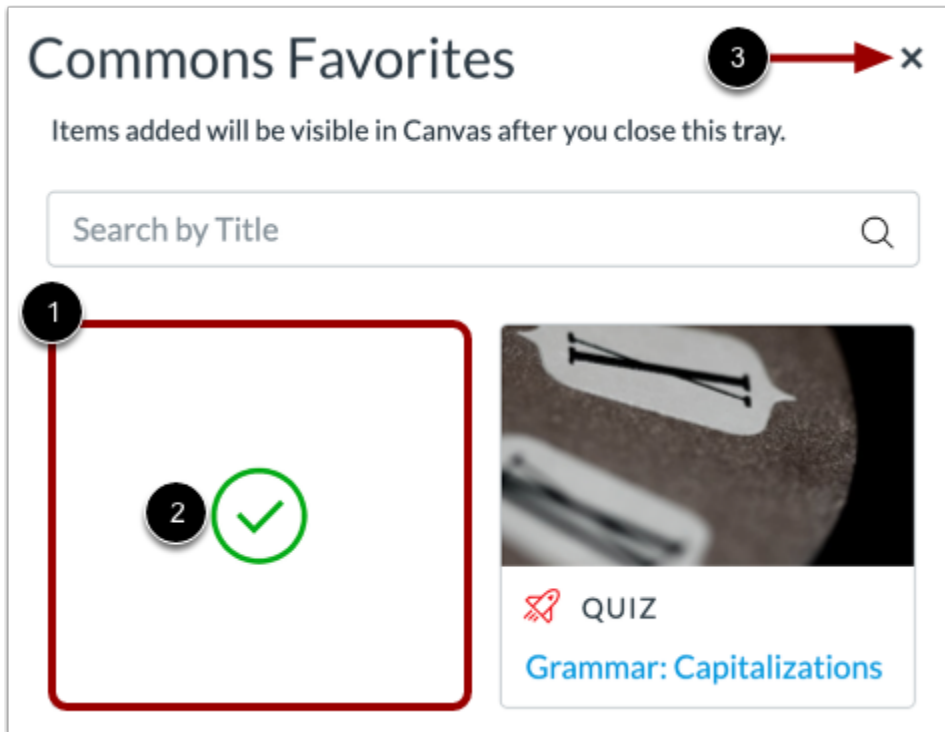
Note: If the Options icon does not display in the Quizzes Index page, Commons has not been enabled in your Canvas instance.

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].

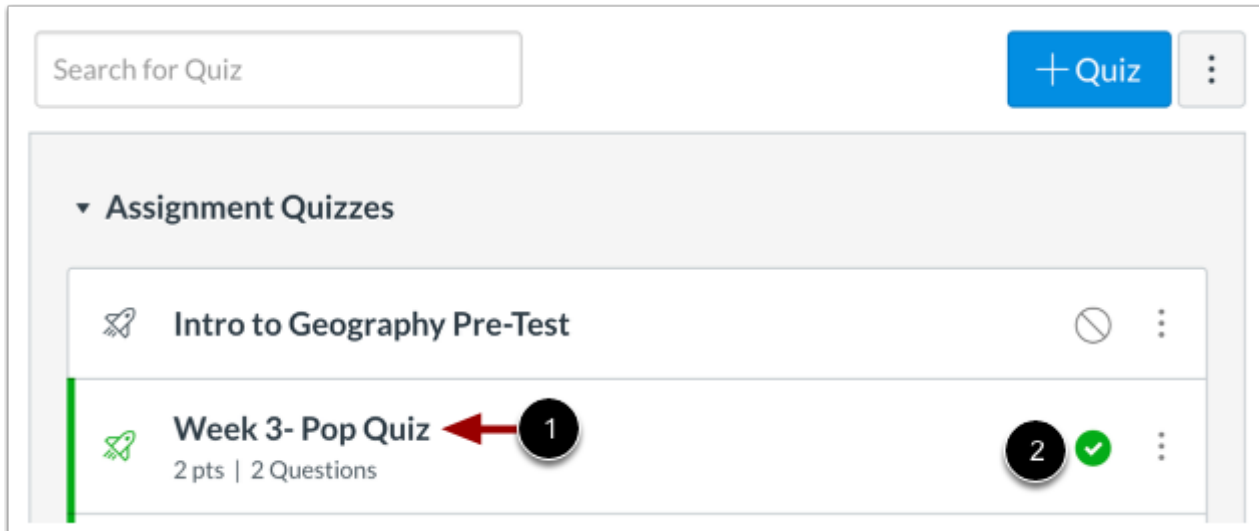
Import Quiz



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 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?

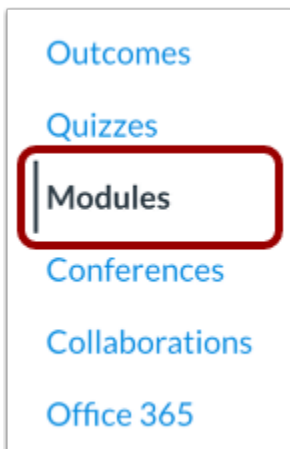
If Commons has been enabled in your Canvas instance, you can add favorited content as a module item in a Canvas course. You can import favorited assignments, discussions, modules, pages, quizzes, audio, documents, images, or videos.

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.

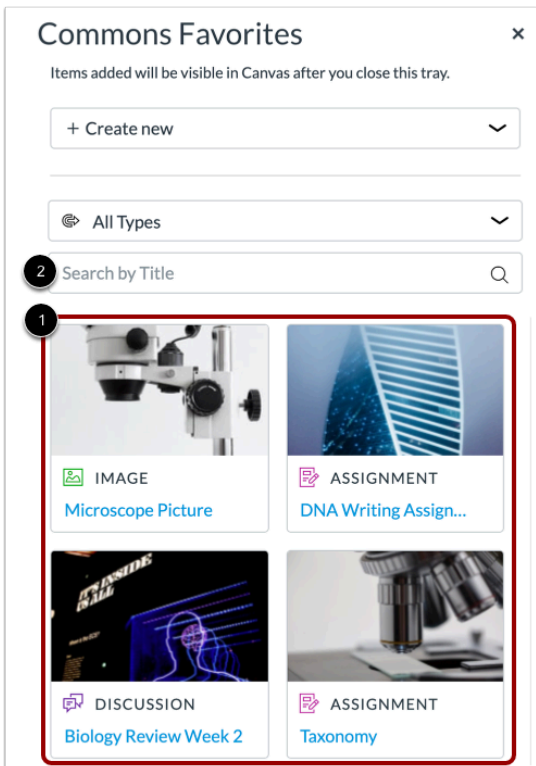
Open Commons Favorites



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.

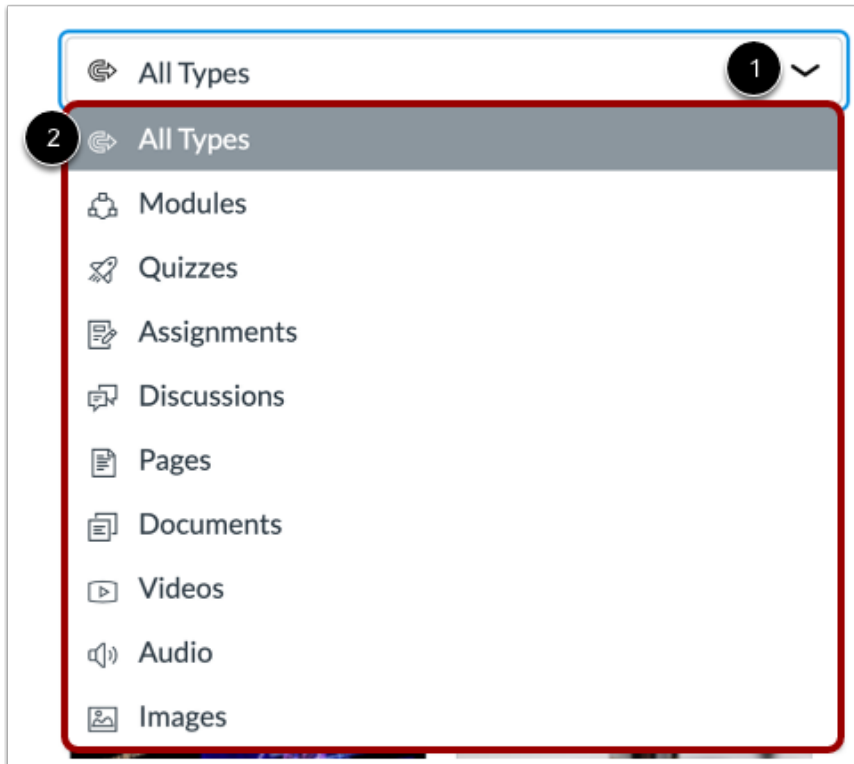
View Commons Favorites



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.

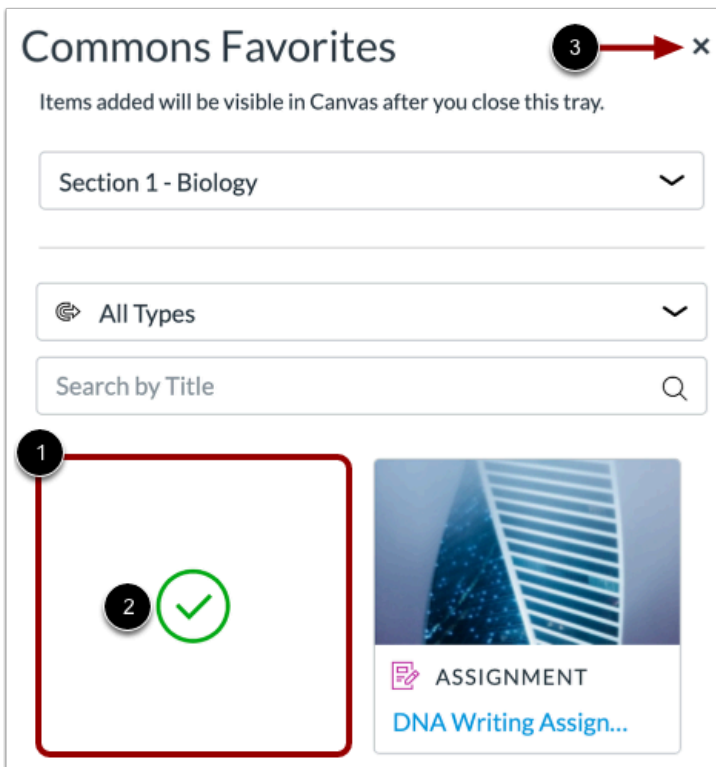
Select Module



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*.

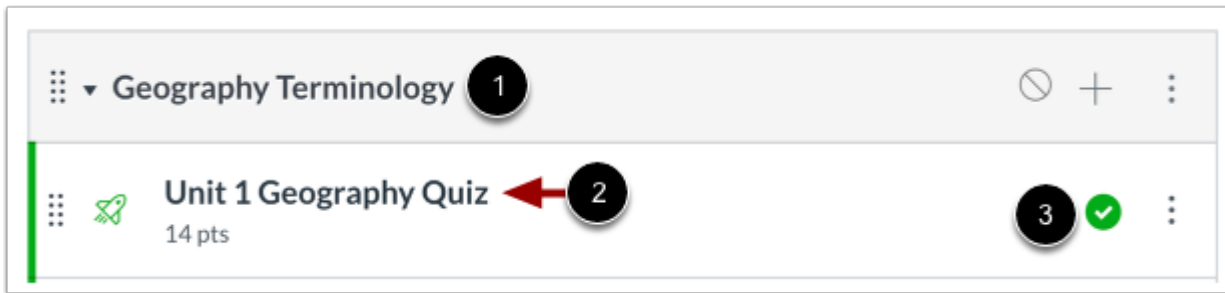
Import Module Item



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.

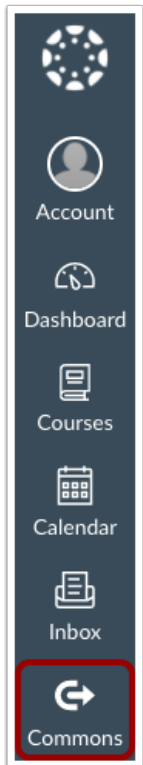
How do I view updates to resources I previously imported from Commons?

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:

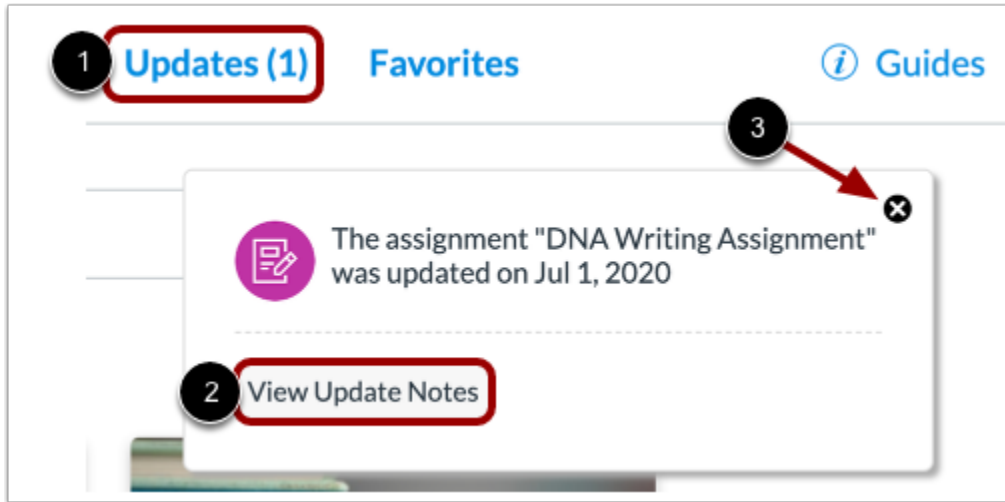
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If your current version of a resource has student submissions, 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

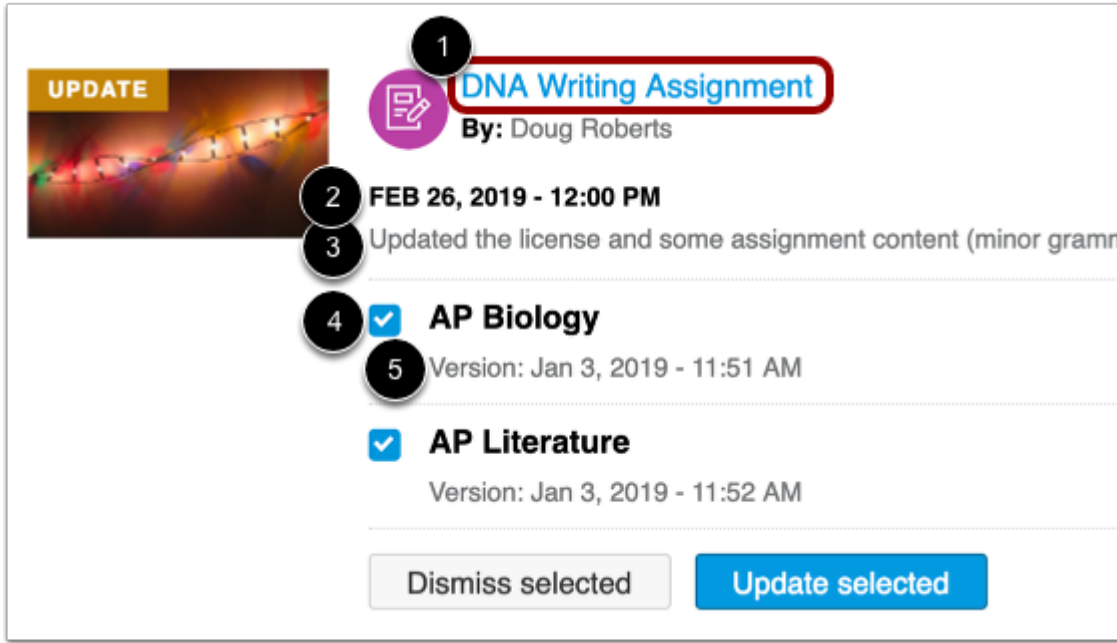


In Commons navigation, click the **Updates** link [1]. You can also click the **View Update Notes** button in the notifications center [2].

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



UPDATE

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

[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

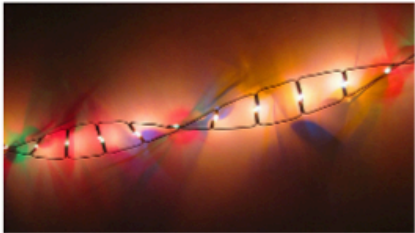
Preview
Details
2 Version notes


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

UPDATE




DNA Writing Assignment
By: Doug Roberts

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

☐

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

☒

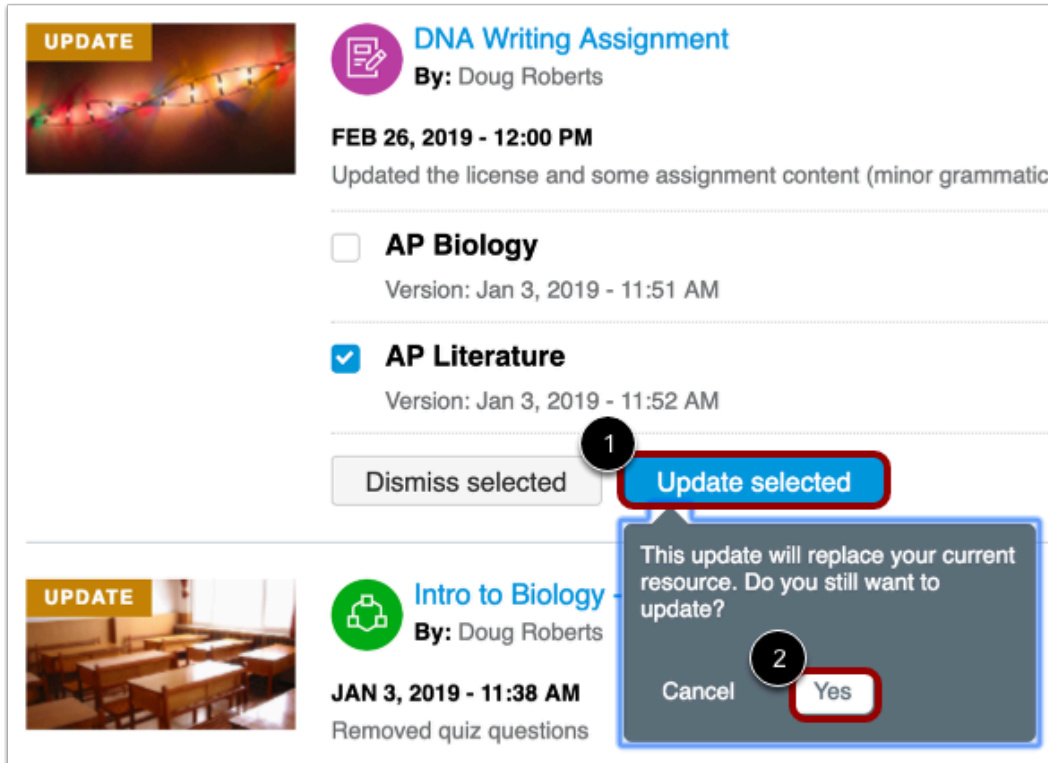
AP Literature
Version: Jan 3, 2019 - 11:52 AM

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 **Update selected**

UPDATE

Intro to Biology
By: Doug Roberts

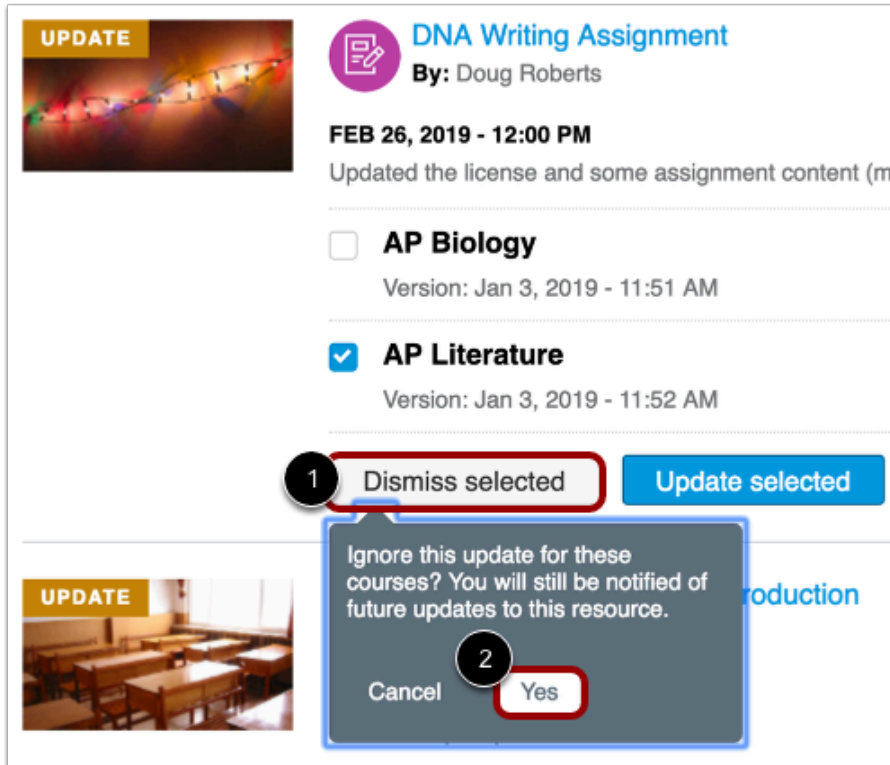
JAN 3, 2019 - 11:38 AM
Removed quiz questions

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

Cancel **Yes**

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



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**

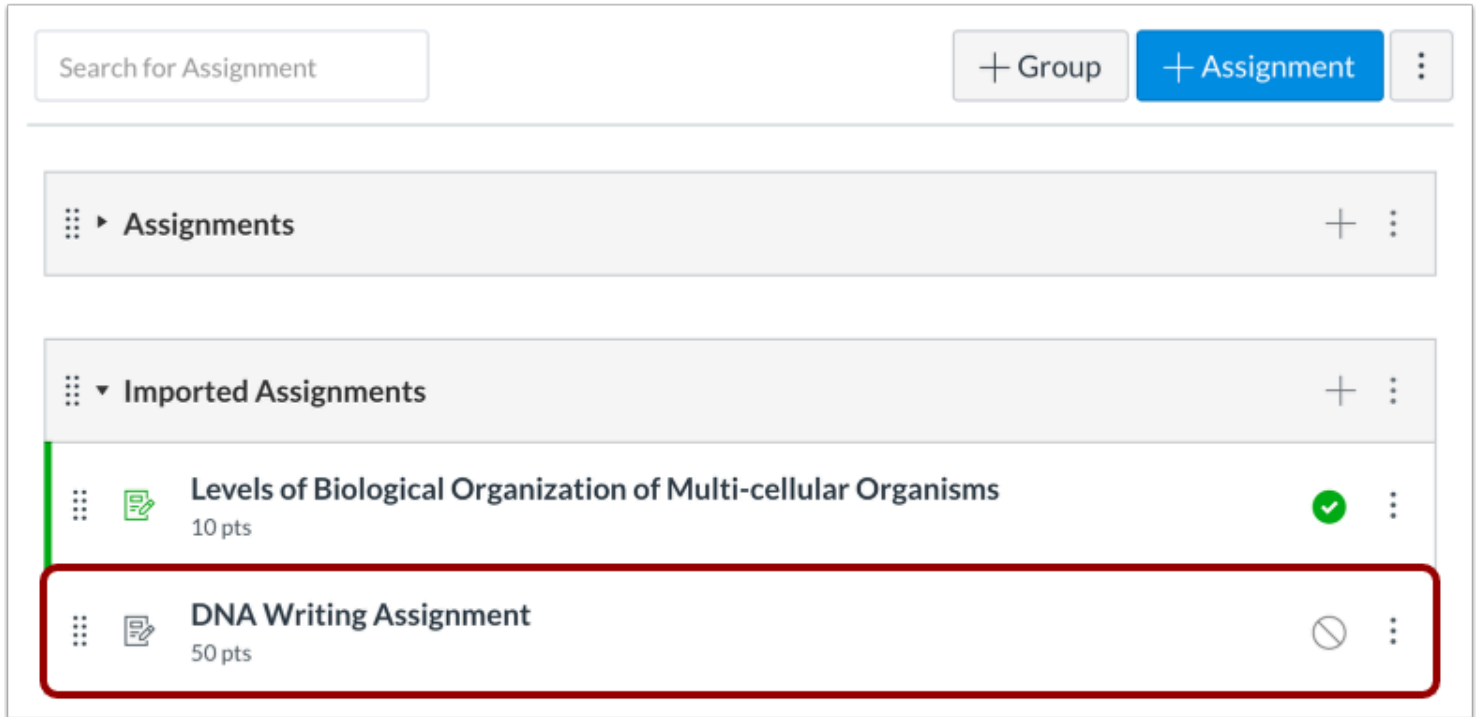
Ignore this update for these courses? You will still be notified of future updates to this resource.

