Canvas: Sharing and Copying Content

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A. Sending an item to another instructor.

1. **Navigate to the *Assignments, Quizzes, Discussions* or *Pages* section.**
   Click on the 3 vertical dots on the right side of the item you want to send and share.
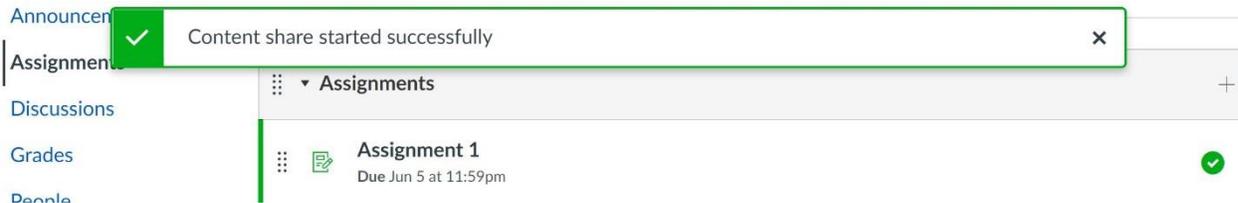   From the drop-down menu, select "***Send To…***".

2. **Go into the search bar that appears.**
   The desired recipient(s) can be found by typing their name or email in the search bar
   and selecting the name when it appears.
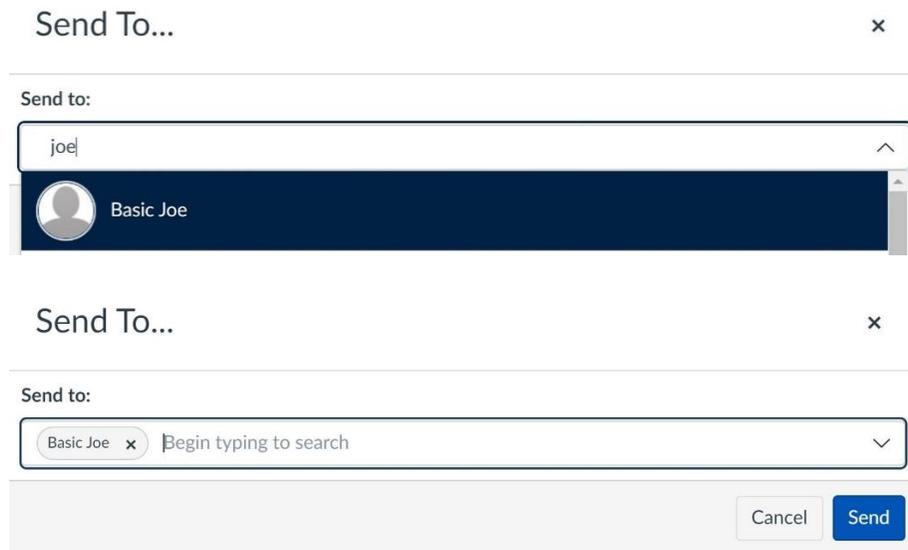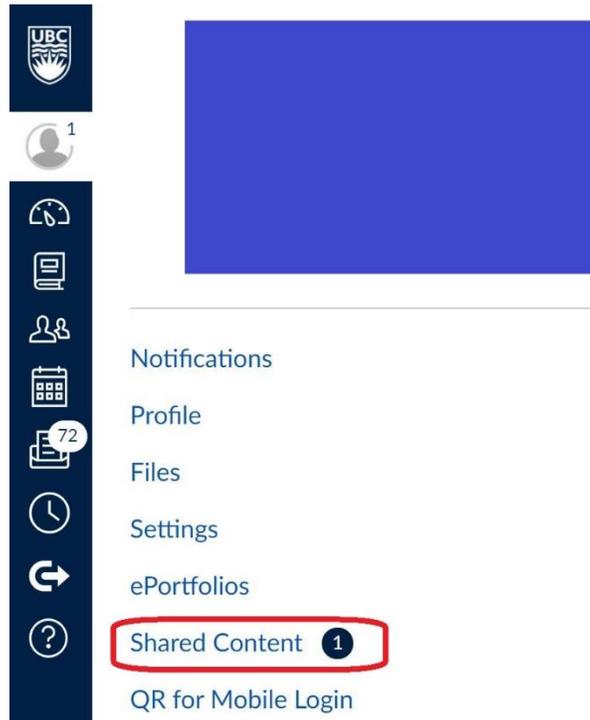
3. Click Send.
    A notification is displayed when the content is successfully sent.

