



## Canvas: Sharing and Copying Content

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### A. Sending an item to another instructor.

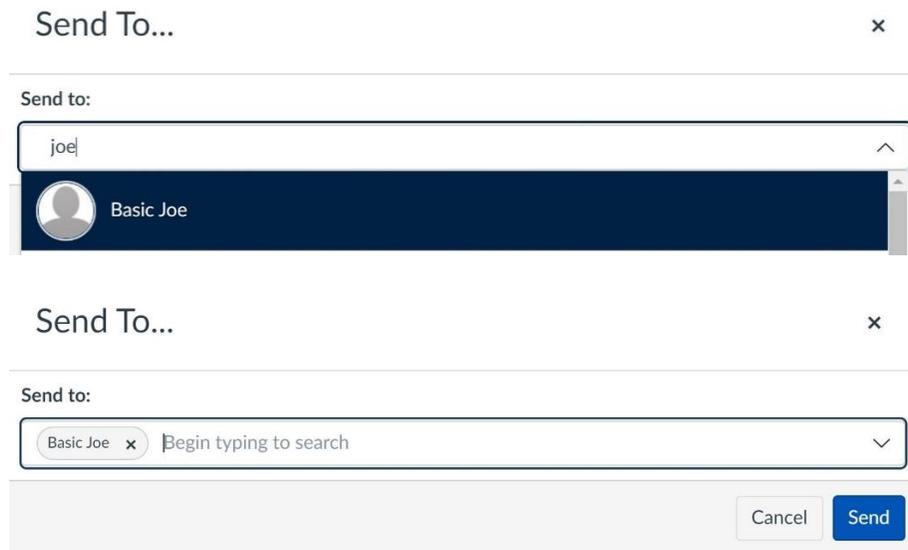
**1. Navigate to the *Assignments, Quizzes, Discussions* or *Pages* section.**

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...”**.



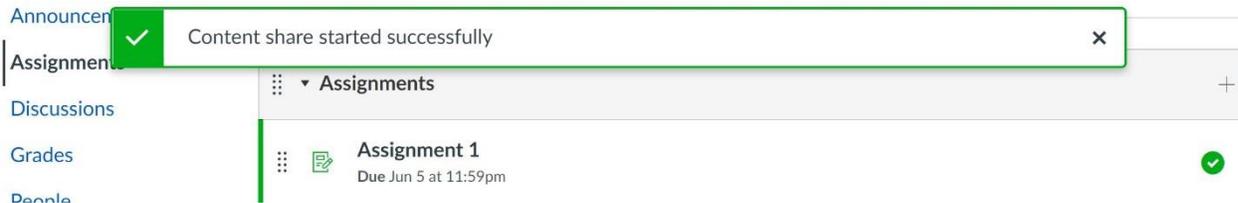
**2. Go into the search bar that appears.**

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.**

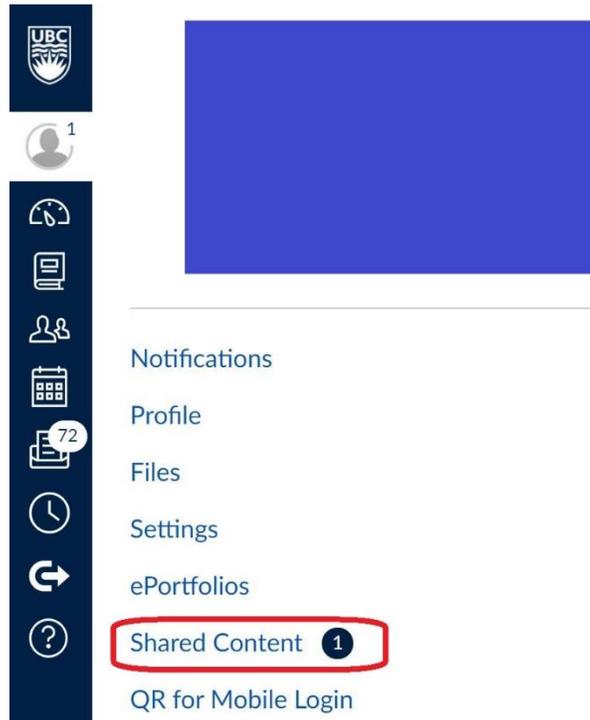
A notification is displayed when the content is successfully sent.