2 **Yes** Cancel

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

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

View Updated Resource in Canvas



The screenshot shows the Canvas interface for managing assignments. At the top, there is a search bar labeled "Search for Assignment" and two buttons: "+ Group" and "+ Assignment". Below these, there are two main sections: "Assignments" and "Imported Assignments". The "Imported Assignments" section is expanded, showing a list of assignments. The first assignment is "Levels of Biological Organization of Multi-cellular Organisms" with a green checkmark icon and "10 pts". The second assignment, "DNA Writing Assignment", is highlighted with a red box and has a grey circle with a diagonal line icon and "50 pts".

| Assignment Name | Points | Status |
|---|--------|--------|
| Levels of Biological Organization of Multi-cellular Organisms | 10 pts | ✓ |
| DNA Writing Assignment | 50 pts | ⊘ |

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 *

Writing Assignment

2

Description *

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

3


Tags (Hit enter to start a new tag)

X writing

X english

4

Image



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: 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.

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



Grades

Grade/Level

From: Kindergarten

To: Graduate

K

1

2

3

4

5

6

7

8

9

10

11

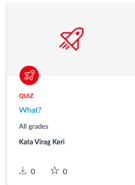
12

Undergraduate


Graduate

Cancel

Share



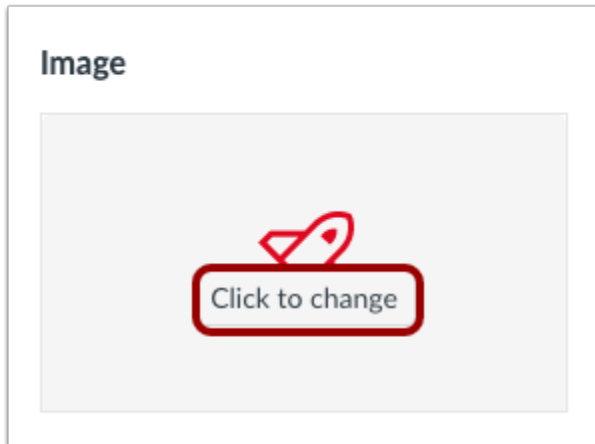
In the Share Resource page, [enter resource details](#).



Commons Guide Updated 2026-01-05

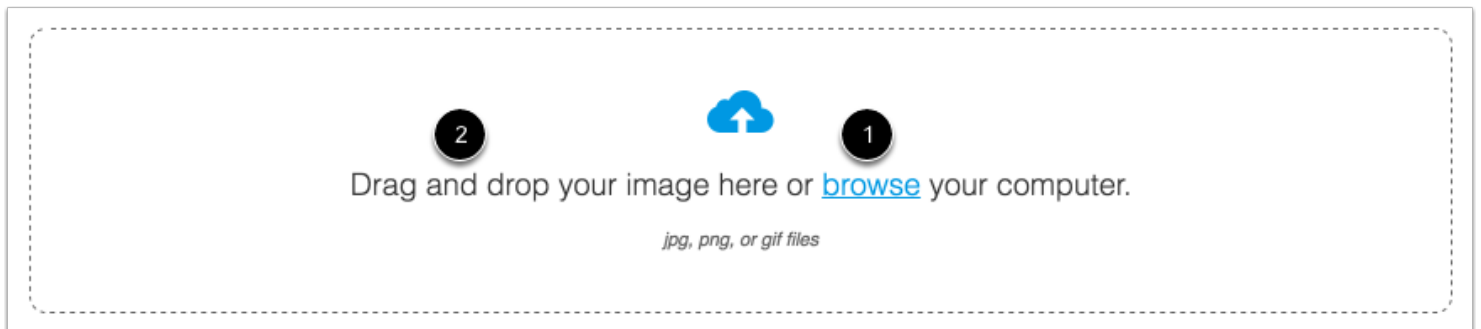
Page 99

Select Image



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

Upload Image

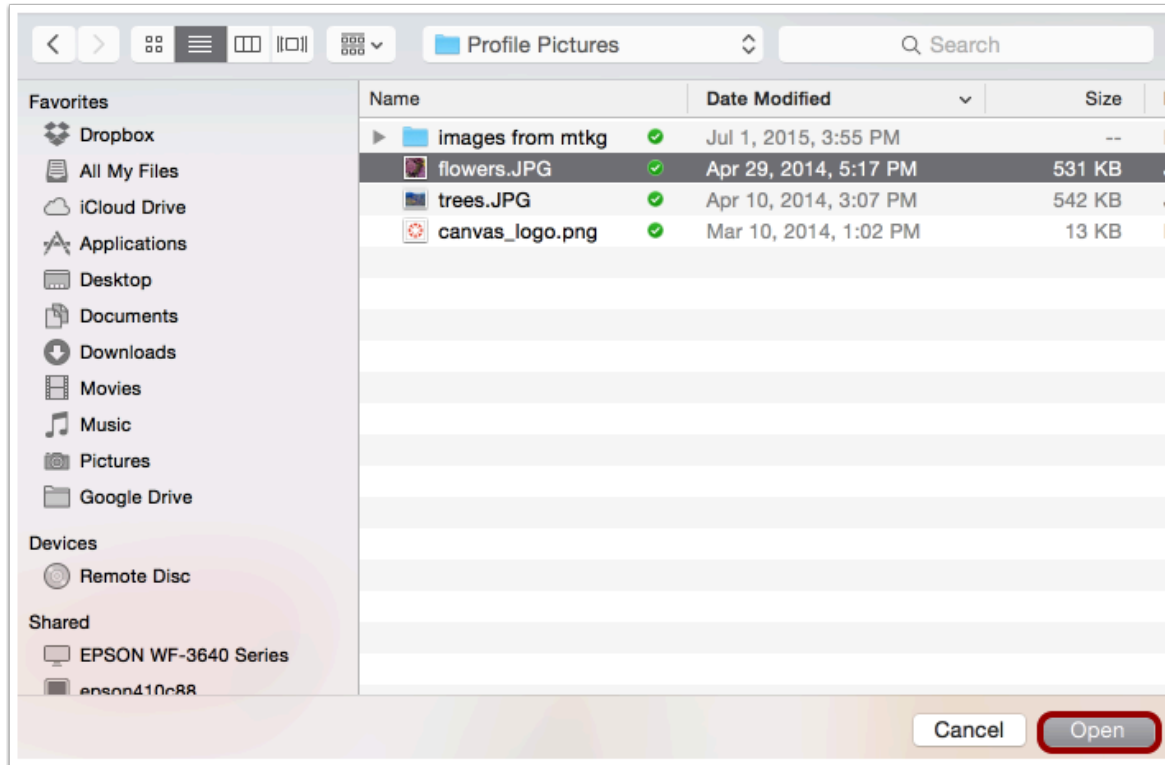


To upload an image from your computer, click the **browse** link [1] or drag and drop [2] your file directly into the image drop zone.

Notes:

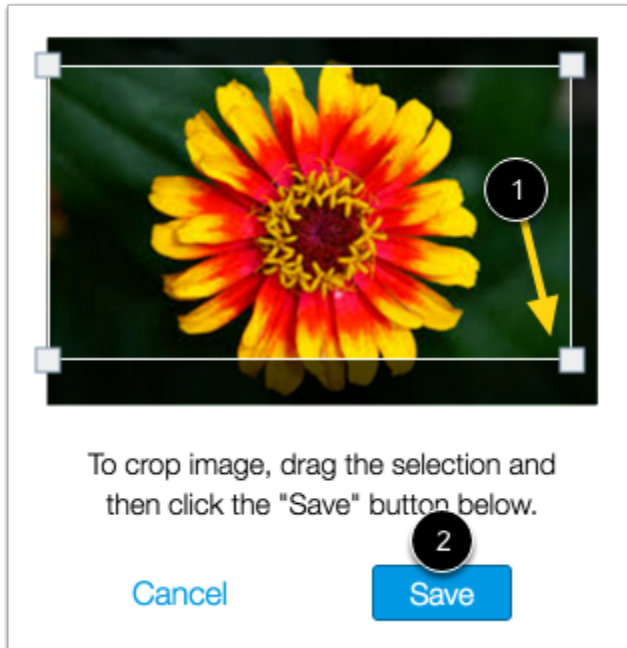
- Thumbnail images must be a .jpg, .png, or .gif file.
- The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

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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Attribution

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Attribution NonCommercial

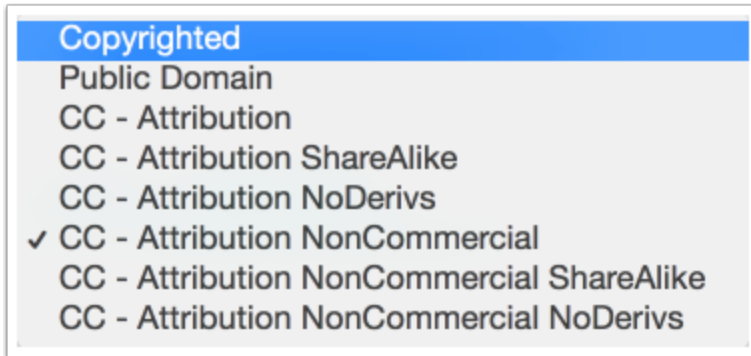
License [Help Me Choose](#)

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Choose a Content License



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:

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- 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?

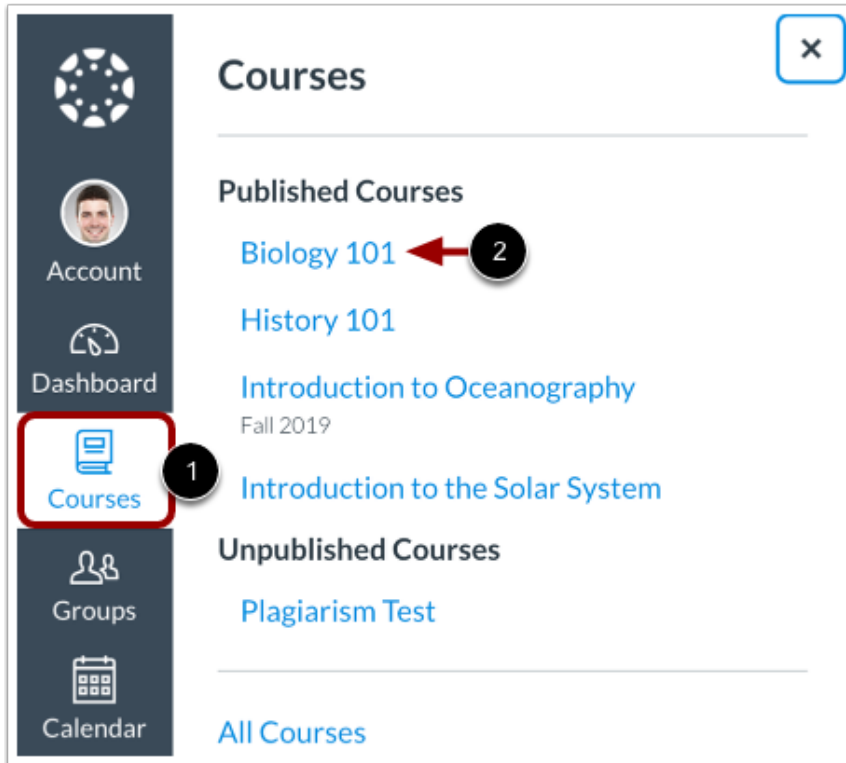
As a Canvas instructor, you can share your Canvas course to Commons and make it available to other instructors.

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:

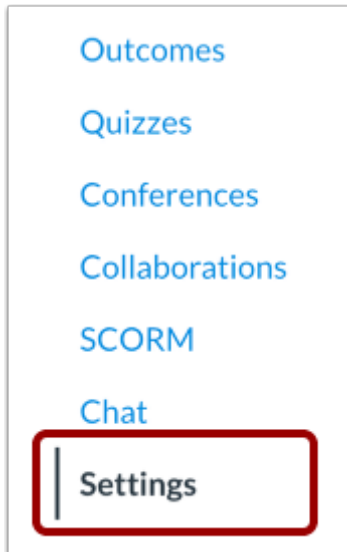
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Updating a previously shared course in Commons can replace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



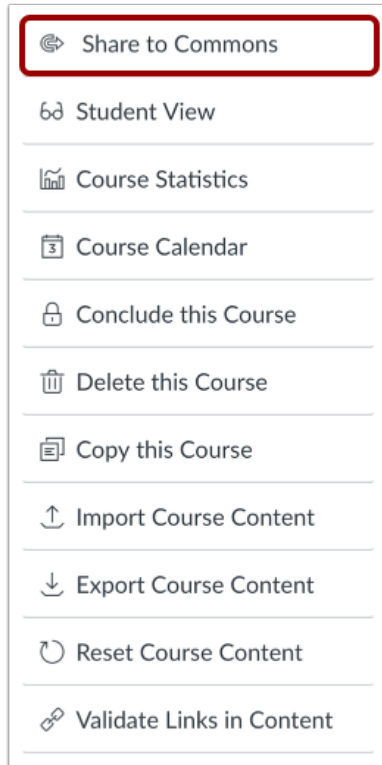
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share to Commons [2].

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*

Description*

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:

To:



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 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.

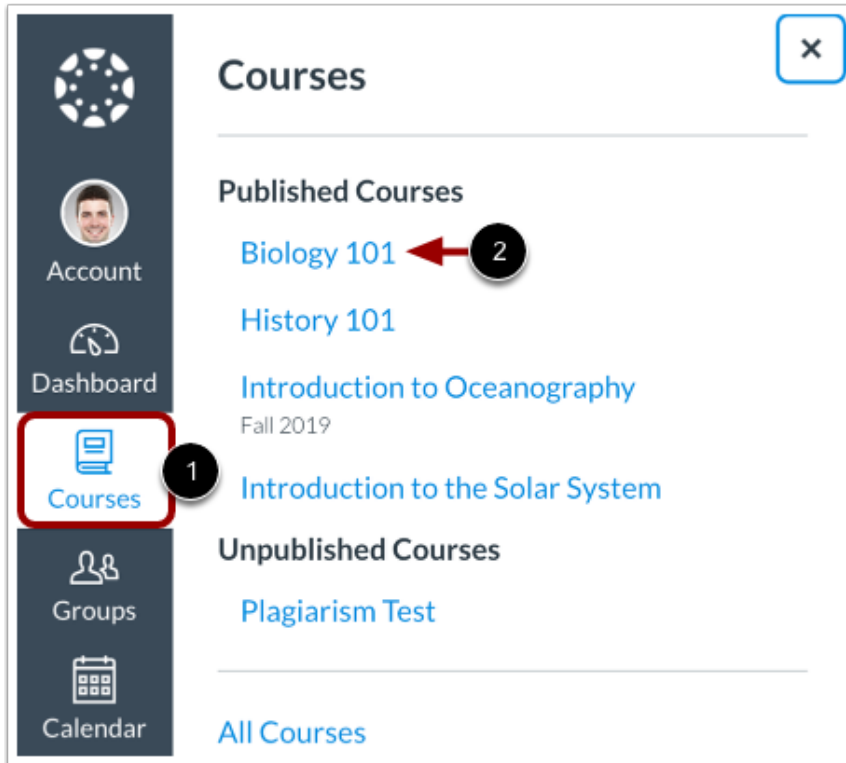
To share all content in a course to Commons, learn how to [share a course to Commons](#).

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

Notes:

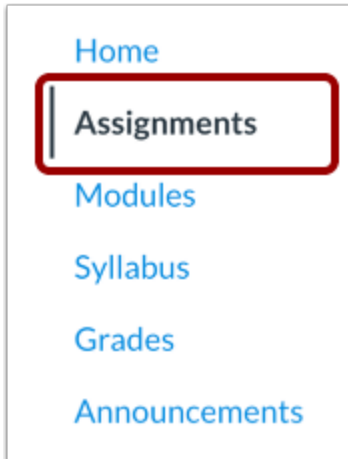
- The steps in this lesson are similar for sharing assignments, modules, quizzes, pages, or discussions. The differences include opening the feature from Course Navigation and using the Settings icon on Index and Details pages. The images in this lesson illustrate how to share an assignment to Commons.
- 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



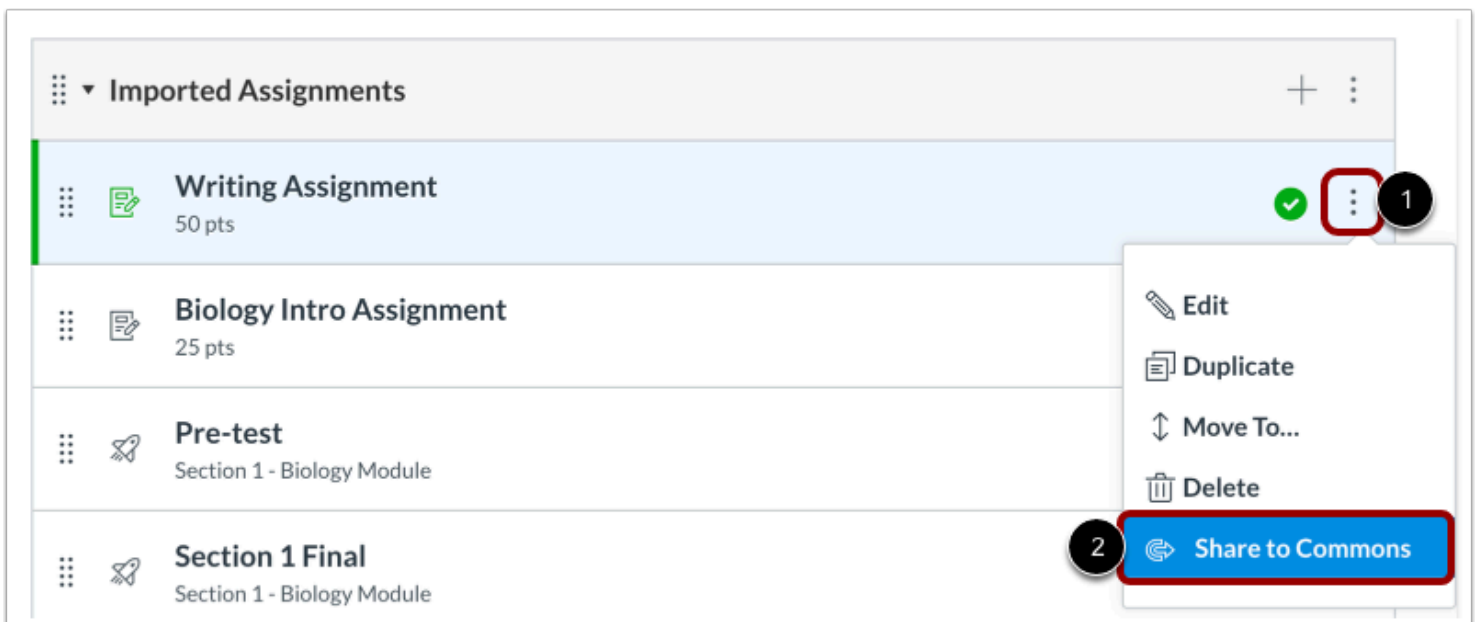
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the resource from [2].

Open Feature Area



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

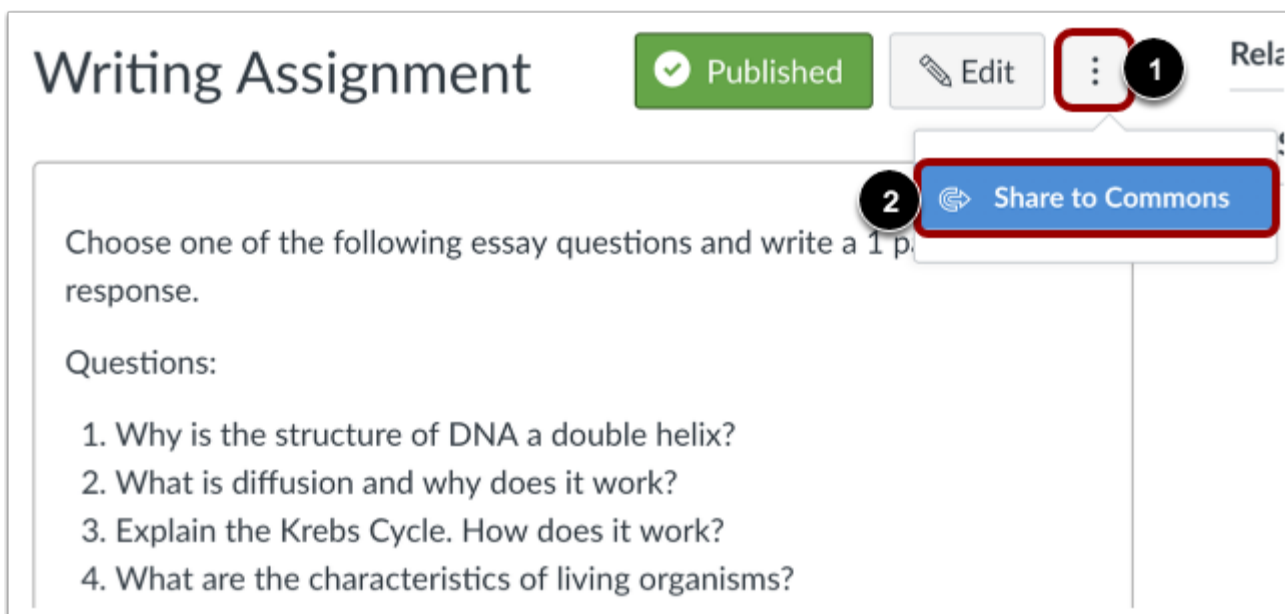
Share Resource



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 ⋮ 1 Rela

Choose one of the following essay questions and write a 1 p. 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?

