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All Users
What is Canvas Commons?

Canvas 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 will need to have an email address associated with your Canvas account. Learn how to add an email address in Canvas.

Note: Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

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 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.

Learn how to view resources you've shared to Commons.

Update Resources

Is this an update to a previously shared resource?

Select which resource you are updating:

Writing Assignment

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can reshare the modified resource to Commons and the existing resource in Commons will be updated.
Learn how to update resources previously shared to Commons.

How do I use Commons?

This lesson will give you an overview of how to search and find resources in Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you will need to have an email address associated with your Canvas account. Learn how to add an email address in Canvas.
- 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.
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 narrow your search, or to search by filter, use one or more of the filter options:

- **Type** [2]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [3]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Latest** [4]: By default, the filter shows the latest resources, but you can also filter by most relevant or highest-rated resources.
- **Consortium or Group** [5]: If you belong to Consortiums and/or Groups, click the name of a Consortium or Groups in the sidebar to view resources shared within that Consortium or Group.
You can choose to view Public Resources by clicking the toggle [6]. Based on your selected filters, the number of results are displayed on the page [7]. To search everything available to you in Commons, leave the search field and filters blank.

Notes:

• The Shared with filter limits visibility to 10 options; scroll to view more.
• Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

View Search Results

In the search results, each resource will have the following details:

• **Resource icon [1]**: Identify the resource type
• **Title and description [2]**: Preview the title and description of the resource
• **Author [3]**: View the author of the resource
• **Rating [4]**: View the resource evaluation rated by other Canvas users
• **Target icon [5]**: Indicates tagged outcome(s)
• **Date [6]**: View the date the resource was last updated

To view more details, click a resource.
View Resource Details

On the resource details page, you can view a summary of the resource and related information:

- Subject and Grade/Level
- Who the resource was Shared With (account, group(s), consortium(s), public, private)
- Any outcomes that are tagged to the resources
- Description
- Relevant tags (keywords)
- Media Type and duration
- Download link
- Date of Last Update (reflects date when content was last updated)
- Who the resource was Shared By
• The Account the resource was shared from
• Copyright and Creative Commons content license
• Reviews and ratings by other users
• Preview resources
• View Version notes (for updated resources only)

When you are ready to import a resource, click the Import into Course button.

Terms of Use, Privacy Policy, and Help

Marauders Course 2015
He determined to drop his litigation with the monastery, and relinquish his claims to the wood-cutting and fishery

By: Nathaniel Essex

Letter Grade Grading Type Assignment November 7 (edited)

Letter Grade Grading Type Assignment November 7 (edited)

By: Charles Xavier

Load more results

You can access the Terms of Use, Privacy Policy, and Help in the footer on any page in Commons.
How do I preview resources in Commons?

You can preview course and module content as well as document, image, video, and audio files before importing the resource into your Canvas course. On the search results, you can preview video and audio files for up to 10 seconds.

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 on the Search page, or, by right clicking the name of the resource.

Find Resource

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

- **Type** [2]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [3]: You can select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Latest** [4]: You can filter by latest, most relevant, or highest-rated resources.

You can select whether to view Public Resources by clicking the toggle [5]. The number of results [6], based on the filters you selected, will be displayed. To search everything available to you in Commons, leave the search field and filters blank.

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

US History

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

By: Jenn L.

DEC 16, 2015

To preview a course, click the course tile.
On the course details page, you can preview the various learning activities within the course. To preview course content, click the individual links [1]. In this example, this course contains assignments, discussions, quizzes, and version notes. To download the file to your computer, click the Download link [2].

**Note:** If a course does not contain a particular learning activity (ex. quizzes), it will not be included in the course details.
Open Module

Photosynthesis Module

By: Jenn L.

ApR 29, 2015

To preview a module, click the module tile.

Preview Module Content

Module Items

<table>
<thead>
<tr>
<th>Module Items</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxonomy</td>
<td>2</td>
</tr>
<tr>
<td>Photosynthesis</td>
<td>15</td>
</tr>
<tr>
<td>Diffusion</td>
<td></td>
</tr>
<tr>
<td>Ecology Quiz</td>
<td>10</td>
</tr>
</tbody>
</table>
On the module details page, you can preview items in the module. You can view the item title, type of learning activity (assignment, discussion, quiz, page, etc.) [1], and point value [2].

