

HOW TO ACCESS & USE CANVAS COMMONS

Canvas Commons is a built-in repository where instructors can **find, import, and share course content** such as modules, assignments, quizzes, pages, and complete courses.

How to Open Commons

1. Log in to Canvas
2. In **Global Navigation**, click **Commons**

Finding Resources

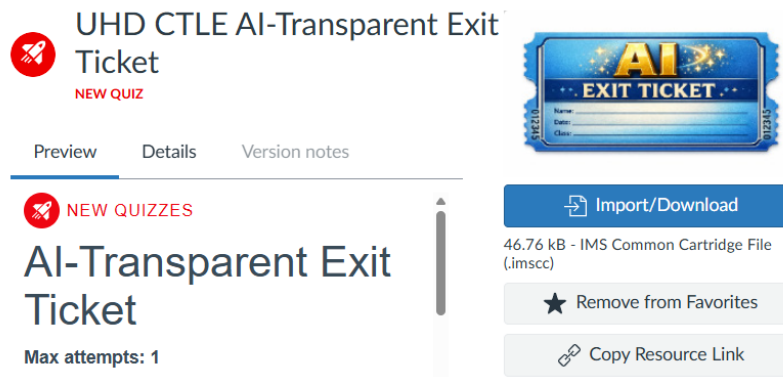
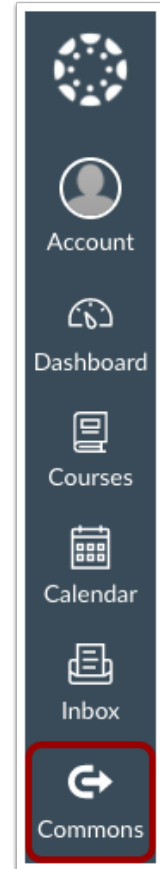
You can search Commons for:

- Courses, modules, assignments, quizzes, discussions, pages, or files
- Keywords such as **title, author, institution, outcome, or subject**

Resources can be viewed in **Card View** or **List View**, and many include previews so you can see content before importing.

Importing a Resource

1. Click the resource title
2. Review the **Preview** and **Details** tabs
3. Click **Import/Download**
4. Select the Canvas course where you want the content added



Sharing Your Own Content

Instructors can also **share content from their Canvas courses** to Commons for others to use (courses, modules, assignments, pages, and files).

Only instructors (or admins acting as instructors) can share course content.