2 ➡ Share to Commons

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 *

Writing Assignment

Description *


Lorem 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 nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Tags (Hit enter to start a new tag)

X research

X writing

Image



Click to change

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


Add Grade/Level

Grades

Grade/Level

From: Kindergarten

To: Graduate



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


Cancel Share

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](#)



[Import/Download](#)

[Add to Favorites](#)

[Copy Resource Link](#)



Preview not Available

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

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?

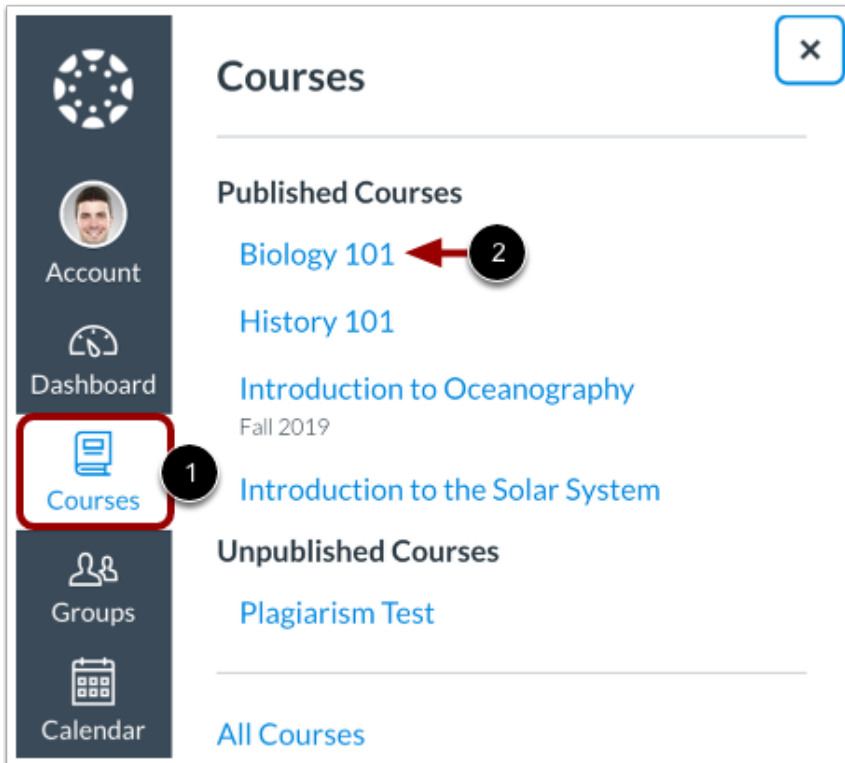
Learn how to share files in Canvas to Commons. Learn more about [supported file types in Commons](#).

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:

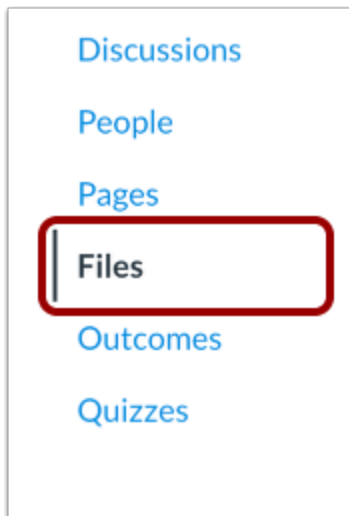
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The file size limit for uploaded content is 500 MB.
- Resources 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



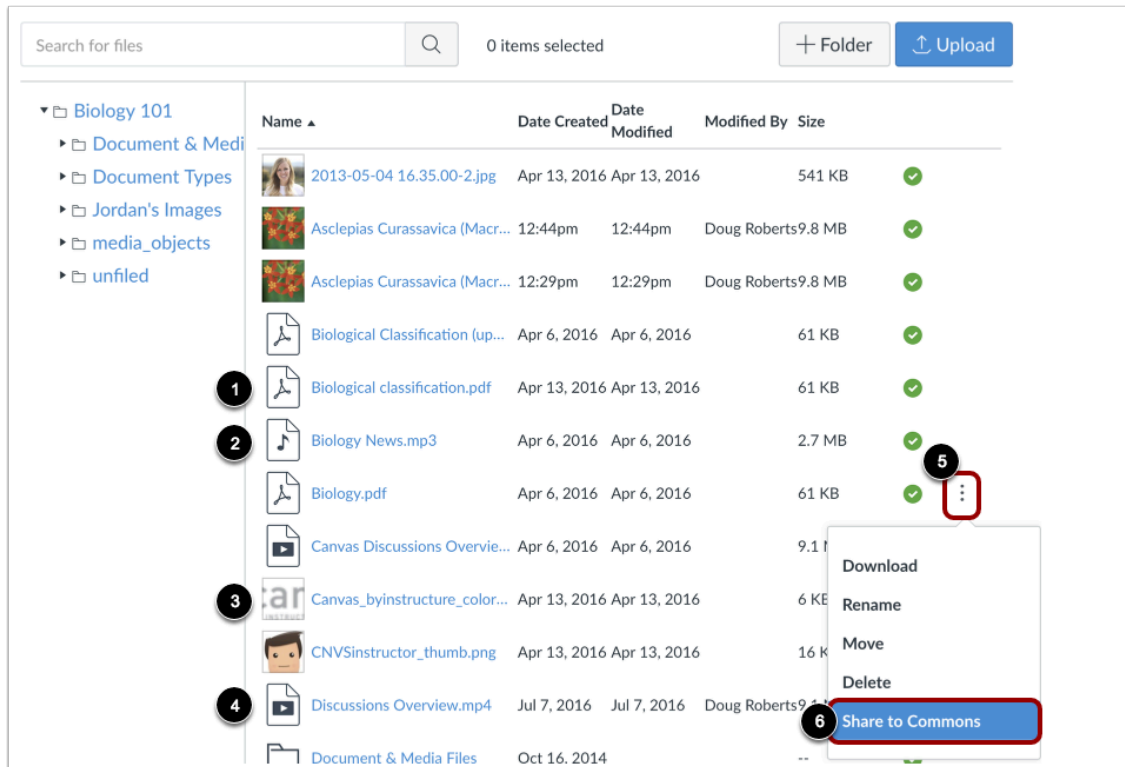
In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the file from [2].

Open Files



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

Share File



The screenshot shows the Canvas Commons interface. At the top, there is a search bar and a status bar indicating "0 items selected". Below this is a sidebar with a folder tree including "Biology 101", "Document & Media", "Document Types", "Jordan's Images", "media_objects", and "unfiled". The main area displays a table of files with columns for Name, Date Created, Date Modified, Modified By, and Size. A context menu is open for the file "Biology.pdf", showing options: Download, Rename, Move, Delete, and Share to Commons. Numbered callouts (1-6) indicate the steps for sharing a file: 1 points to a document icon, 2 to an audio icon, 3 to an image icon, 4 to a video icon, 5 to the options menu icon (three dots), and 6 to the "Share to Commons" button in the context menu.


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

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

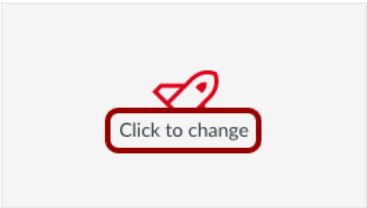
Title*

Description*

Tags* (Hit enter to start a new tag)

× biology × classification

Image



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.

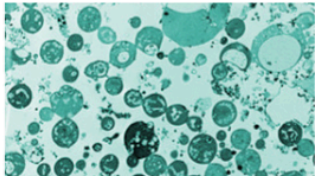
View Shared Resource

[< Back to Search](#)

☆ 0 Favorites ↓ 0 Downloads 📅 4/16/19 © Copyrighted

 **Biological Classification PDF**
DOCUMENT


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



Import/Download

Add to Favorites

Copy Resource Link


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

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.

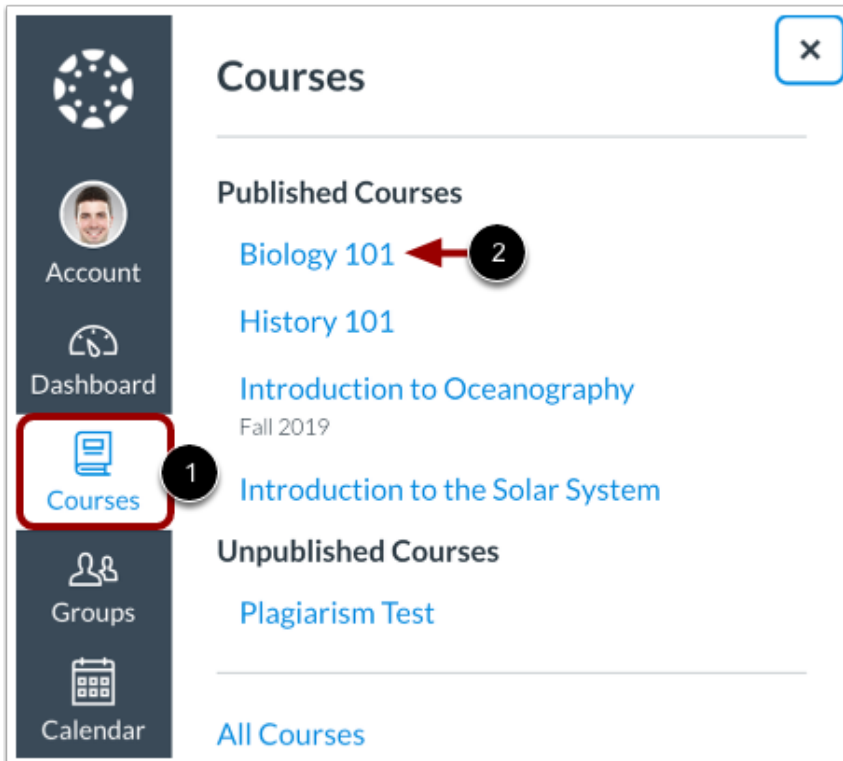
How do I update a resource I previously shared to Commons?

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:

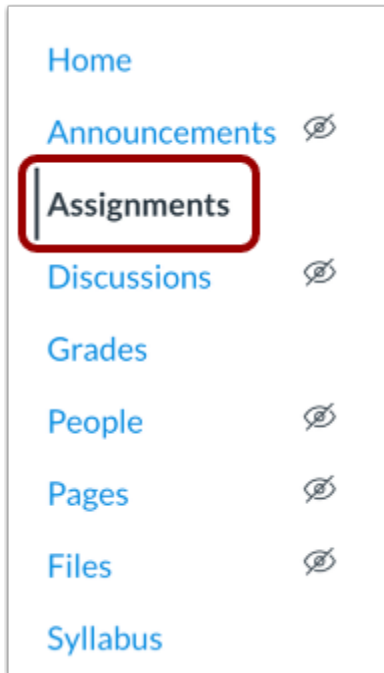
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If you choose to update a previously shared resource, the 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



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

Open Feature Area

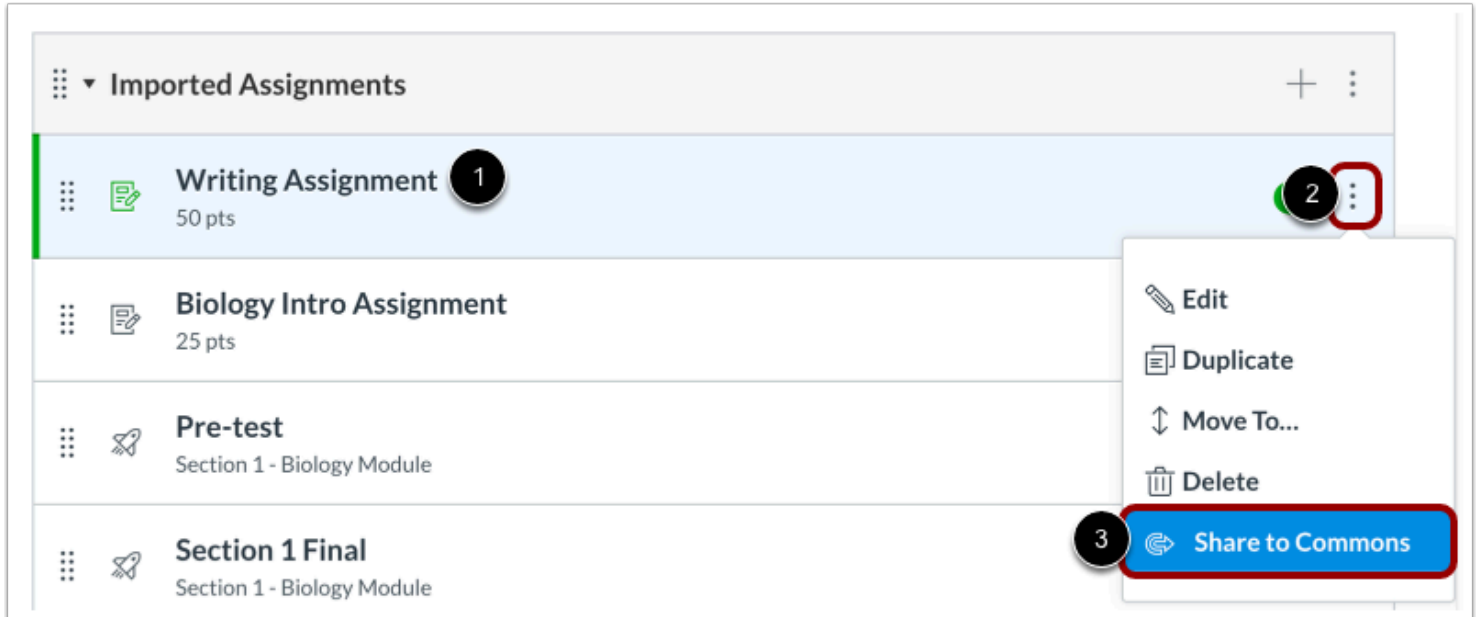


In Course Navigation, click the feature area link where the resource exists that you want to update.

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

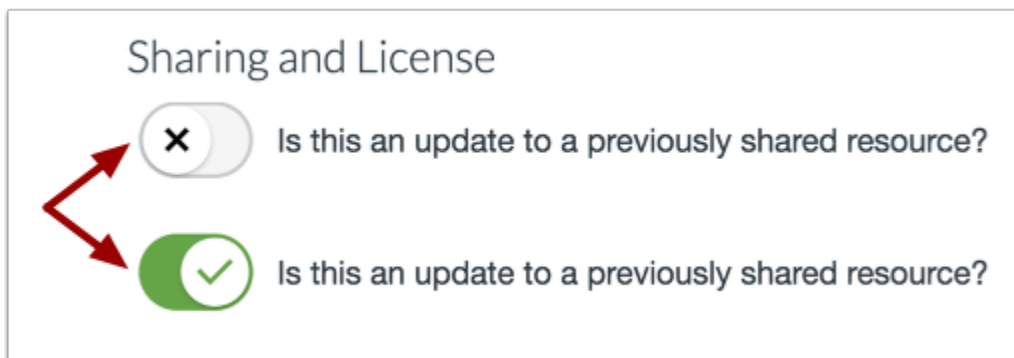
Note: When updating a file, if you change the file name, Commons might not be able to match it with your existing resource.

Share to Commons



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

Select Update Option




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: *

 Media Discussion - Photography 101



valid resource is required

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)

× biology

× english

× writing

Image *



Click to change

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


Cancel Update

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



Import/Download

Add to Favorites

Copy Resource Link



Preview not Available

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

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.

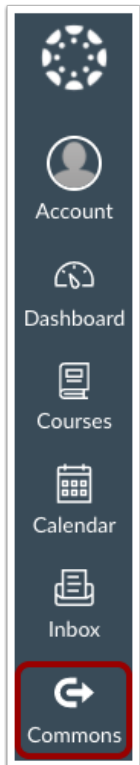
How do I edit the details of a resource in Commons?

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

Commons [Search](#) **2** [Shared](#) [Imported](#) [Updates \(1\)](#) [Favorites](#) [Guides](#)



1 Search by title, name, institution or tag 


Latest 

 Filter

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







ASSIGNMENT

Group Assignment

9 - Undergraduate

Doug Roberts

 0  0

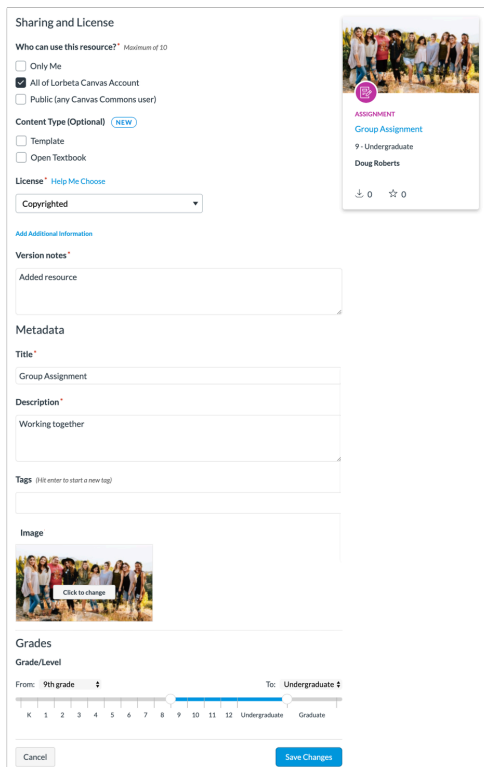
Click the name of the resource you want to edit or delete.

Edit Resource



Click the **Edit Resource** link.

Edit Resource Details



The screenshot shows the 'Edit Resource Details' form. On the left, the 'Sharing and License' section includes options for 'Who can use this resource?' (Only Me, All of Lorbeta Canvas Account, Public), 'Content Type (Optional)' (Template, Open Textbook), and a 'License' dropdown set to 'Copyrighted'. Below this is a 'Version notes' field with the text 'Added resource'. The 'Metadata' section has fields for 'Title' (Group Assignment), 'Description' (Working together), and 'Tags'. An 'Image' section shows a thumbnail of a group of people with a 'Click to change' link. At the bottom, the 'Grades' section shows a range from '9th grade' to 'Undergraduate 1' on a scale from K to Graduate. 'Cancel' and 'Save Changes' buttons are at the bottom.

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 ⓘ Copyrighted

 **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 (.imsc)

☆ 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.

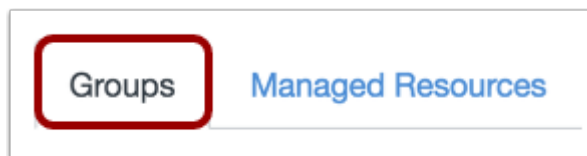
A Group Manager is a role that must be assigned by an Admin. Learn more about how to [add a Group Manager as an Admin](#).

Open Admin Settings



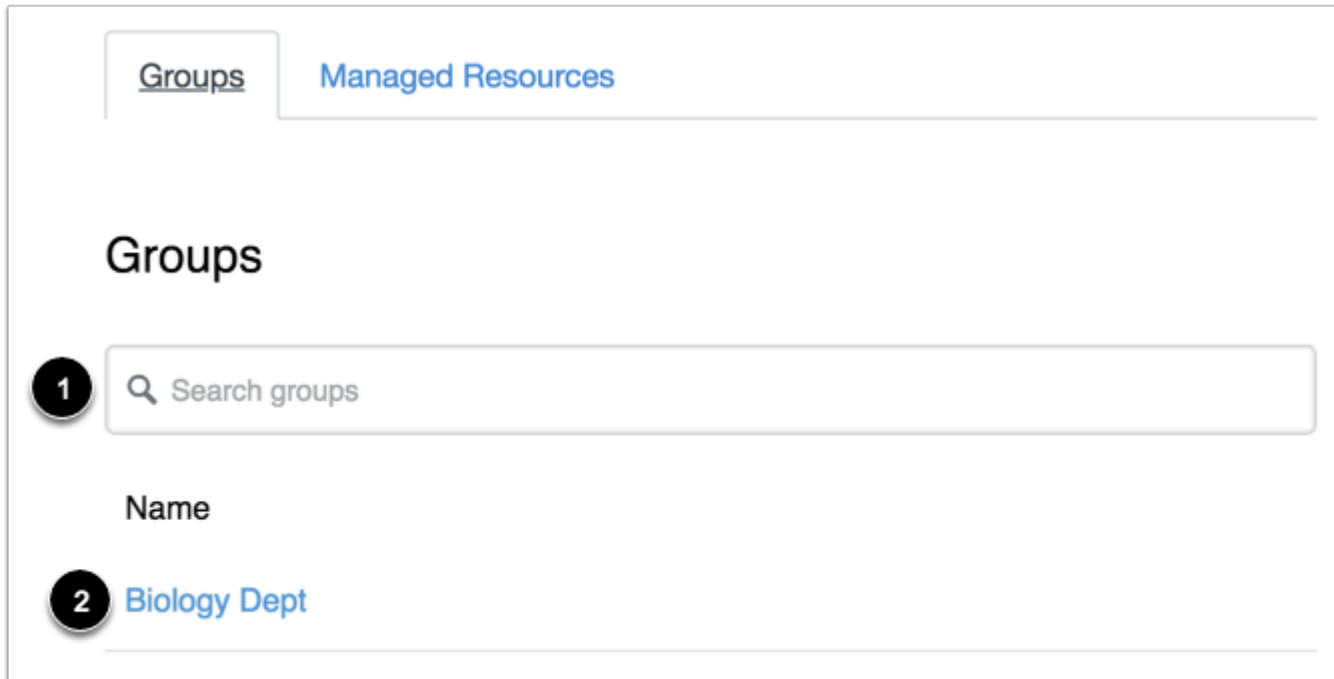
In Commons Navigation, click the **Admin** link.

Open Groups



Click the **Groups** tab.