B. Manage shared content from other users.

1. **Navigate to the Account Icon in the side menu.**
   Select *"Shared Content"*. When there is new content, you should see a badge icon.

2. **You are now in the Received Content page.**
   Here we can see the content that you have received from other users. Items in the list have a title, content type, sender, and sent time and date.

The icon on the left of the item is either full, if marked unread, or clear, if marked read.

3. **Click the 3 dots on the right of the item.**
   Here you can see a drop-down menu with selection options: **Preview**, where you preview the content directly from the page, **Import**, where you import the content into a course, and **Remove**, where you remove the content from the page.

	Title	Type	From	Received	Actions
○	Assignment 1	Assignment	Sebastian Gonzalez	3:10am	⋮

👁 Preview
⤓ Import
🗑 Remove

C. Copying content from another course in which you are enrolled

1. **Locate the item you wish to copy.**
    Click on the 3 vertical dots on the left of the item, which is the **Options** icon. Then select the "***Copy To…***" option.
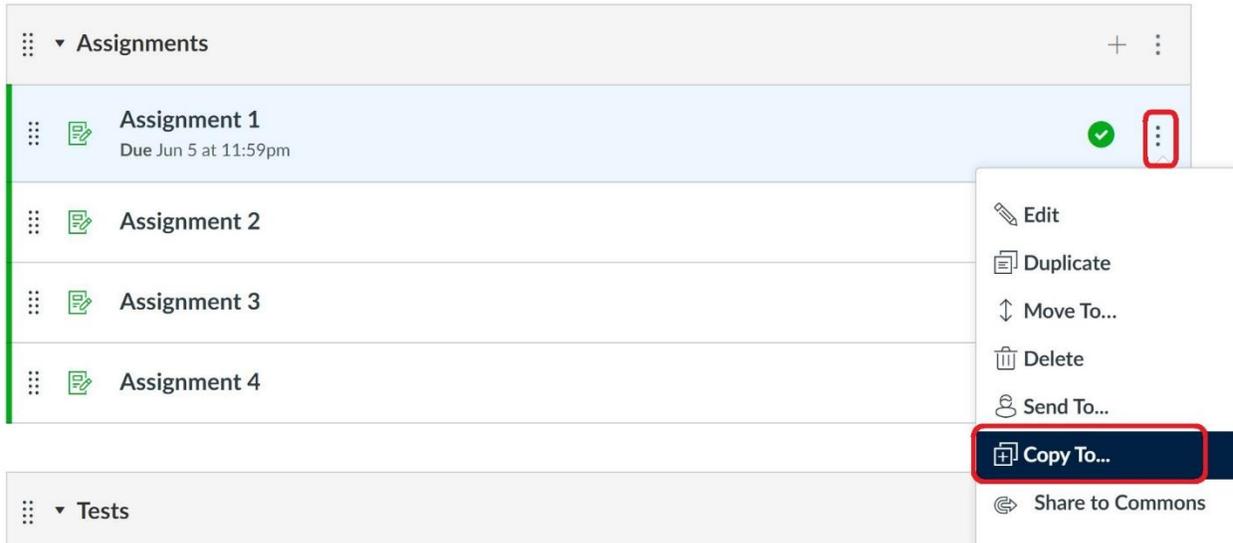
2. **Select the course into which you want to copy the item.**
    Search for the course in the field and select the course you want. Within that course you can select a module from the modules available for that course and a place where you want the item within that module.

3. **Press Copy.**
   Canvas will display a notification when the module copies successfully.

It should be visible in the selected module in the selected course.

Note: Copying the same page to the same course multiple times will overwrite the previously copied page with the newly copied page. This is determined by the name of the page. A page with the same name will also be overwritten.