**Open Image or Document File**


**Note:** Some image thumbnails are cropped automatically.
On the resource details page, you can view the document [1] before importing it into your course. You can view the document type [2] and file size [3]. To download the file to your computer, click the Download link [4]. Learn about supported file types in Commons.

To import the document, click the Import into Course button.
On the resource details page, you can view the image [1] before importing it into your course. You can view the image type [2] and file size [3]. To download the file to your computer, click the Download link [4]. Learn about supported file types in Commons.

To import the image, click the Import into Course button.
Open Video or Audio File

Discussions Overview
This video provides a brief overview of Canvas Discussions.

By: Jenn L.

Ballad to Abraham Lincoln
This ballad to Abraham Lincoln mp3 is used in my US History course.

By: Jenn L.

On the search results page, you can preview video and audio files (up to 10 seconds). To preview a video, hover your mouse over the video thumbnail [1]; the video preview will play automatically. To listen to a preview of an audio file, click the Play icon [2] on the audio thumbnail.

Note: Audio is not available when previewing a video. Click the video resource to view the full video with audio.
On the resource details page, you can view the full video [1] before importing it into your course. You can view the video type [2], duration [3], and file size [4]. To download the file to your computer, click the Download link [5]. Learn about supported file types in Commons.

To import the video, click the Import into Course button.
On the resource details page, you can listen to the full audio file [1] before importing it into your course. You can view the audio type [2], duration [3], and file size [4]. To download the file to your computer, click the Download link [5]. Learn about supported file types in Commons.

To import the audio file, click the Import into Course button.

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

Learn how to import a resource from Commons into Canvas. Imported resources will 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. Learn more about Canvas file storage.
Student data will remain private when sharing and importing resources.
Options/settings are retained in resource imports. All due dates will be removed.
Commons currently does not support sharing/importing question banks associated with a quiz.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

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

- **Type** [2]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [3]: You can select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Latest** [4]: You can filter by latest, most relevant, or highest rated resources.

You can select whether to view Public Resources by clicking the toggle [5]. The number of results [6], based on the filters you selected, will be displayed. To search everything available to you in Commons, leave the search field and filters blank.

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

To import a resource, click the name of the resource.

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

Search for the course(s) to 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** link [4].

**Notes:**

- Canvas users enrolled in a course as a Teacher, 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

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

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.
Resource Unavailable Message

There was an error in sharing this resource. The user that shared this will need to delete and re-share.

If an error occurred when the resource was initially shared, the Import into Course button will be inactive, and Commons will display a message notifying you that the resource is unavailable for import.

View Import Notification

You have successfully started the import! Please note that it may take a 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
If you imported a resource other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) to view the item.

Import Status Notification

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

The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imscc file. You can view the date and time the resource was imported. The import status menu will show the import status by color:

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

To correct any issue(s) that may have occurred with the import, you can use either the issues link next to the import or you can use the Course Navigation menu to move around the course and correct the errors.
How can I leave a review for a resource in Commons?

You can leave a review and star rating for a resource in Commons. Reviews and ratings 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

You can find resources in Commons by using 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 narrow your search, or to search by filter, use one or more of the filter options:

- **Type** [2]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [3]: You can select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Latest** [4]: You can filter by latest, most relevant, or highest rated resources.

You can select whether to view Public Resources by clicking the toggle [5]. The number of results [6], based on the filters you selected, will be displayed. To search everything available to you in Commons, leave the search field and filters blank.

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

Photosynthesis Module


By: Jenn L.

⭐⭐⭐⭐⭐  FEB 17, 2015

To review or rate content, click the name of the resource.

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

Photosynthesis Module

⭐⭐⭐⭐⭐ 1 Leave a Review

- **Subjects**: Science
- **Grade/Level**: 11, 12
- **Shared With**: LOR Test Account
- **Type**: IMS Common Cartridge File (.imscc)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

On the resource details page, click the **Leave a Review** link.
Submit Review

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

To leave a rating, click the star icon [2] next to the number of stars you want to rate the resource. Click the Submit button when you're done.