View Groups

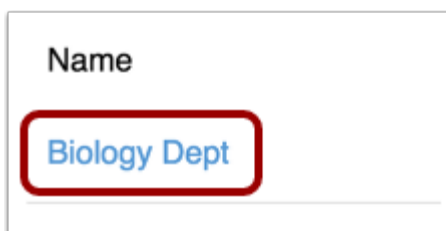


The screenshot shows the Canvas interface for viewing groups. At the top, there are two tabs: "Groups" (which is selected and underlined) and "Managed Resources". Below the tabs, the heading "Groups" is displayed. Underneath the heading is a search bar with a magnifying glass icon and the placeholder text "Search groups". To the left of the search bar is a circular callout with the number "1". Below the search bar, the word "Name" is shown. Underneath "Name" is a list of groups, with the first one being "Biology Dept". To the left of this group name is a circular callout with the number "2".

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

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

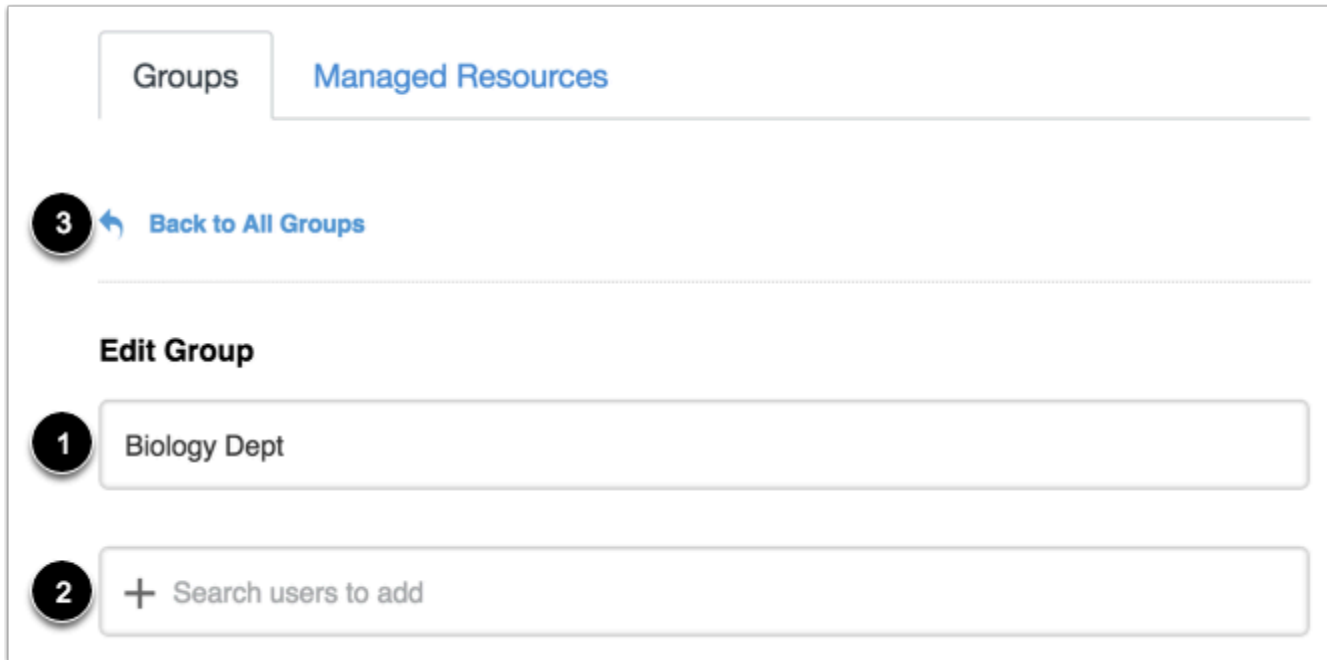
Edit Group



The screenshot shows a close-up of the "Groups" page. The word "Name" is at the top. Below it, the group name "Biology Dept" is displayed. A red rectangular box is drawn around the "Biology Dept" text, indicating it is clickable for editing.

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

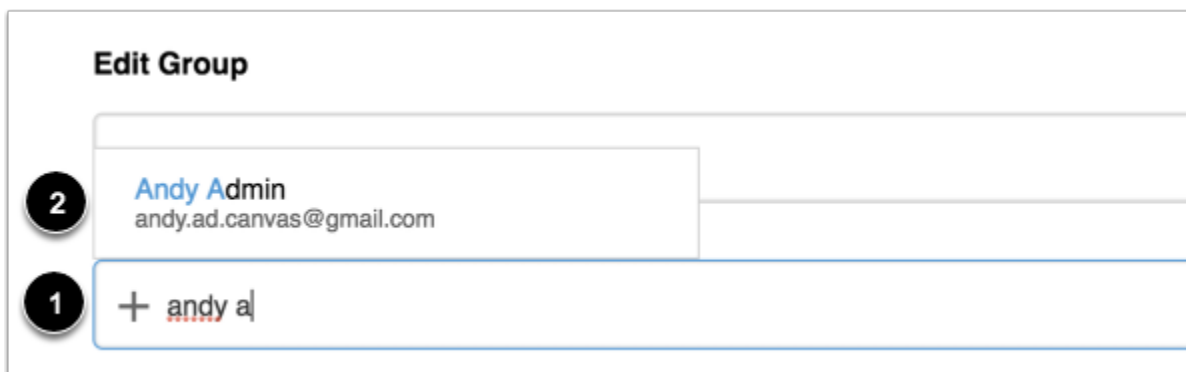
Edit Group Details



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



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 | <input type="checkbox"/> | Andy Admin 2 | andy.ad.canvas@gmail.com 3 |
| | <input checked="" type="checkbox"/> | Doug Roberts | doug.roberts.canvas@gmail.com |

5 →

→

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

→

→

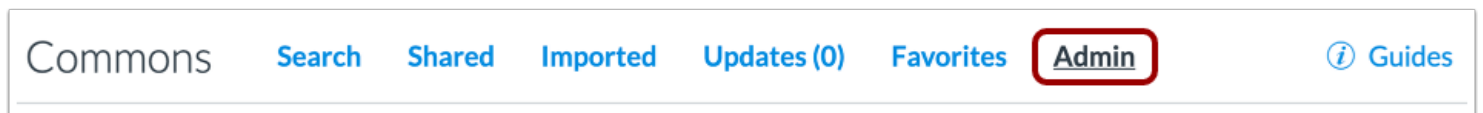
To delete a group, click the **Delete** icon.

Note: Only administrators can delete groups.

How do I manage approved content in Commons?

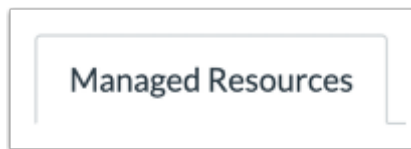
If your Commons Admin has added you as an approved content curator, you can mark resources as institution-approved content. You can only approve content uploaded by a user from your institution.

Open Admin Settings



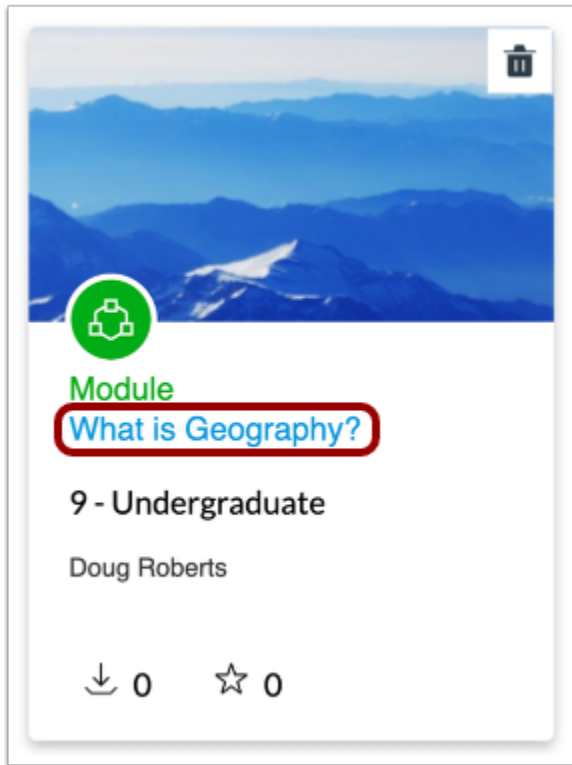
In Commons Navigation, click the **Admin** link.

Open Managed Resources



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

Open Resource



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

Edit Resource



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

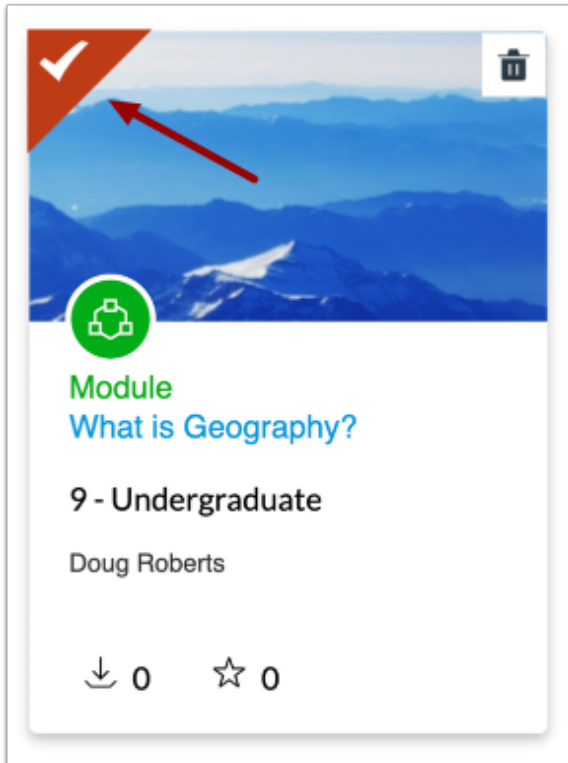
To share a resource as approved content, enable the **Institution Approved Content** toggle.

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

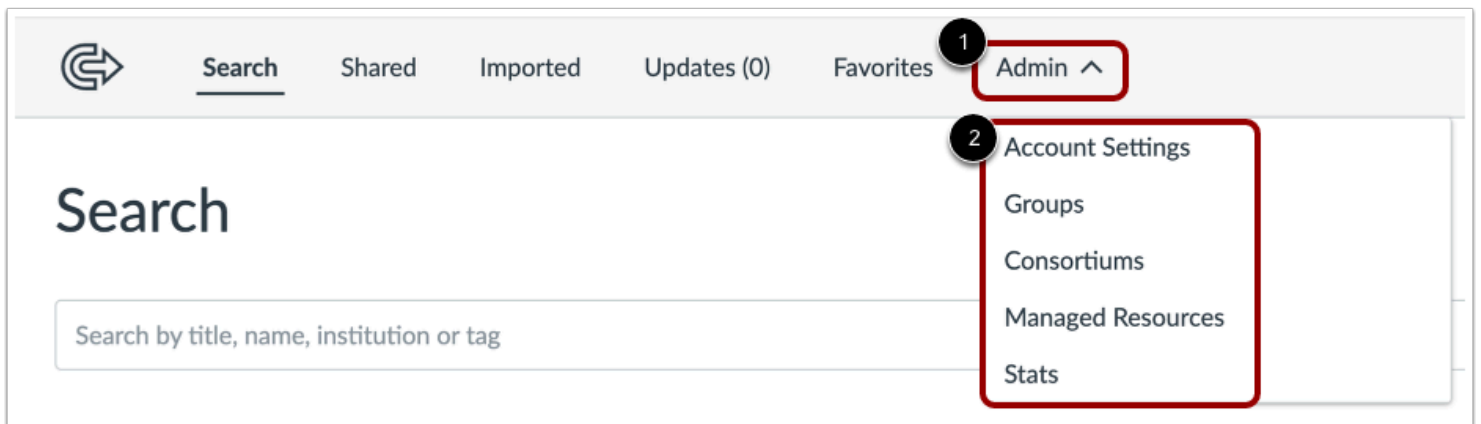
How do I view admin settings in Commons?

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:

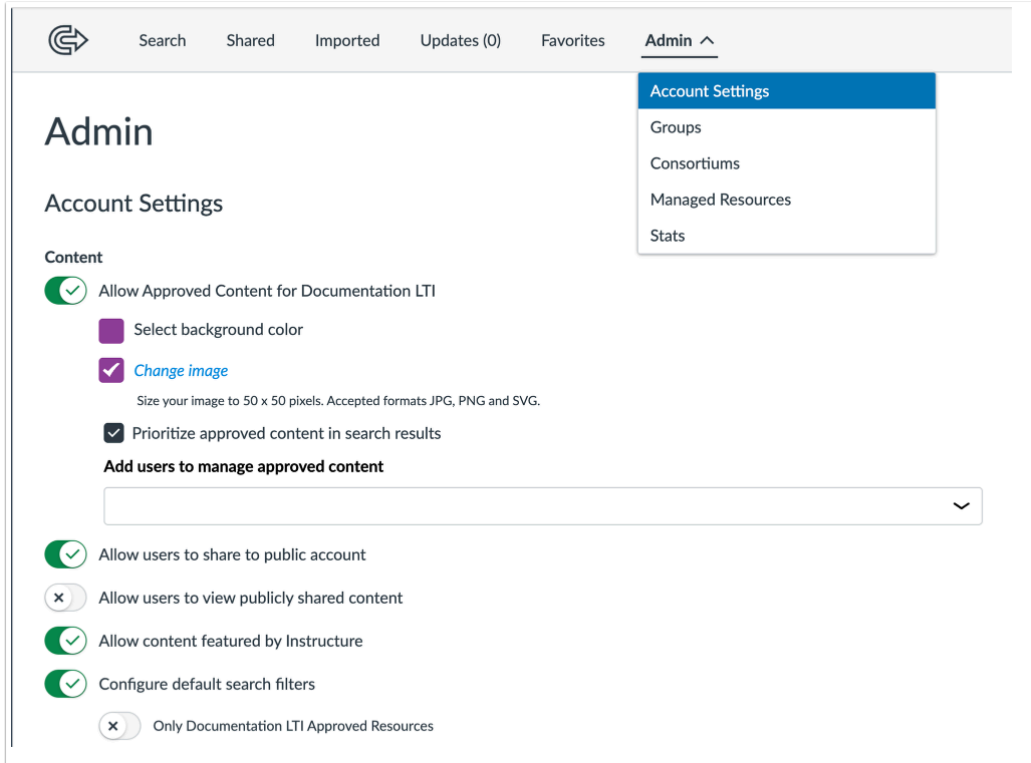
- Users with the default Canvas account admin user role automatically have account admin access in Commons.
- Your institution can create custom Canvas account admin roles with the "Admins - add/remove" permission. These admin users also have account admin access in Commons.
- Users with non-admin roles (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



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

View Account Settings



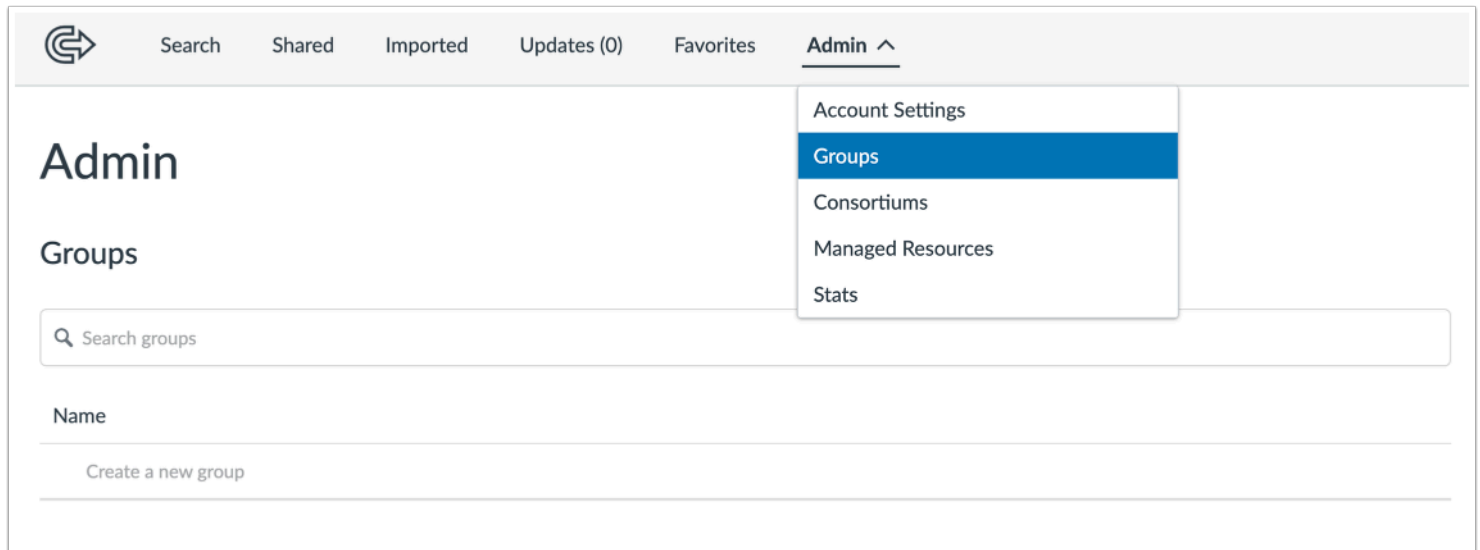
The screenshot shows the Canvas Commons Admin interface. At the top is a navigation bar with links: Search, Shared, Imported, Updates (0), Favorites, and Admin (which is expanded). The Admin dropdown menu includes: Account Settings (highlighted), Groups, Consortia, Managed Resources, and Stats. The main content area is titled 'Admin' and 'Account Settings'. Under the 'Content' section, there are several settings: 'Allow Approved Content for Documentation LTI' (checked), 'Select background color' (with a color picker), 'Change image' (checked, with a note: 'Size your image to 50 x 50 pixels. Accepted formats JPG, PNG and SVG.'), 'Prioritize approved content in search results' (checked), and 'Add users to manage approved content' (with a dropdown menu). Below these are five more settings: 'Allow users to share to public account' (checked), 'Allow users to view publicly shared content' (unchecked), 'Allow content featured by Instructure' (checked), 'Configure default search filters' (checked), and 'Only Documentation LTI Approved Resources' (unchecked).

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.

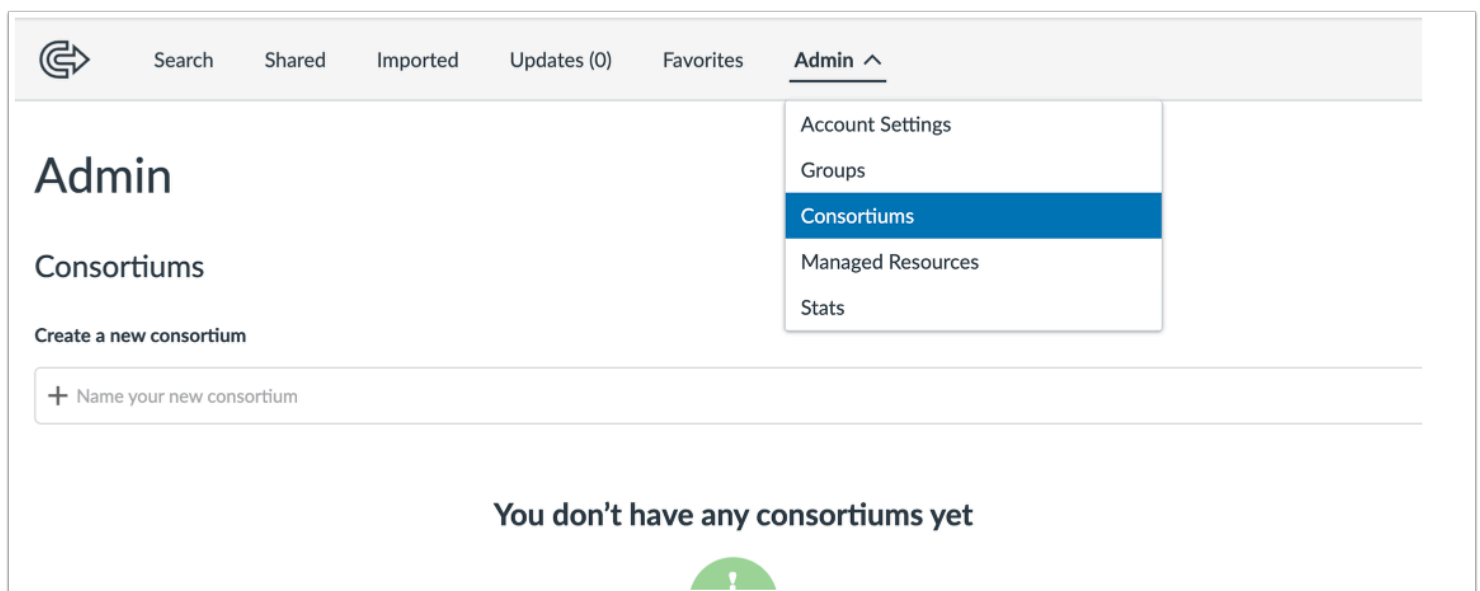
View Groups



The screenshot shows the Canvas Admin interface. At the top is a navigation bar with links: Search, Shared, Imported, Updates (0), Favorites, and Admin (with a dropdown arrow). The Admin dropdown menu is open, showing options: Account Settings, Groups (highlighted in blue), Consortiums, Managed Resources, and Stats. On the left, the 'Admin' section is active, with 'Groups' listed below it. A search bar labeled 'Search groups' is present. Below the search bar is a 'Name' field and a button labeled 'Create a new group'.