## 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.



### Received Content

The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.

Title	Type	From	Received	Actions
● Assignment 1	Assignment	 [Redacted]	3:10am	⋮

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.**

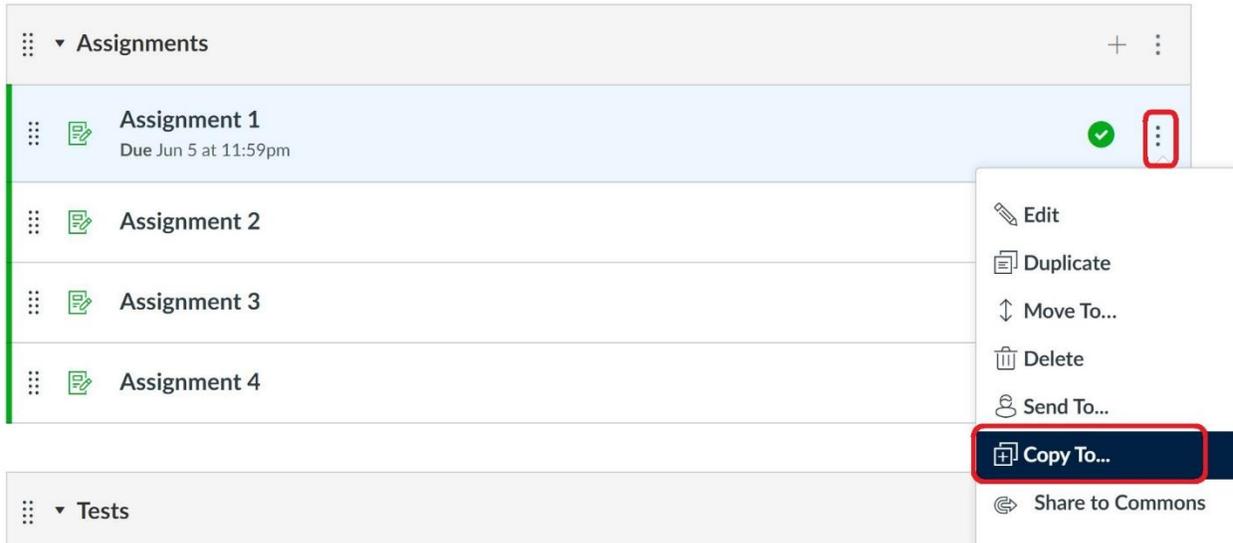
Here you can see a drop-down menu with selection options: **Preview**, where you preview the content directly from the page, **Import**, where you import the content into a course, and **Remove**, where you remove the content from the page.

	Title	Type	From	Received	Actions
<input type="radio"/>	Assignment 1	Assignment	 Sebastian Gonzalez	3:10am	  Preview  <b>Import</b>  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.

Copy To... x

Select a Course

Sandbox [redacted] v

Select a Module (optional)

Example Module v

Place

At the Top v

At the Top

Before..

After..

At the Bottom

Copy To... x

Select a Course

Sandbox [redacted] v

Select a Module (optional)

Example Module v

Place

At the Top v

Cancel Copy

### 3. Press Copy.

Canvas will display a notification when the module copies successfully.

Copy To... ×

✓ Copy operation started successfully

Select a Course

Sandbox ▾

Select a Module (optional)

Example Module ▾

Place

At the Top ▾

Close

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

Collapse All

View Progress

+ Module



▾ Example Module ⊘ + ⋮

⋮  **Assignment 1** Jun 5 | 0 pts ✓ ⋮

**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.