**Note**: Leaving a star rating without a review is currently not supported. Reviews without a star rating are not counted in the number of star reviews.

Edit or Delete Your Review

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

Nathaniel Essex

I think it would be better if we added a WIKI page

Was this helpful? Yes (2)

5 months ago

You can also vote for reviews that were helpful to you. Click the Yes link. The most helpful reviews will appear at the top of the list.

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:

- 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 Imported

In Commons Navigation, click the Imported link.
View Imported Resources

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

Open Shared

In Commons Navigation, click the Shared link.
View your shared resources. Resources are sorted by most recent share date.
Remove Resource

Locate the resource you want to remove from Commons and click the **Remove** icon in the upper-left corner of the resource tile.

Undo Removal

1. **Are you sure you want to delete?**
2. [ ] Don’t warn me again
3. **Cancel**
4. **Delete**

Before the resource is removed from Commons, you will see a confirmation message [1] and a **Don’t warn me again** checkbox [2]. If you check the box, you will no longer be asked to confirm deletion for the rest of the session, but will need to confirm deletions in future sessions.

To delete the resource, click the **Delete** button [3]. To cancel deletion, click the **Cancel** button [4]. You will be unable to recover the resource once it is removed from Commons.
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 receive a notification with the option to update the resource. When an update is available, it will appear on the updates page, in the notifications center, and on 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, it is recommended that you do not update 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 [2] in the notifications center.

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 on the Updates page.
On the Updates page, you can view all of 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 [2] the resource was last updated, and notes [3] of what was updated in this version.

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

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.
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** link [2].

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

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.
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].
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.
In Canvas, if you imported a resource other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) to view the item. In this example, on the Files page, the Ballad to Abraham Lincoln.mp3 was updated.
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.
The first section is Sharing and License. You will need to select 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 on 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.

### Metadata

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.

**Title**

Writing Assignment

**Description**

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

**Tags** *(Hi! enter to start a new tag)*

- writing
- english

**Image**

![Image](image_url)
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**: [Select an image from Flickr or upload your own image](#). Select an image is not available for image or video resources.

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

### Grades and Outcomes

**Grades and Outcomes**

**Grade/Level**

![Grade/Level scale](image)

**Outcomes** *Kindergarten - 12th grades only*

**Filter outcomes libraries**:

- ☑ Common Core Standards
- ☑ Utah

Search for standards by keyword

Enter Grades and Outcomes information:

1. **Grade/Level**: Select the appropriate grade level(s).
2. **Outcomes**: Tag any outcomes (if enabled).
As you start adding information about your resource, you can see how the thumbnail [1], title [2], and description [3] will appear in search results.

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

When sharing a resource to Commons, you can upload your own thumbnail image or select an image from Flickr. 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.

Flickr searches the following licenses for images:

- Creative Commons Attribution License
- Creative Commons Attribution-ShareAlike License
- Creative Commons Attribution-NoDerivs License

Read more about these licenses. All Flickr images in Commons are moderated as "safe". For concerns about how images show in Commons search, please refer to the Flickr Safety Guide.
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

Metadata

Title *
Biosynthesis

Description *
Please describe your object

Tags * (Hit enter to start a new tag)

Image *

Click to change

On the share page, enter resource details.
Select Image

To select an image, click the **Click to change** button.

**Note:** The option to select an image is not available for [image or video](#) file types.

Upload Image

You can upload an image from your computer or select an image from Flickr Creative Commons. To upload your image, 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.
Locate and click the name of the file you want to upload. Then click the **Open** button.
Crop Image

To crop image, drag the selection and then click the "Save" button below.

Cancel  Save

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

Choose Image from Flickr

You can also select an image from Flickr Creative Commons.
To find images that represent your resource, enter a keyword(s) [1] into the search field. To choose a thumbnail [2], click the image you would like to use.

**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)*

- flowers
- biology
- genetics

**Image**

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.
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.