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

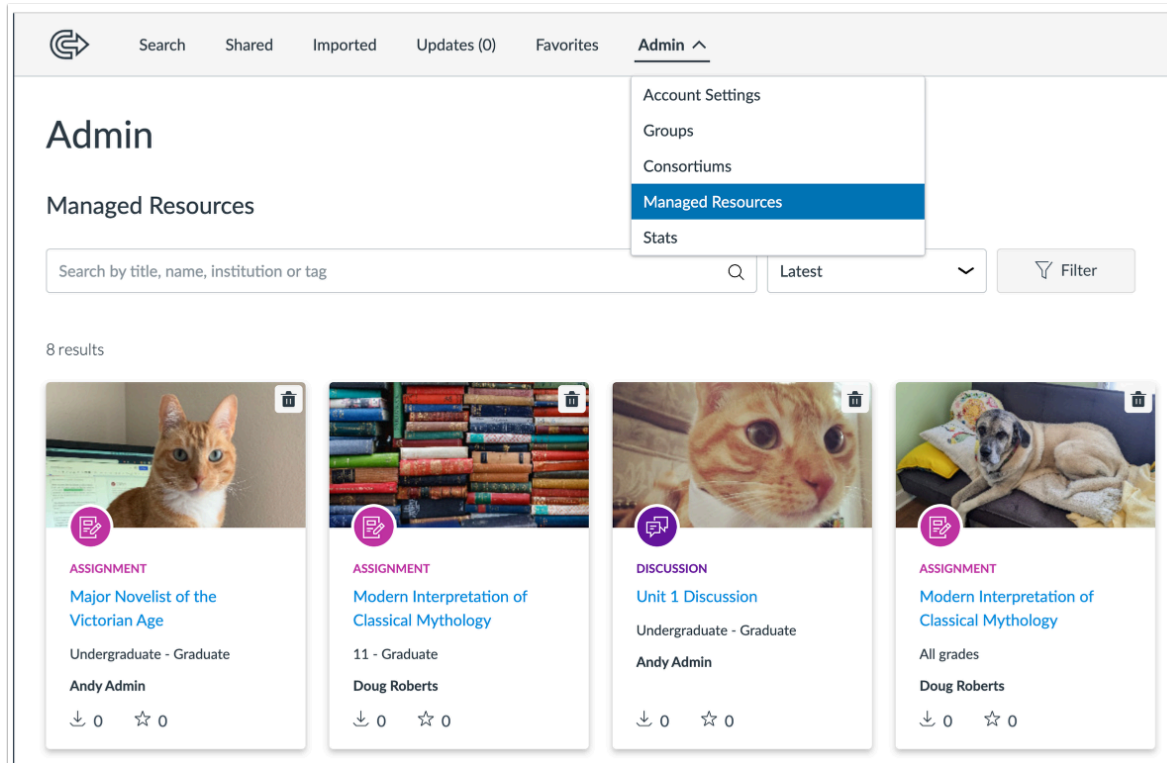
View Consortiums



The screenshot shows the Canvas Admin interface for Consortiums. The navigation bar is the same as in the Groups page. The Admin dropdown menu is open, with 'Consortiums' highlighted in blue. On the left, the 'Admin' section is active, with 'Consortiums' listed below it. Below the section header is a button labeled 'Create a new consortium'. Underneath is a text input field with a plus icon and the placeholder text 'Name your new consortium'. At the bottom of the page, a message states 'You don't have any consortiums yet' with a green circular icon containing an exclamation mark.

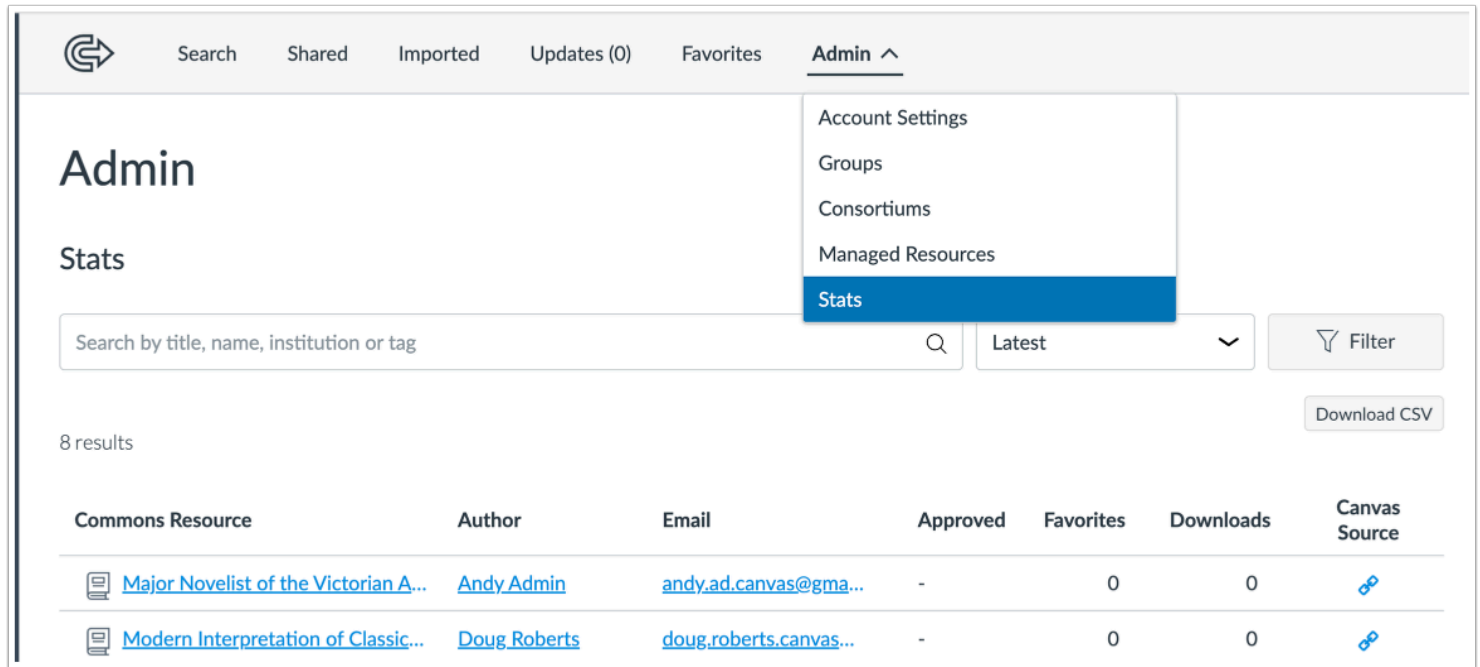
In the **Consortiums** page, you can create and [manage consortiums](#) with which you share resources.

View Managed Resources



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

8 results

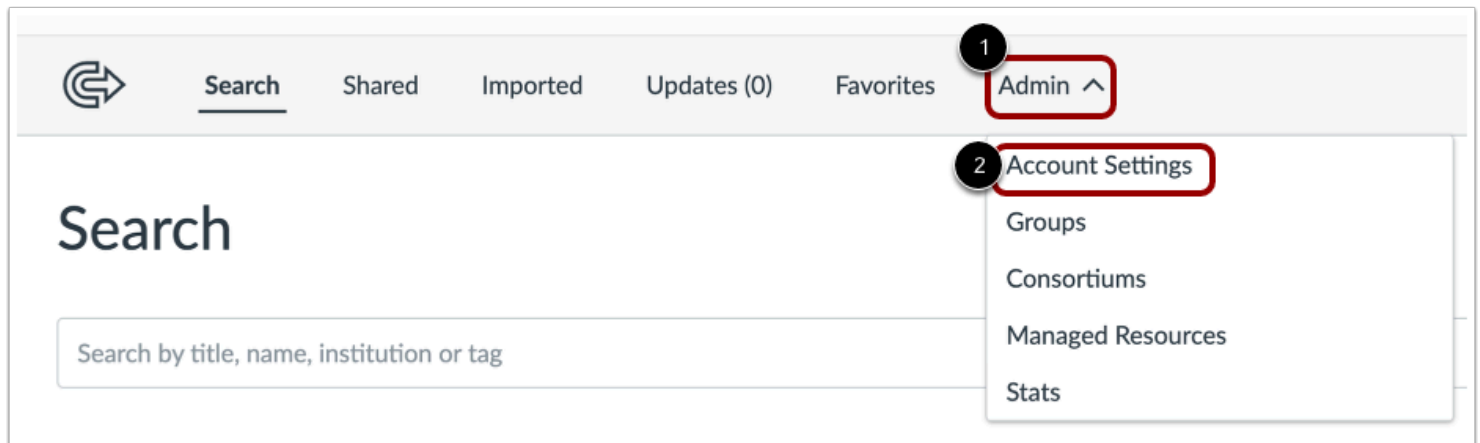
| Commons Resource | Author | Email | Approved | Favorites | Downloads | Canvas Source |
|---|------------------------------|--|----------|-----------|-----------|---|
|  Major Novelist of the Victorian A... | Andy Admin | andy.ad.canvas@gma... | - | 0 | 0 |  |
|  Modern Interpretation of Classic...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

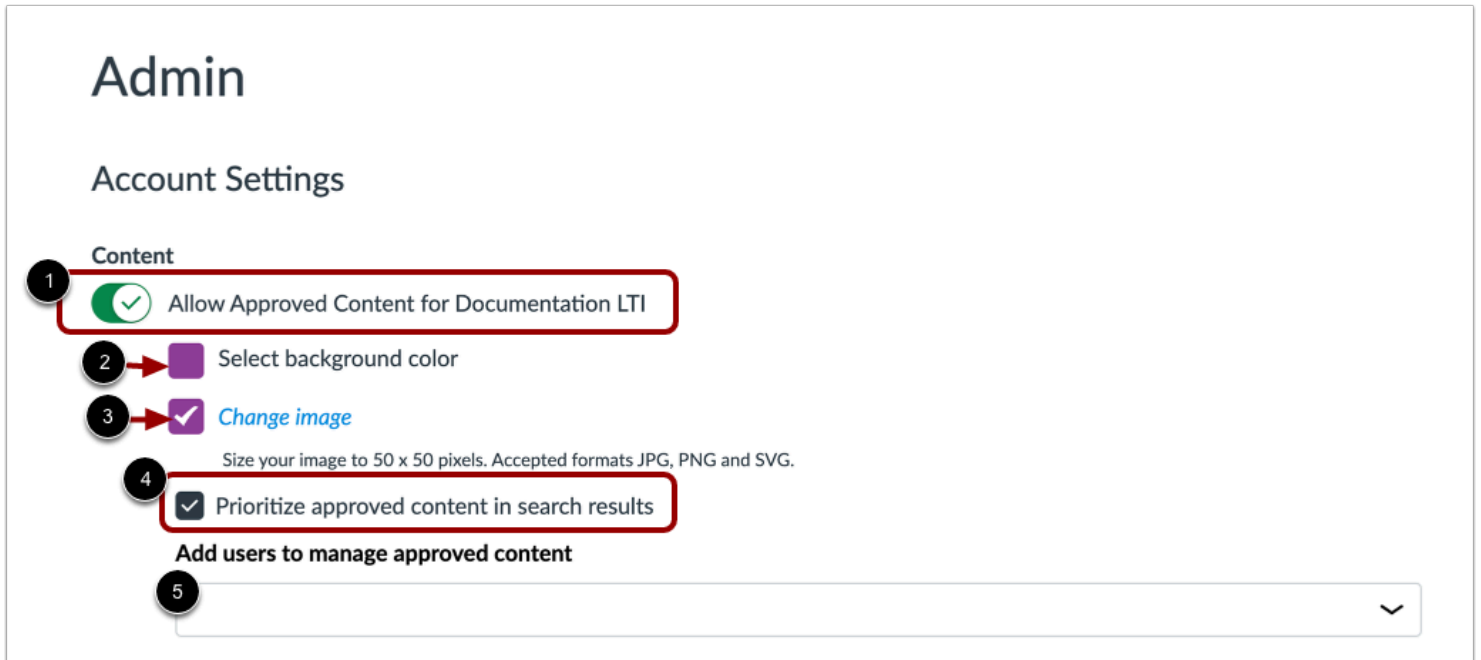
As an admin, you can manage account settings. Settings are saved automatically as you make changes.

Open Account Settings



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](#)
Size your image to 50 x 50 pixels. Accepted formats JPG, PNG and SVG.
- 4 ☒ Prioritize approved content in search results
- 5 **Add users to manage approved content**

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].

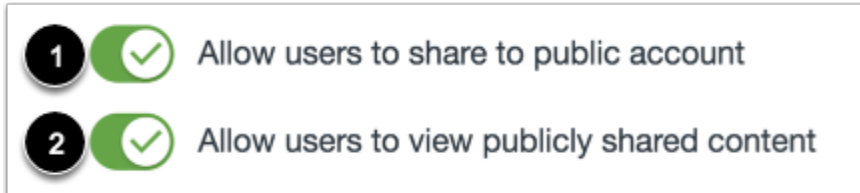
To upload a custom image, click the **Change image** link [3].

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



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.

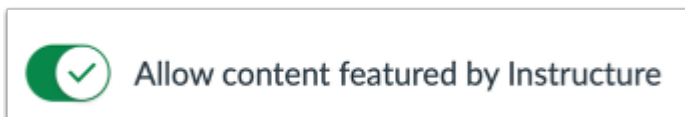
To disable viewing of publicly shared content, deselect the **Allow users to view publicly shared content** option [2]. This will remove the *All (Includes Public Resources)* option when [searching for a resource](#) in Commons.

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



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

☐ Kindergarten
☐ 8th grade
☐ 9th grade
☐ 10th grade
☐ 11th grade
☐ 12th grade
☐ Undergraduate
☐ Graduate

☐ 1st grade
☐ 2nd grade
☒ 3rd grade
☒ 4th grade
☒ 5th grade
☒ 6th grade
☐ 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

Illinois ▼

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.

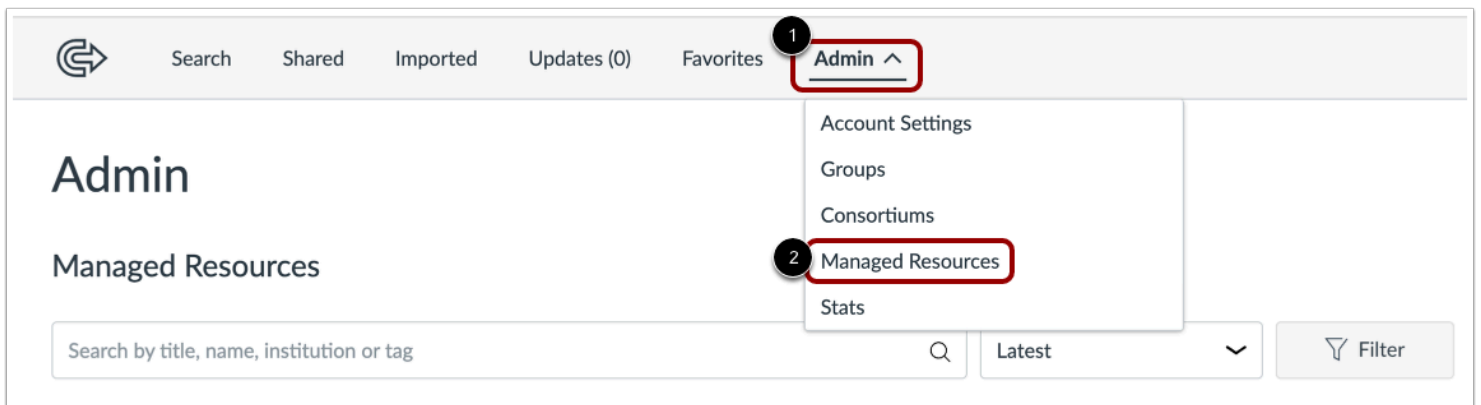
How do I edit the details of a resource in Commons as an admin?

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:

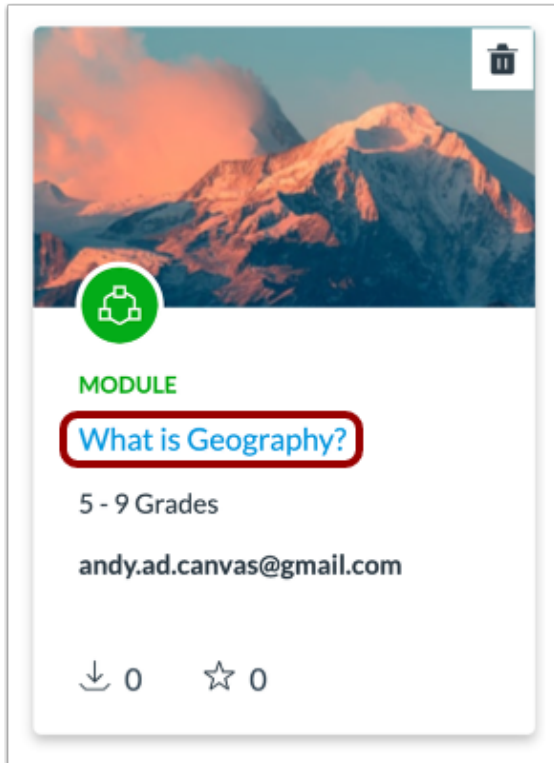
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Managed Resources



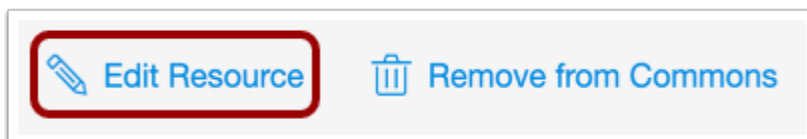
In Commons navigation, click the **Admin** drop-down menu [1], then select the **Managed Resources** option [2].

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

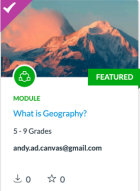
Content Type (Optional) NEW

☐ 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 (Hit enter to start a new tag)

Image



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 (.imsc)

☆ Add to Favorites

🔗 Copy Resource Link

View updated resource details.

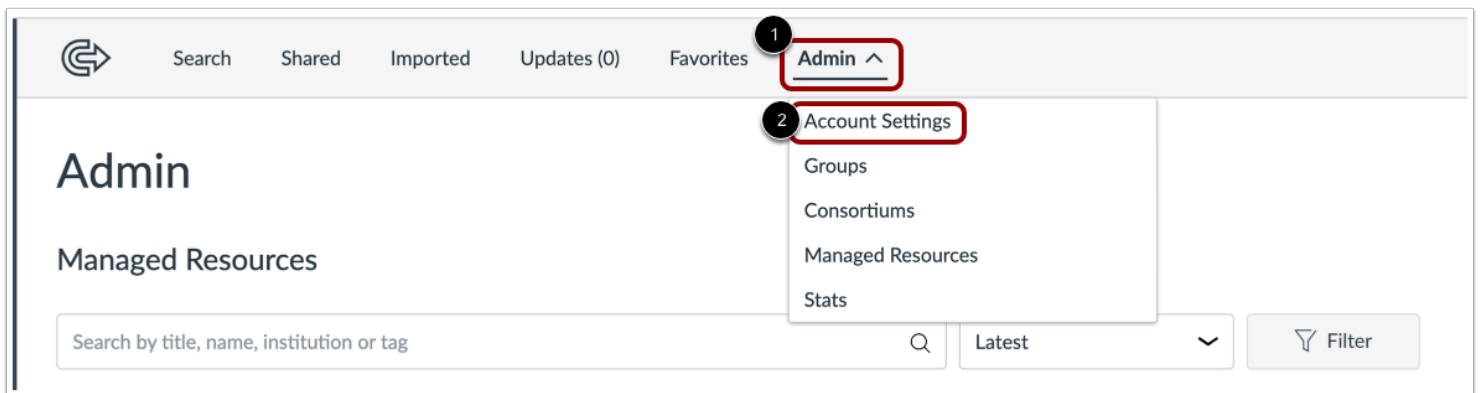
How do I allow and manage approved content in Commons?

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



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

x

▼

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

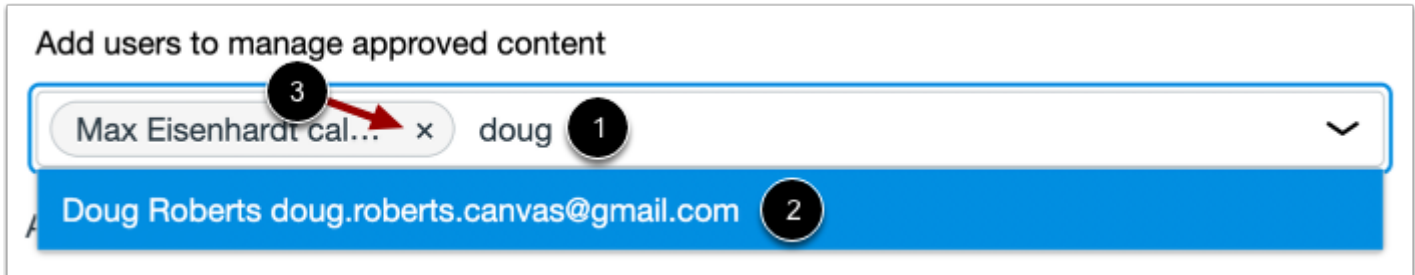
To upload a custom image, click the **Change image** link [2]. To reset the custom image back to the default (a white checkmark icon), click the **Reset to default** link [3].

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

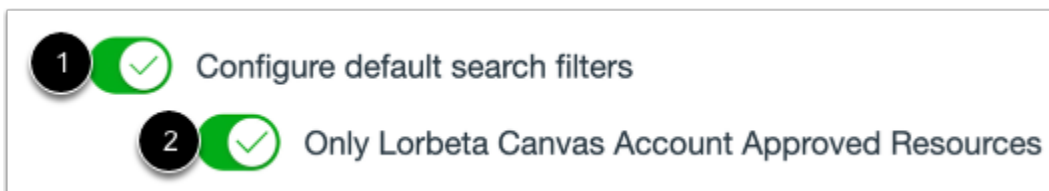


Commons admins can give users the ability to manage approved content for the account. Added users can mark resources as approved content, including resources they upload to Commons.

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

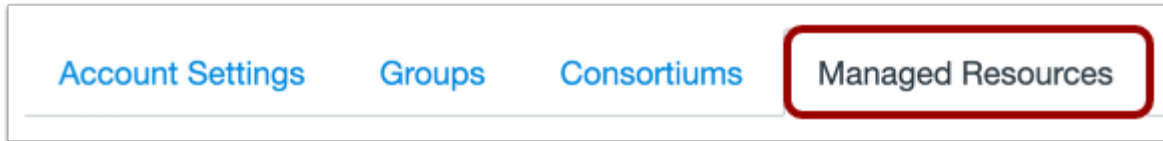


You can configure default search filters to only display approved resources in the Commons search page.

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

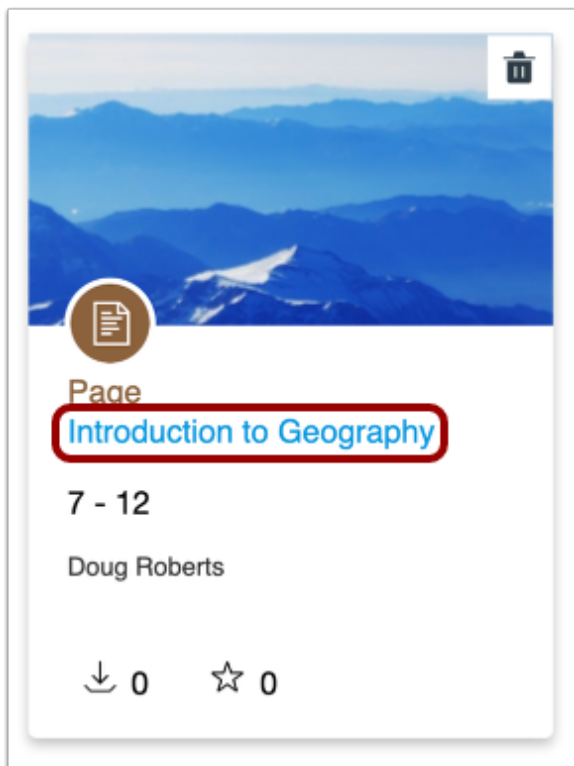
To only display approved resources in search results, enable the **Only Account Approved Resources** option [2].

Manage Resources




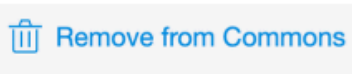
You can approve content from the resource details page. To view all resources you manage, click the **Managed Resources** tab.

Open Resource





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

Edit Resource

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

[< Back to Managed Resources](#) ☆ 0 Favorites ↓ 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

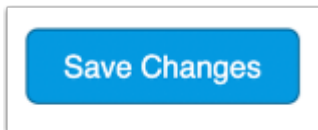
☒ Open Textbook

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.

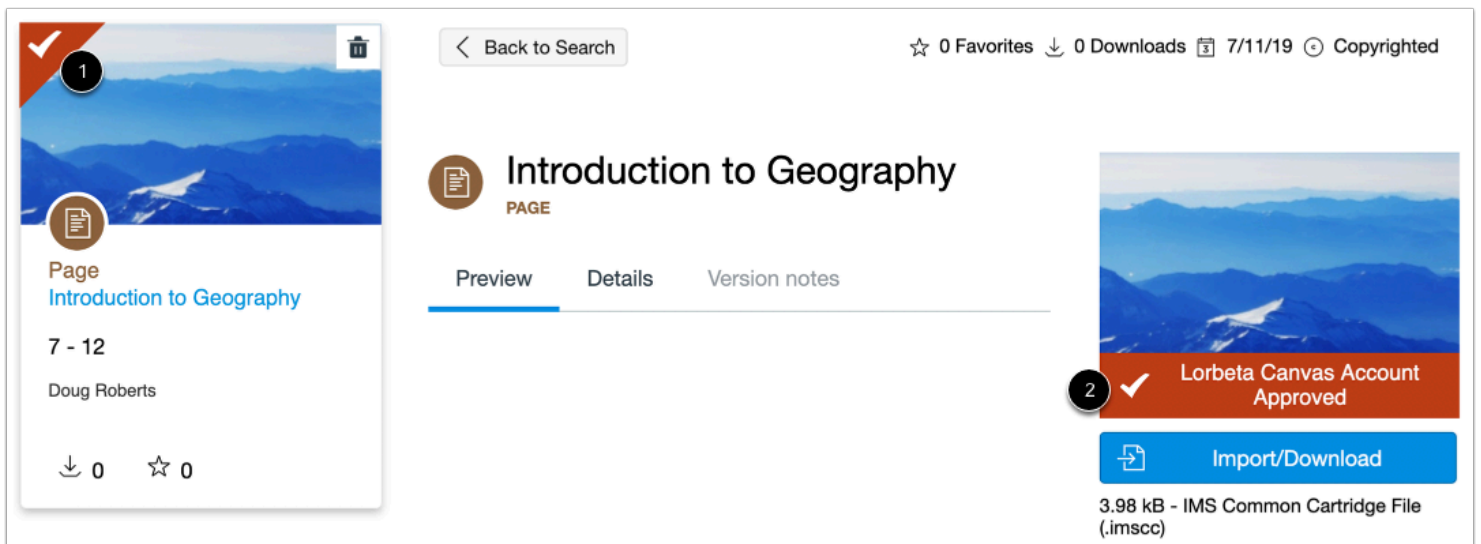
Note: Users at your institution cannot [update previously shared resources](#) if they are marked as institution-approved content. To allow users to update approved content, you must disable the Institution Approved Content option. Following the update, re-enable the option.

Save Resource



Click the **Save Changes** button.

View Approved Content

The screenshot shows the Canvas Commons interface for a resource titled "Introduction to Geography". On the left is a search results card with a blue mountain background, a checkmark icon, and a "1" in a circle. The card lists the title, page range (7-12), author (Doug Roberts), and download/star counts (0 each). The main content area has a "Back to Search" button and resource statistics (0 Favorites, 0 Downloads, 7/11/19, Copyrighted). Below this is the resource title "Introduction to Geography" with a "PAGE" icon and tabs for "Preview", "Details", and "Version notes". The "Preview" tab is active. On the right, a banner indicates "Lorbeta Canvas Account Approved" with a checkmark and a "2" in a circle. Below the banner is an "Import/Download" button and the file information: "3.98 kB - IMS Common Cartridge File (.imscc)".

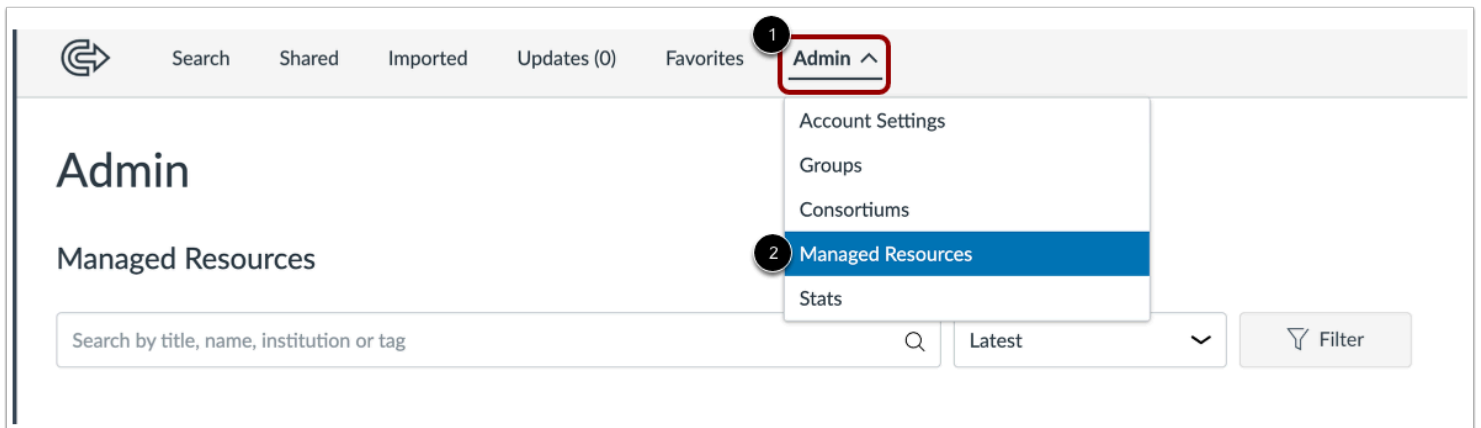
Approved resources display the approved content icon and background color as a banner on the content card in search results [1].

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



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

View Account Shared Resources



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

☐ Kindergarten
☐ 1st grade
☐ 2nd grade
☐ 3rd grade
☐ 4th grade
☐ 5th grade
☐ 6th grade
☐ 7th grade

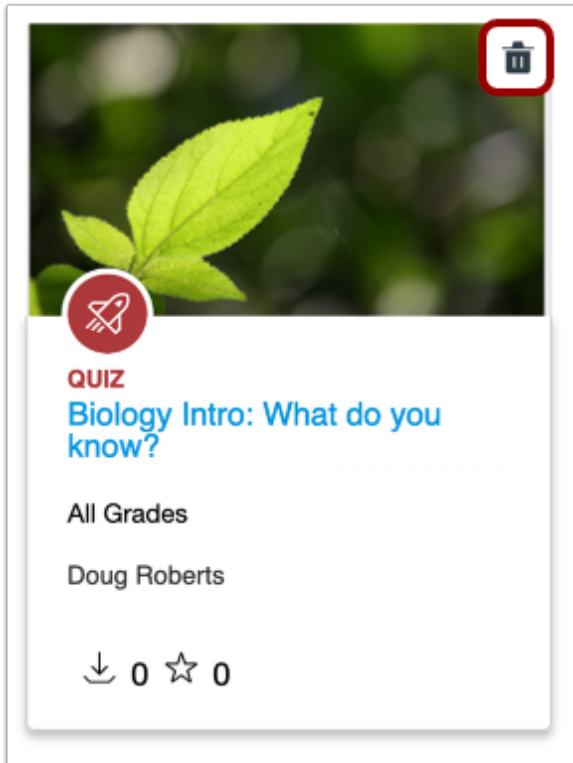
☐ 8th grade
☐ 9th grade
☐ 10th grade
☐ 11th grade
☐ 12th grade
☐ Undergraduate
☐ Graduate

5
Shared With

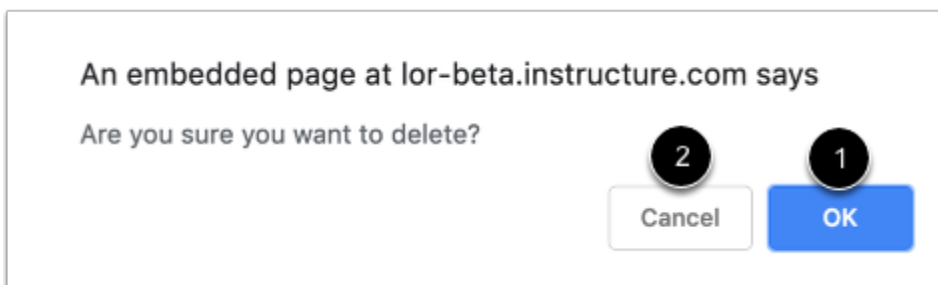
☒ All (Includes Public Resources)
☐ Lorbeta Canvas Account

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.

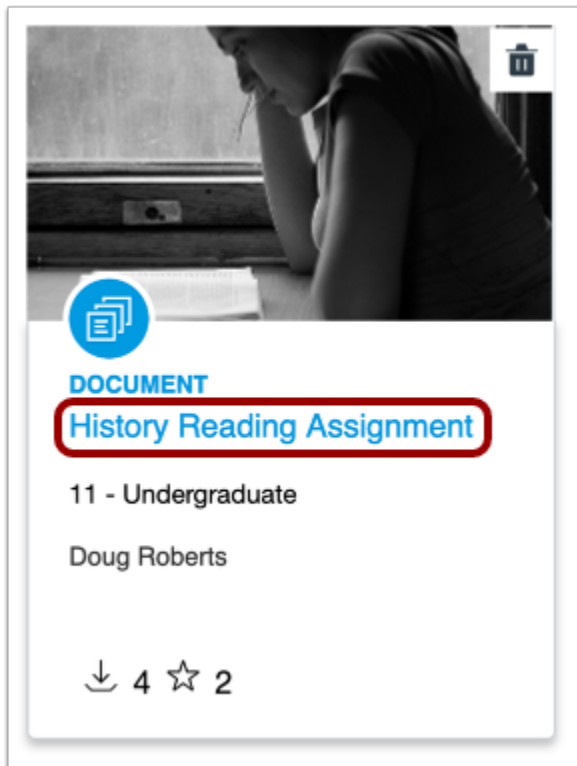


You will be asked to confirm deletion of the resource. To confirm and delete the resource, click **Delete** [1]. You will be unable to recover the resource once it is removed from Commons. The author will no longer see the removed resource on their Shared page.

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


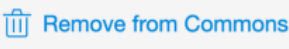
Note: If you delete a shared resource in Canvas, other users will still be able to import that resource until you delete the resource in Commons.


View Resource




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

Edit Resource Details



[Back to Managed Resources](#) ☆ 3 Favorites ↓ 5 Downloads 11/15/18  Public Domain

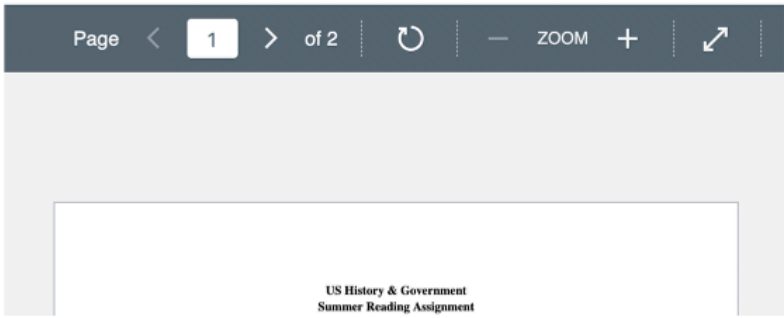


History Reading Assignment

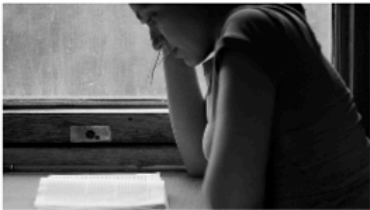
DOCUMENT


[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)

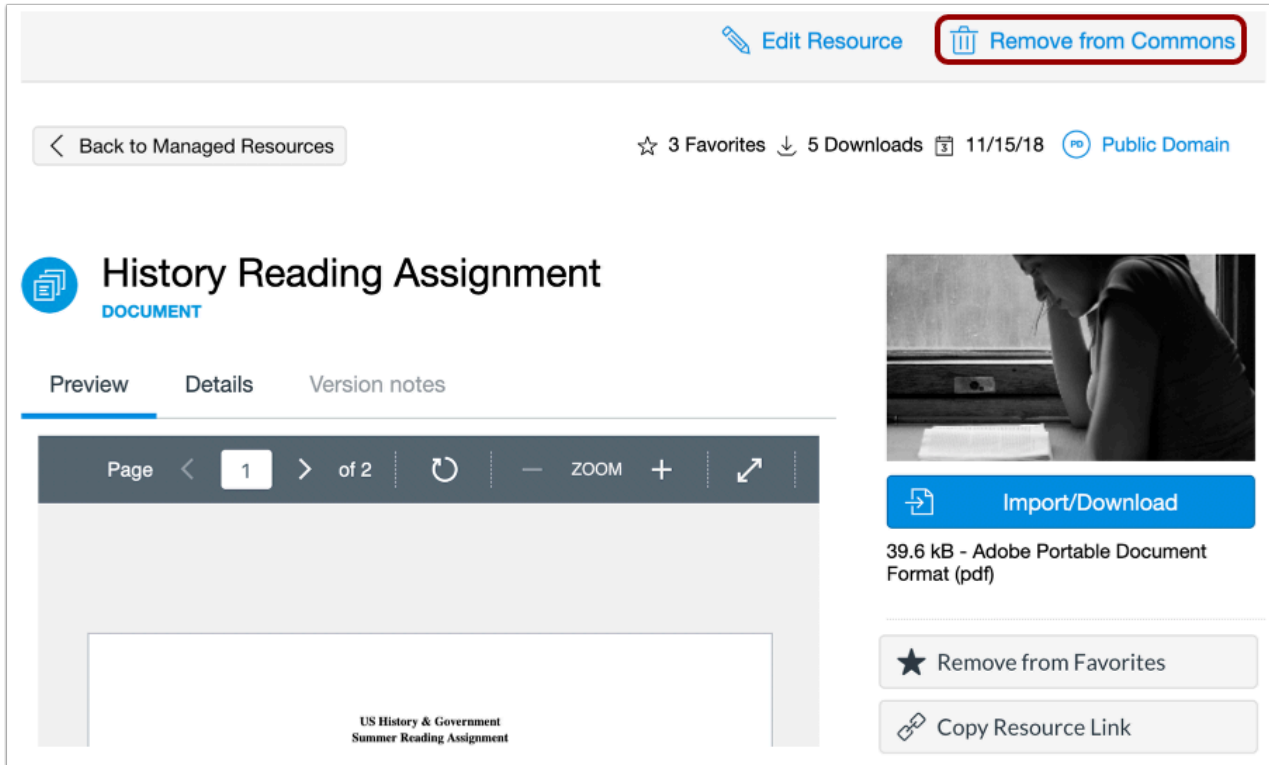
 Remove from Favorites

 Copy Resource Link

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

Note: Admins cannot edit or update resource content.

Remove from Commons



The screenshot shows the 'History Reading Assignment' resource details page in Canvas Commons. At the top, there are two buttons: 'Edit Resource' and 'Remove from Commons', with the latter highlighted by a red rectangle. Below these, a navigation bar includes a 'Back to Managed Resources' button and resource statistics: 3 Favorites, 5 Downloads, a date of 11/15/18, and a 'Public Domain' status. The main content area features a document icon, the title 'History Reading Assignment', and the word 'DOCUMENT'. There are three tabs: 'Preview' (selected), 'Details', and 'Version notes'. The 'Preview' tab shows a document viewer with a page number of 1 of 2, zoom controls, and a share icon. The document content is titled 'US History & Government Summer Reading Assignment'. To the right of the preview, there is a thumbnail image of a person reading, an 'Import/Download' button, and text indicating the file is 39.6 kB in Adobe Portable Document Format (pdf). Below this, there are two buttons: 'Remove from Favorites' and 'Copy Resource Link'.

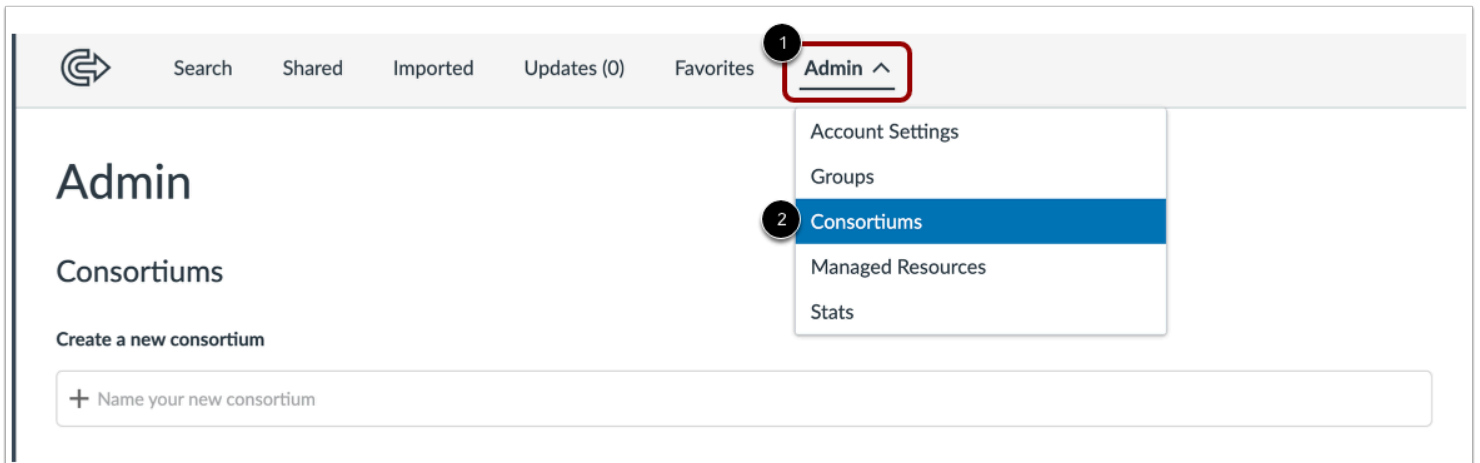
You can also remove a resource from the resource details page. To remove the resource, click the **Remove from Commons** button.

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

A screenshot of the Canvas Commons interface. At the top is a navigation bar with links: Search, Shared, Imported, Updates (0), Favorites, and Admin. The 'Admin' link is highlighted with a red box and a circled '1'. A dropdown menu is open below 'Admin', showing options: Account Settings, Groups, Consortiums (highlighted with a blue bar and a circled '2'), Managed Resources, and Stats. On the left side of the page, under the 'Admin' heading, there is a 'Consortiums' section with a link 'Create a new consortium' and a text input field with a plus icon and the placeholder text 'Name your new consortium'.

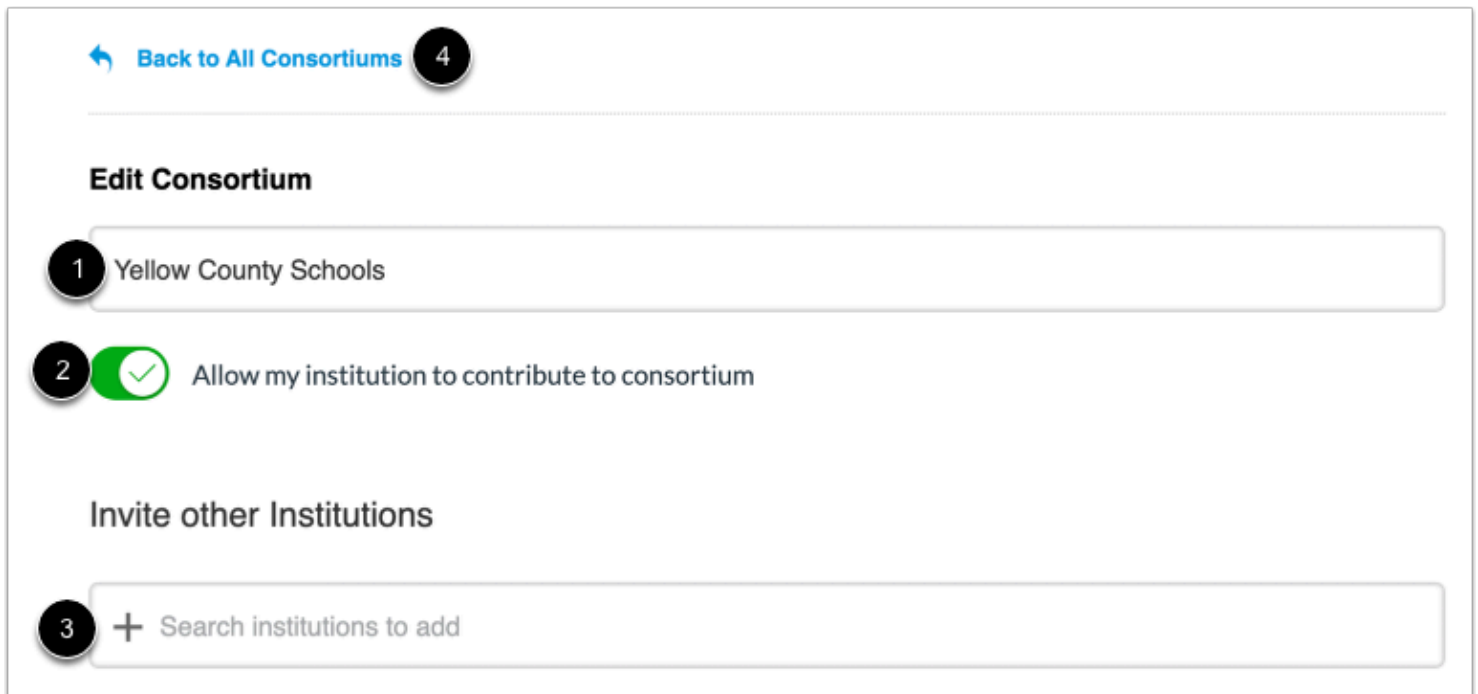
In the Commons navigation menu, click the **Admin** drop-down menu [1]. Then, select the **Consortiums** option [2].

Create Consortium

A screenshot of the 'Consortiums' page in Canvas Commons. The page has a heading 'Consortiums' and a sub-heading 'Create a new consortium'. Below this is a large text input field with a red border, a plus icon, and 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



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 Consortia page, click the **Back to All Consortia** link [4].