**Copyrighted**

License*  Help Me Choose

![Copyrighted](cc_license.png)

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](cc_license.png)

Public Domain means the work has no known copyright and is free to use without restrictions. To learn more, click the Public Domain image.

**Attribution**

License*  Help Me Choose

![CC - Attribution](cc_license.png)

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Choose a Content License

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

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

You can view more information about Creative Commons licenses and how they work at creativecommons.org/licenses.
What types of sharing options are available in Commons?

When sharing a resource to Commons, you will need to choose who you want to share your resource with.

**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, however, anything shared publicly will not count against your quota. Learn more about Canvas file storage.

View Sharing Options

**Sharing and License**

*Who can use this resource?*  
Maximum of 10

1. [ ] All of Lorcrux
2. [ ] Select Group(s)
3. [ ] Select Consortium(s)
4. [✓] Public (any Canvas Commons user)

When sharing a resource to Commons, you have four options: share to your entire account [1], share within groups [2], share within consortiums [3], or share with the public (all Canvas Commons users) [4]. You can also share privately by leaving all the boxes unchecked. Select one or more options (maximum of 10) for sharing your resource(s).

**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.
- 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).
- 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.
Share to Account

Sharing and License

Who can use this resource? * Maximum of 10

- All of Lorcrux
- 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.

Note: 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

Who can use this resource? Maximum of 10

- [ ] All of Lorcrux
- [x] Select Group(s)

Select Group(s):
- Aeronautics
- Anesthesia
- Anthropology
- [x] Applied Physics
- [ ] Art
- [ ] Astronautics
- [ ] Astrophysics
- [x] Biochemistry
- [x] Bioengineering
- [x] Biology
- [ ] Brotherhood

- [ ] 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

Who can use this resource? * Maximum of 10

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [x] Select Consortium(s)
  - [ ] Share Consortium
  - [ ] State Resources
- [ ] Public (any Canvas Commons user)

To share the resource only within consortiums, select the Select consortiums checkbox. This includes the ability to share with all or select consortiums.

Share With Public (All Canvas Users)

Sharing and License

Who can use this resource? * Maximum of 10

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [x] Select Consortium(s)
- [x] 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

Who can use this resource?* Maximum of 10

☐ All of Lorcrux
☐ Select Group(s)
☐ Select Consortium(s)
☐ Public (any Canvas Commons user)

To share the resource with just yourself, leave the boxes unchecked.

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. Learn more about supported document and media file types 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?

Learn how to share a course in Canvas to Commons. 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.

**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**

- Files
- Syllabus
- Outcomes
- Quizzes
- Conferences
- Collaborations
- Chat

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

**Share to Commons**

In the sidebar, click the **Share to Commons** button.
Choose Sharing Option

Select a sharing option. Learn more about sharing options.

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

Select your content license from the Copyright and Licenses drop-down menu. Learn more about content license options.
Add Metadata

Metadata

**Title**
Give your object a title

**Description**
Please describe your object

**Tags** *(Hit enter to start a new tag)*

**Image**

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

[Learn more about what information you need to share a resource to Commons](#).
Add Grades and Outcomes

Select the appropriate grade level(s) [1] and tag any outcomes (if enabled) [2].
Share to Commons

Grades and Outcomes

Grade/Level

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

Outcomes Kindergarten - 12th grades only

Filter outcomes libraries:

- Common Core Standards
- Utah

Search for standards by keyword

Cancel Share

When you're done, click the Share button.
View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

**Resource Unavailable Message**

There was an error sharing your resource, please try again.
If there was a problem sharing your resource, an error notification will appear on the page.

**How do I share a resource to Commons?**

You can share assignments, modules, quizzes, pages, and discussions in Canvas to Commons. To modify an existing shared resource, learn how to update a resource previously shared to Commons. To share a course or file, visit How do I share a course to Commons? or How do I share a document, image, video, or audio file 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.

**Open Course**

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

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

Share via Assignments Index Page

To share an assignment from the Assignments Index Page, next to the assignment, click the **Settings** icon [1] then click the **Share to Commons** link [2].