Invite Institutions

Invite other Institutions

+ Search institutions to add
1

Lorcrux
2

Lorbeta Canvas Account In Consortium

+ lorcl

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

Lorcrux

PENDING

2

4

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

Decline

2

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

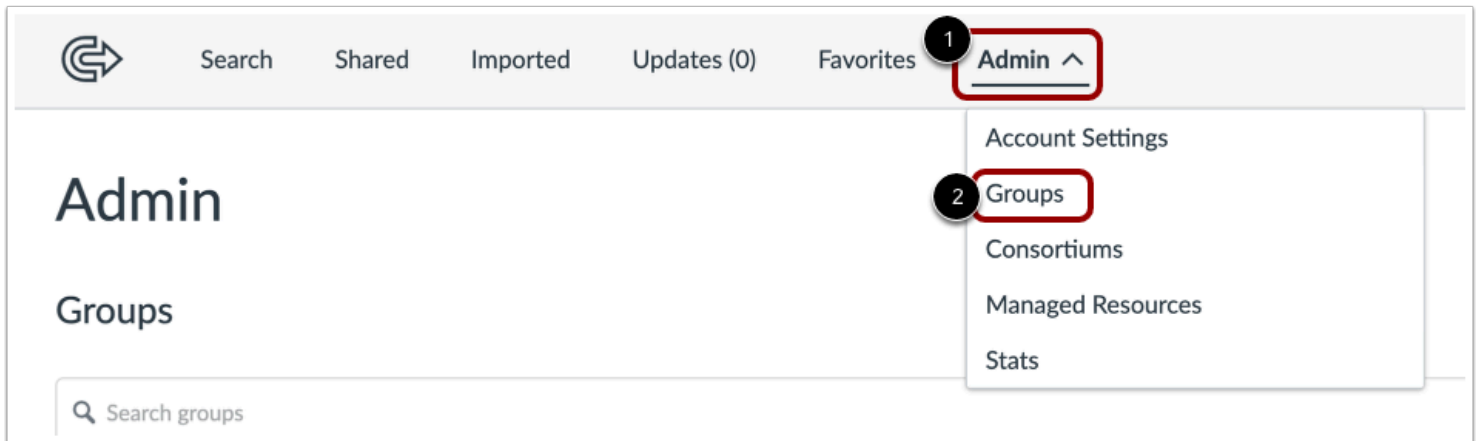
To leave a joined consortium, click the **Leave** link.

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



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

Create Group



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



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



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

[Back to All Groups](#)

Edit Group

Biology

+ Search users to add


| 1 | Manager | User 2 | Email 3 | |
|---|-------------------------------------|-----------------|-------------------------------|--|
| 4 | <input checked="" type="checkbox"/> | Doug Roberts | doug.roberts.canvas@gmail.com | 5  |
| | <input type="checkbox"/> | 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




[Anthropology](#) 

[Applied Physics](#) 

[Art](#) 

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

Delete Group

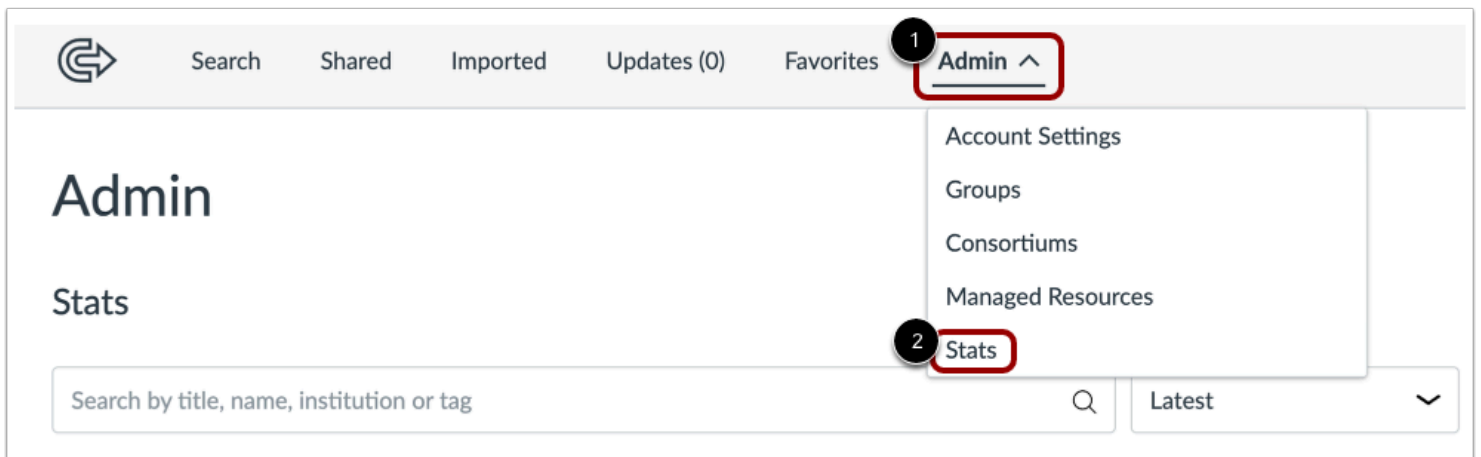
| | |
|-----------------|---|
| Anthropology |  |
| Applied Physics |   |
| Art |  |

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











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 Q Latest ▼ Filter | | | | | | |
|--|-------------------------------|-----------------------------------|---------------|----------------|----------------|---|
| 202 results Download CSV | | | | | | |
| 1 Commons Resource | 2 Author | 3 Email | 4 Approved | 5 Favorites | 6 Downloads | 7 Canvas Source |
|  What is Geography? | Doug Robe... | doug.roberts.c... | Yes | 0 | 0 |  |
|  Section 1 - Biology | Doug Robe... | doug.roberts.c... | - | 1 | 3 |  |
|  Biology Intro Assignm... | andy.ad.ca... | andy.ad.canvas... | Yes | 0 | 6 |  |
|  Introduction to Geogra... | Doug Robe... | doug.roberts.c... | Yes | 0 | 0 |  |
|  History Reading Assig... | Doug Robe... | doug.roberts.c... | Yes | 0 | 0 |  |
|  Introductions Discussi... | Doug Robe... | doug.roberts.c... | - | 0 | 0 |  |
|  Biosynthesis | Doug Robe... | doug.roberts.c... | Yes | 0 | 0 |  |
|  Fila Submission test jv... | Charles Xa... | xmen@exampl... | - | 0 | 1 |  |
|  Unit 1 Assignment | Tamas Petr... | tpetroczi@inst... | - | 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 1 | Author 2 | Email 3 | Approved | Favorites | Downloads | Canvas Source 4 |
|--|---------------------------------|-------------------------------------|----------|-----------|-----------|---|
|  What is Geography? | Doug Roberts | doug.roberts.can... | Yes | 0 | 0 |  |
|  Section 1 - Biology | Doug Roberts | doug.roberts.can... | - | 1 | 3 |  |
|  Biology Intro Assignment | andy.ad.canv... | andy.ad.canvas@... | Yes | 0 | 6 |  |
|  Unit 1 Assignment 5 | Tamas Petro... | tpetroczi@instru... | - | 0 | 0 |  |

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

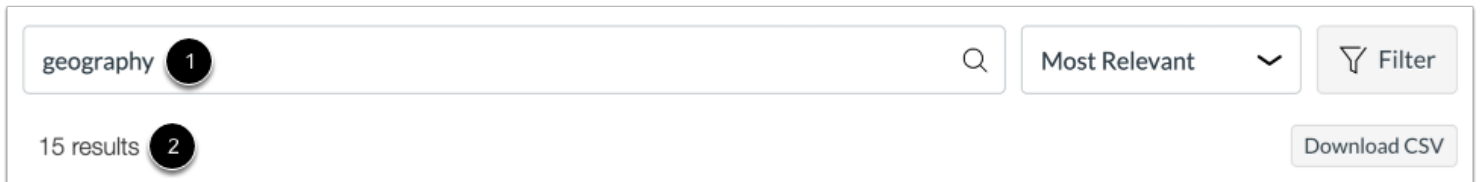
To view the author's profile page in Canvas, click the author's name [2].

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].

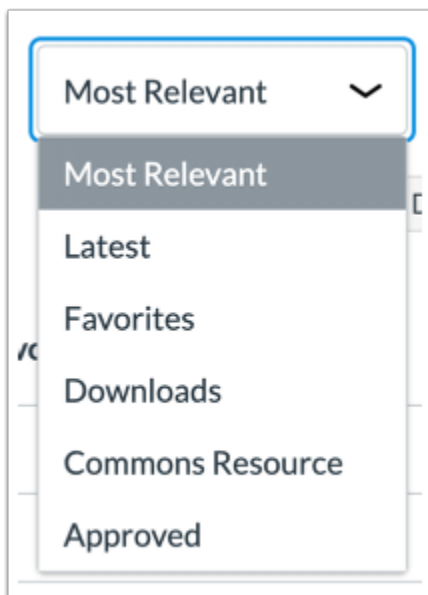
Commons resources that were privately shared to Commons do not include a link to view the resource details [5].

Search Resources

A search bar interface with a text input field containing the word "geography" and a magnifying glass icon. To the right of the input field is a dropdown menu currently showing "Most Relevant" with a downward arrow. Further right is a button with a funnel icon and the text "Filter". Below the input field, it says "15 results" followed by a circled number "2". On the far right, there is a button labeled "Download CSV".

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

A dropdown menu for sorting search results. The menu is open, showing a list of options: "Most Relevant" (which is highlighted with a grey background), "Latest", "Favorites", "Downloads", "Commons Resource", and "Approved". The dropdown is enclosed in a light grey border.

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

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@exempl... | - | 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

☐ Kindergarten
☐ 1st grade
☐ 2nd grade
☐ 3rd grade
☐ 4th grade
☐ 5th grade
☐ 6th grade
☐ 7th grade


☐ 8th grade
☐ 9th grade
☐ 10th grade
☐ 11th grade
☐ 12th grade
☐ Undergraduate
☐ 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

Download CSV

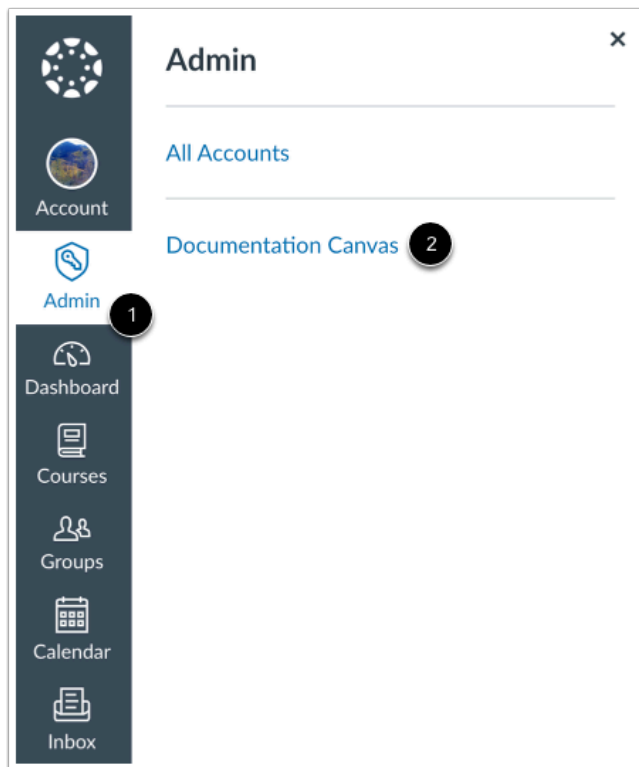
To download a copy of resource statistics as a CSV file, click the **Download CSV** button.

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.

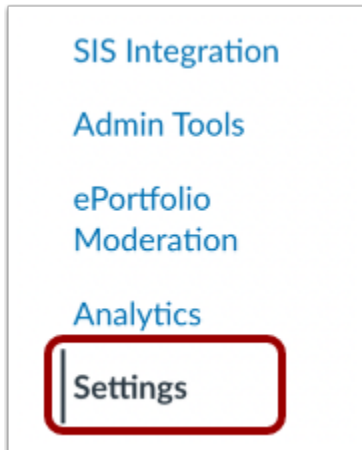
Alternatively, if you don't want to remove Canvas Commons from your account, you can [manage Commons app placements](#) for the account. App placements determine where an app can be seen and used in Canvas.

Open Account



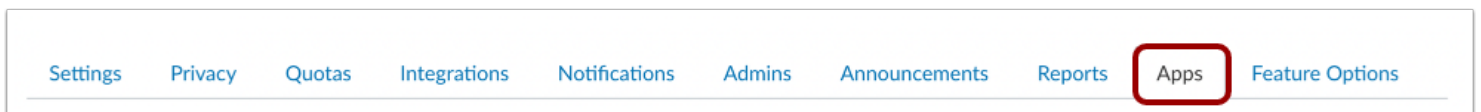
In Canvas, click the **Admin** link [1], then click the name of the account [2].

Open Settings



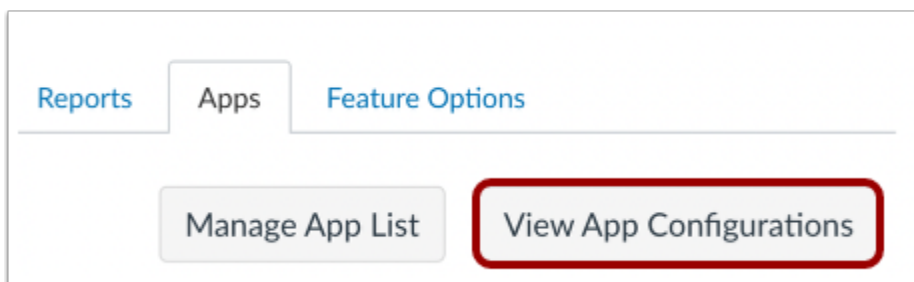
In Account Navigation, click the **Settings** link.

Open Apps



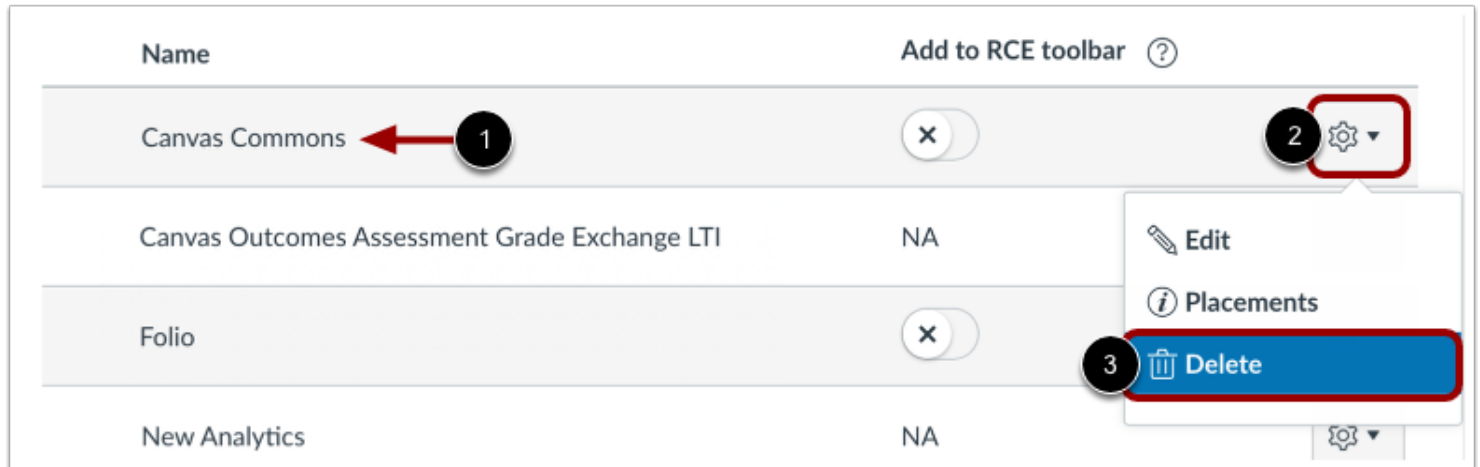
Click the **Apps** tab.

View App Configurations



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

Delete Commons App

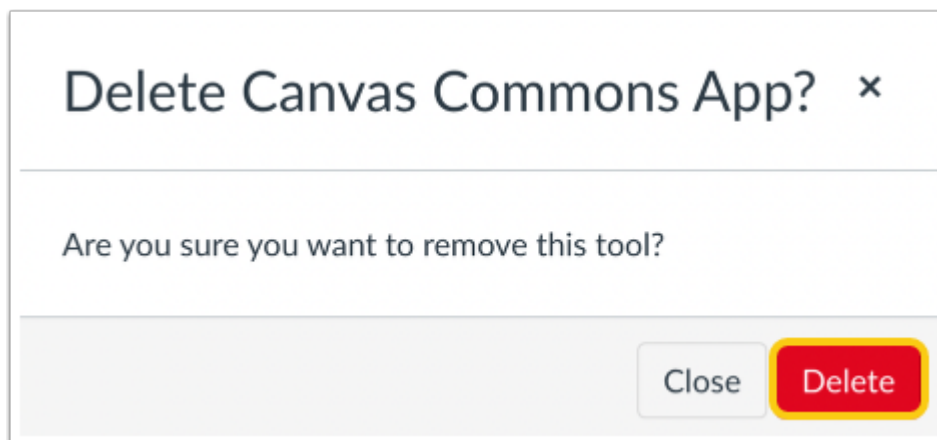


The screenshot shows a table of installed apps. The first row, 'Canvas Commons', is highlighted. A red arrow points to the app name, labeled with a '1'. A red box highlights the settings gear icon in the 'Add to RCE toolbar' column, labeled with a '2'. A dropdown menu is open for the settings gear, showing 'Edit', 'Placements', and 'Delete' options. The 'Delete' option is highlighted with a red box and labeled with a '3'.

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

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

Confirm Delete



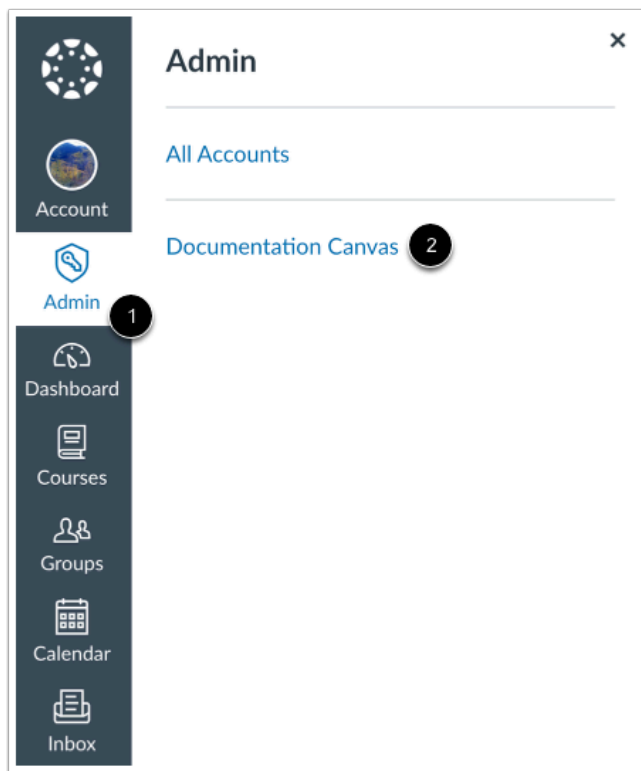
The dialog box has a title bar that says 'Delete Canvas Commons App? x'. Below the title bar, it asks 'Are you sure you want to remove this tool?'. At the bottom right, there are two buttons: 'Close' and 'Delete'.

Click the **Delete** button.

How do I set up self-hosted Canvas Commons?

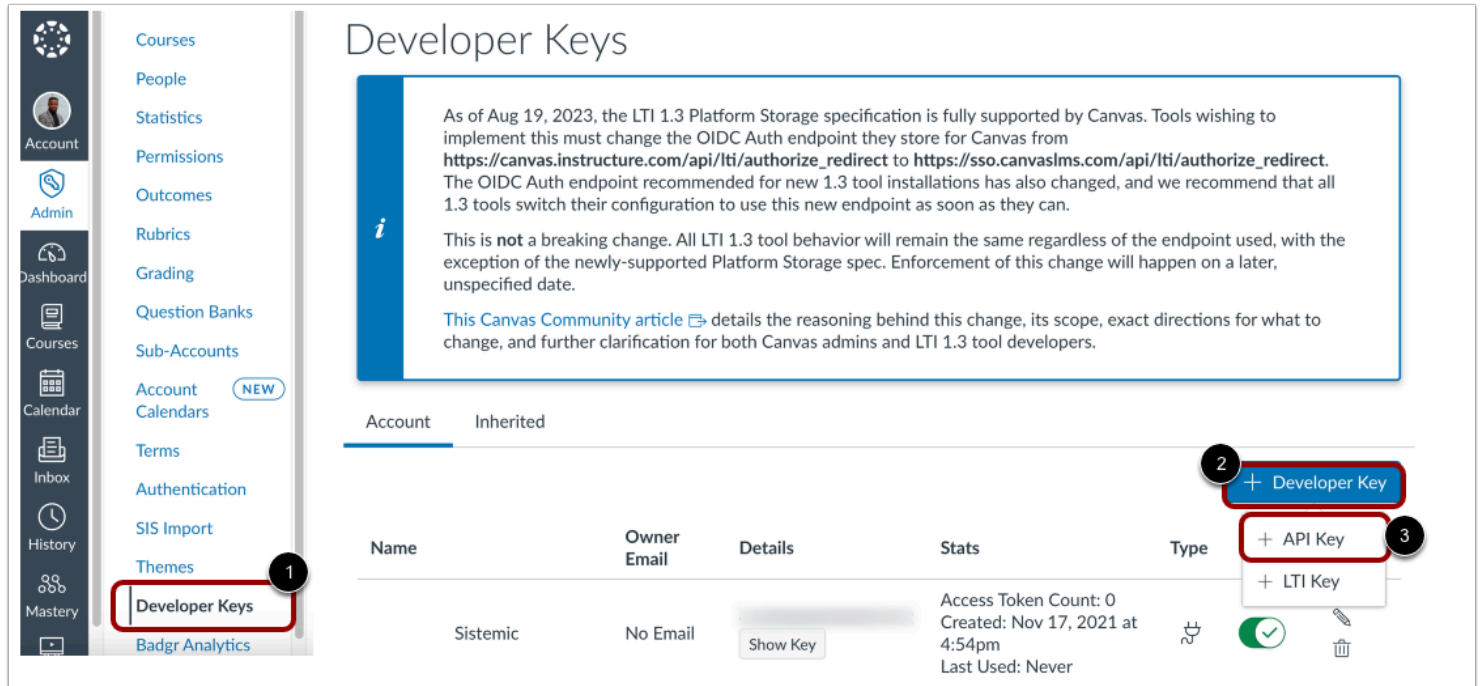
You can install and configure Commons in a self-hosted instance of Canvas. Self-hosted Canvas Commons instances can only share and view public resources.

Open Account



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

Add Developer Key






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.

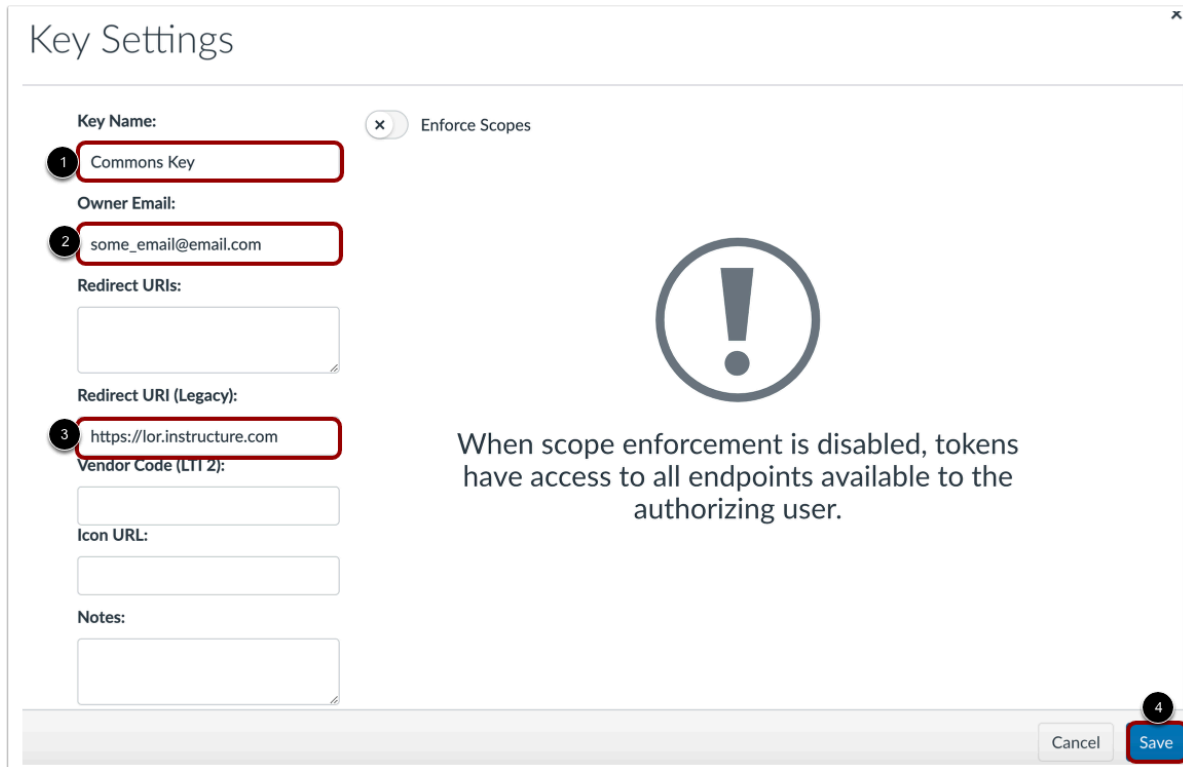
Account Inherited

| 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 |    |

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



The image shows a 'Key Settings' dialog box with several input fields and a warning message. The fields are: 'Key Name' (containing 'Commons Key'), 'Owner Email' (containing 'some_email@email.com'), 'Redirect URIs' (empty), 'Redirect URI (Legacy)' (containing 'https://lor.instructure.com'), 'Vendor Code (LTI 2)' (empty), 'Icon URL' (empty), and 'Notes' (empty). There is a toggle switch for 'Enforce Scopes' which is currently turned off. A large warning icon (exclamation mark in a circle) is displayed in the center, with the text: 'When scope enforcement is disabled, tokens have access to all endpoints available to the authorizing user.' At the bottom right, there are 'Cancel' and 'Save' buttons. Numbered callouts [1] through [4] are placed over the 'Key Name' field, 'Owner Email' field, 'Redirect URI (Legacy)' field, and the 'Save' button respectively.

Key Settings

Key Name: ☐ Enforce Scopes

Owner Email:

Redirect URIs:

Redirect URI (Legacy):

Vendor Code (LTI 2):

Icon URL:

Notes:

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




Cancel Save

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

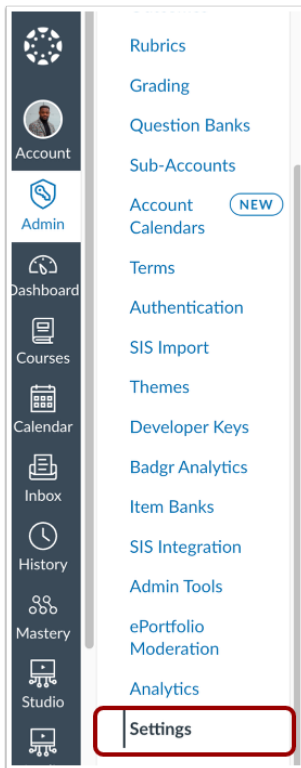
To enable the Commons key, click the toggle in the State column.

View Client Secret (Key)

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

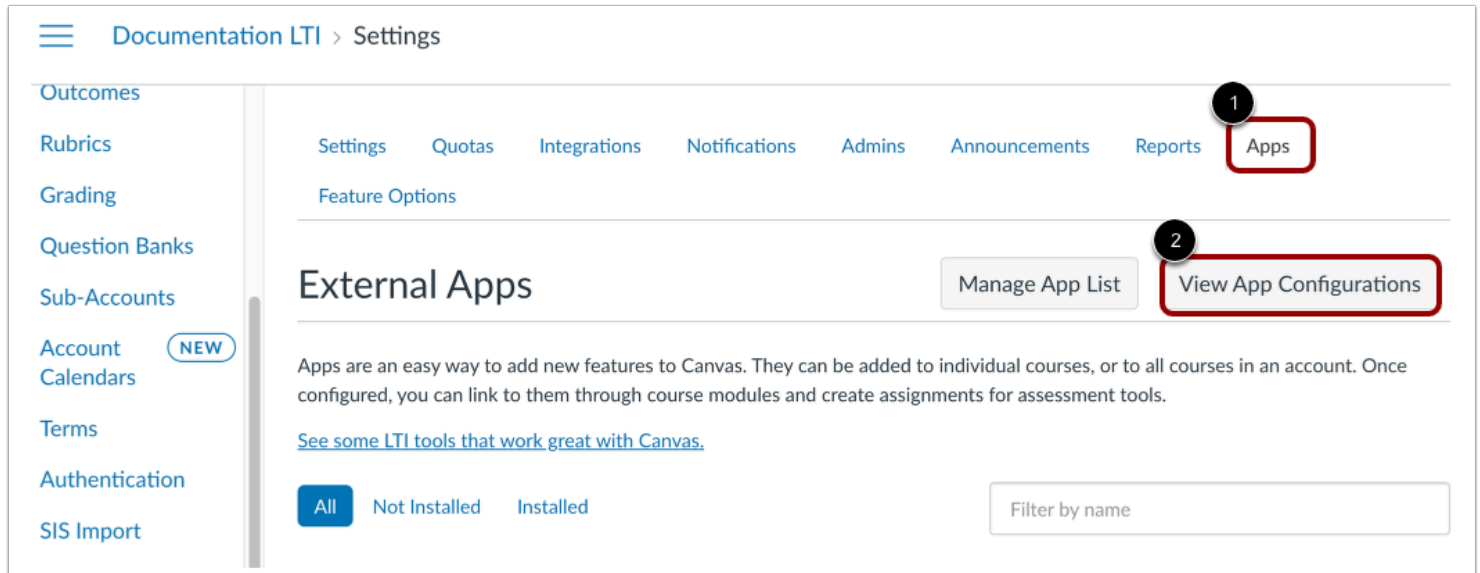
To view the Client Secret (Key), click the **Show Key** button. Select and copy this key, as you will need it later in the setup process.

Open Account Settings



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

View App Configurations

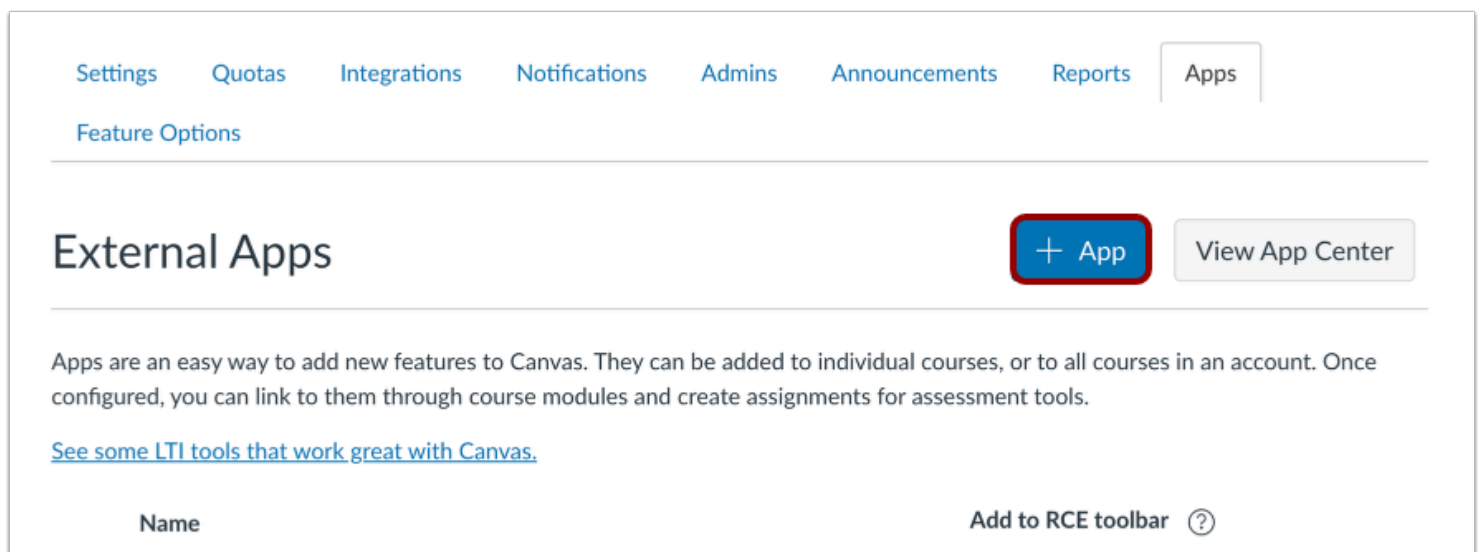


The screenshot shows the Canvas LTI Settings page. On the left is a sidebar with navigation links: Outcomes, Rubrics, Grading, Question Banks, Sub-Accounts, Account Calendars (marked with a 'NEW' badge), Terms, Authentication, and SIS Import. The main content area has a breadcrumb trail 'Documentation LTI > Settings'. Below this is a horizontal menu with tabs: Settings, Quotas, Integrations, Notifications, Admins, Announcements, Reports, and Apps. The 'Apps' tab is selected and highlighted with a red box and a circled '1'. Below the tabs is a 'Feature Options' section. The main heading is 'External Apps'. To the right of this heading are two buttons: 'Manage App List' and 'View App Configurations'. The 'View App Configurations' button is highlighted with a red box and a circled '2'. Below the heading is a paragraph explaining that apps are an easy way to add new features to Canvas. Below this is a link: 'See some LTI tools that work great with Canvas.' At the bottom, there are filter buttons: 'All' (selected), 'Not Installed', and 'Installed', along with a 'Filter by name' search box.

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

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

Add App



This screenshot shows the 'Apps' tab selected in the Canvas LTI Settings page. The horizontal menu at the top includes Settings, Quotas, Integrations, Notifications, Admins, Announcements, Reports, and Apps. The 'Apps' tab is highlighted. Below the tabs is the 'Feature Options' section. The main heading is 'External Apps'. To the right of this heading are two buttons: '+ App' (highlighted with a red box) and 'View App Center'. Below the heading is a paragraph explaining that apps are an easy way to add new features to Canvas. Below this is a link: 'See some LTI tools that work great with Canvas.' At the bottom, there is a table with a header row containing 'Name' and '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

Shared Secret

Config URL

3

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

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

+ 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 ? | |
|-----------------|---|---|
| Admin Analytics | NA |  |
| Badgr | NA |  |
| Canvas Commons |  | <div>1 </div> <div> <div>2  Configure</div> <div> Edit</div> <div> Placements</div> <div> Delete</div> </div> |

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

Enter App Configuration

Configure Commons Setup App?

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

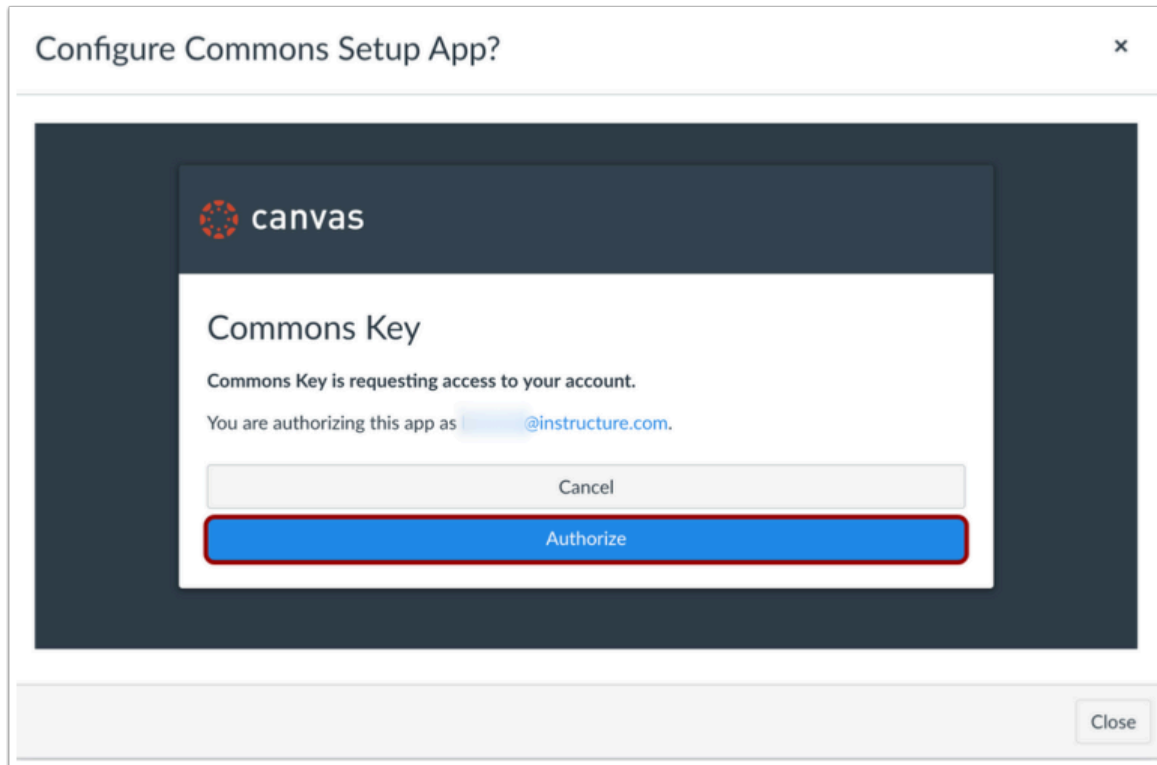
Client Secret (Key)

2

3

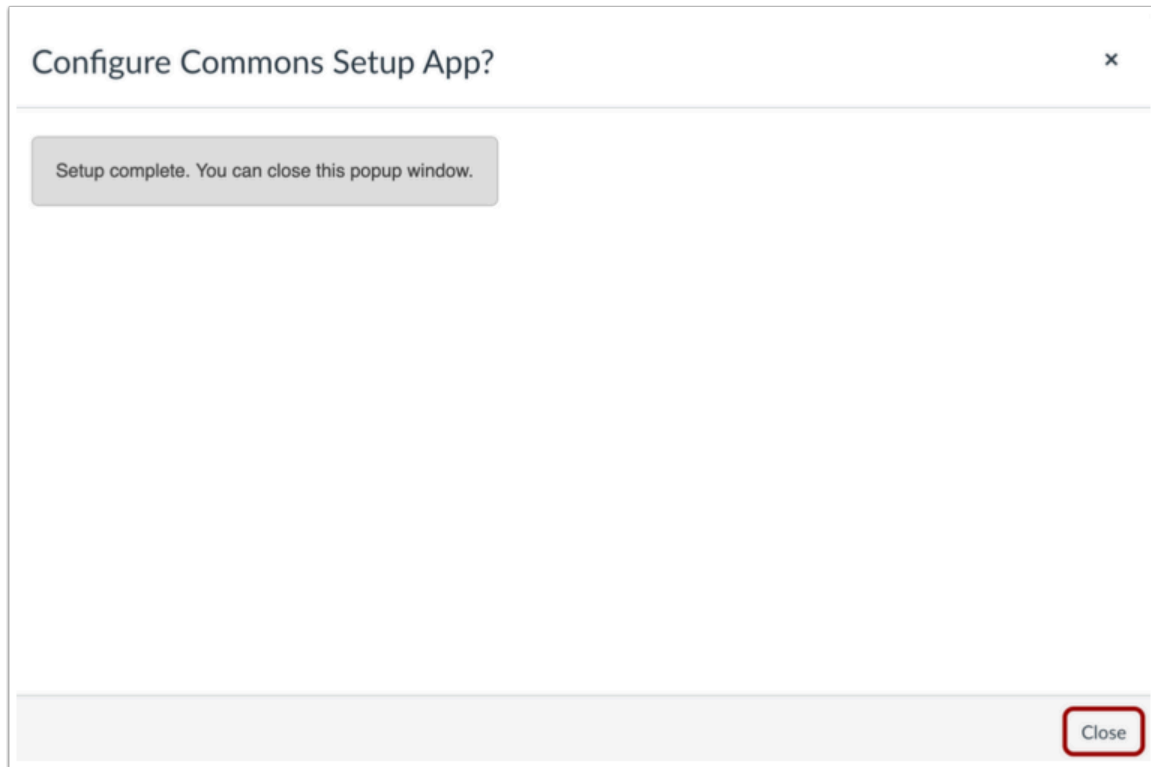
Enter your Client ID in the **Client ID** field [1] and Client Secret (Key) in the **Client Secret (Key)** field [2]. Then click the **Continue setup** button [3].

Authorize Commons Key



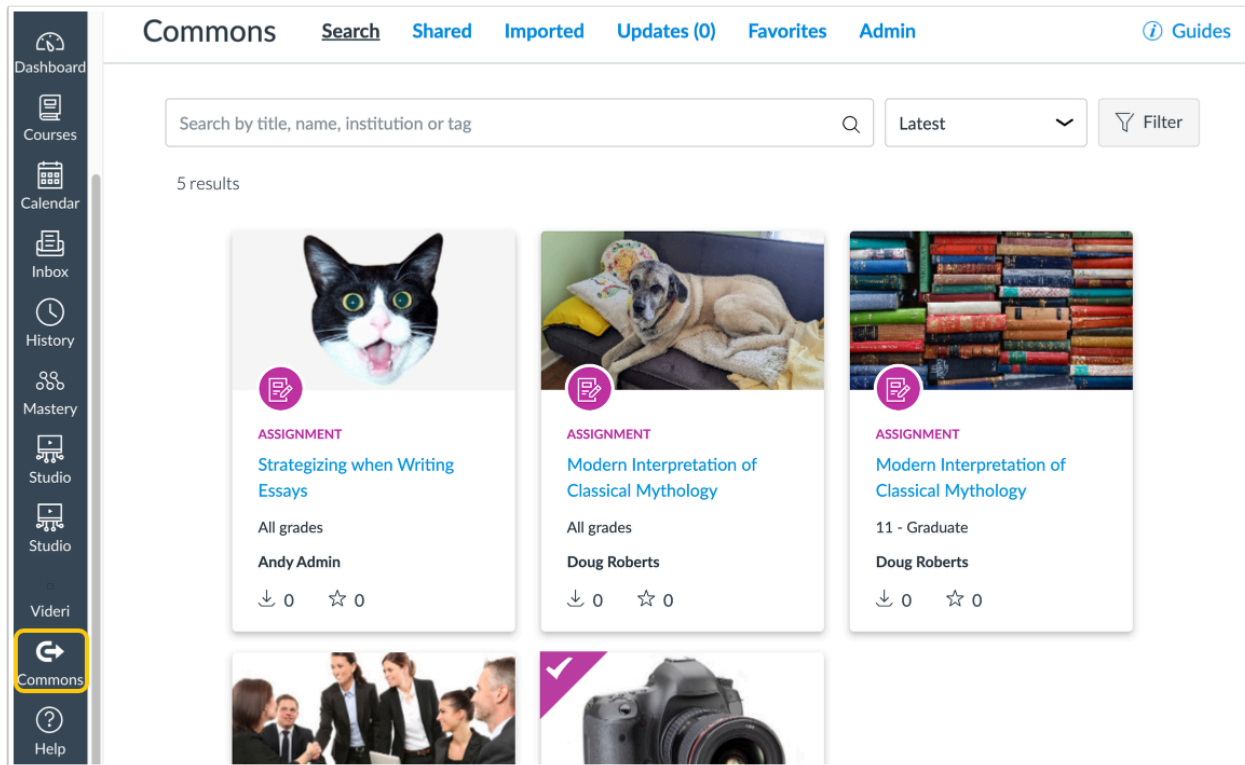
Click the **Authorize** button.

Complete Commons Setup



Click the **Close** button.

Refresh Browser



The screenshot shows the Canvas Commons interface. On the left is a vertical navigation menu with icons for Dashboard, Courses, Calendar, Inbox, History, Mastery, Studio, Studio, Videri, Commons (highlighted with a yellow box), and Help. The main content area has a header with tabs: Commons, Search, Shared, Imported, Updates (0), Favorites, and Admin. Below the tabs is a search bar with the placeholder text "Search by title, name, institution or tag" and a search icon. To the right of the search bar are dropdown menus for "Latest" and a "Filter" button. Below the search bar, it says "5 results". There are three assignment cards displayed in a grid. Each card has a thumbnail image, a purple icon with a document and pencil, the word "ASSIGNMENT" in pink, the title in blue, the grade level, the creator's name, and download/star icons. The first card shows a cat's face, titled "Strategizing when Writing Essays" by Andy Admin. The second card shows a dog lying down, titled "Modern Interpretation of Classical Mythology" by Doug Roberts. The third card shows a stack of books, titled "Modern Interpretation of Classical Mythology" by Doug Roberts. Below these cards are two more thumbnails: a group of people in business attire and a camera lens.

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