**Note**: If there is a rubric attached to the assignment, it will be shared to Commons as part of the assignment. The attached rubric will also be imported as part of the assignment.
Share via Assignment Details

Choose one of the following essay questions and write a 1 page response, double-spaced, with one-inch margins:

Questions:

1. Why is the structure of DNA a double helix?
2. What is diffusion and why does it work?
3. Explain the Krebs Cycle. How does it work?
4. What are the characteristics of living organisms?

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

Choose Sharing Option

Sharing and License

Who can use this resource? * Maximum of 10

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [ ] Select Consortium(s)
- [ ] Public (any Canvas Commons user)

Select a sharing option. Learn more about sharing options.

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

Select your content license from the Copyright and Licenses drop-down menu. Learn more about content license options.

Add Metadata

Metadata

Title *

Writing Assignment

Description *

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

Tags (Hit enter to start a new tag)

english writing

Image *

Click to change
Enter resource metadata and add a thumbnail image.

Learn more about what information you need to share a resource to Commons.

Add Grades and Outcomes

Grades and Outcomes

Grade/Level

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

Outcomes Kindergarten - 12th grades only

Filter outcomes libraries:

- Common Core Standards
- Utah

Search for standards by keyword

Select the appropriate grade level(s) [1] and tag any outcomes (if enabled) [2].
Share to Commons

Grades and Outcomes

**Grade/Level**

Kindergarten - 12th grades only

Filter outcomes libraries:

- Common Core Standards
- Utah

Search for standards by keyword

When you're done, click the **Share** button.
View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

Resource Unavailable Message

There was an error sharing your resource, please try again.
If there was a problem sharing your resource, an error notification will appear on the page.

**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.

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.

**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**

To share a document [1], image [2], video [3], or audio [4] file, next to the file, click the **Settings** icon [5] then click the **Share to Commons** link [6]. Learn more about supported file types in Commons.
Choose Sharing Option

Sharing and License

Who can use this resource? *  Maximum of 10
- All of Lorcux
- Select Group(s)
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a sharing option. Learn more about sharing options.

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

From the Copyright and Licenses drop-down menu, select your content license. Learn more about content license options.
Add Metadata

Metadata

Title *
Biological Classification PDF

Description *
Shows a classification chart

Tags *(Hit enter to start a new tag)*
× biology  × classification

Image *

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

[Learn more about what information you need to share a resource to Commons](#).

**Note:** For image and video file types, a thumbnail is created automatically. Thus, the option to select a thumbnail is not available.
Add Grades and Outcomes

Grades and Outcomes

Grade/Level

Outcomes  Kindergarten - 12th grades only

Filter outcomes libraries:

- Common Core Standards
- Utah

Search for standards by keyword

Select the appropriate grade level(s) [1] and tag any outcomes (if enabled) [2].
Share to Commons

Grades and Outcomes

**Grade/Level**

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

**Outcomes**  *Kindergarten - 12th grades only*

Filter outcomes libraries:

- ☑ Common Core Standards
- ☑ Utah

Search for standards by keyword

---

When you're done, click the **Share** button.
View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

**Notes:**

- The file type will automatically display in the resource details.
- Duration will display for video and audio file types.
If there was a problem sharing your resource, an error notification will appear on the page.

**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 reshare the modified resource to Commons and the existing resource in Commons will be updated. In this article, we will use an Assignment as an example.

**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.

**Open Course**

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

In Course Navigation, click the Assignments link. Locate and click the name of the assignment you want to modify.

To modify a resource other than an assignment, navigate to the feature area (e.g., Modules, Quizzes, Discussions, Pages, or Files).

If you modified a course and want to reshare the updated course to Commons, 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.

Edit Assignment

To modify assignment details, click the Edit button. Learn more about adding and editing assignment details in Canvas.
Share to Commons

Writing Assignment

Choose one of the following essay questions and write a 1 page response, double-spaced, with one-inch margins!

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?

Click the Settings icon [1] then click the Share to Commons link [2].

Select Update Option

Is this an update to a previously shared resource?

• 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.
Change Resource

Select which resource you are updating:

Writing Assignment

Commons will automatically select the best match for which resource you are updating. To change which resource you are updating, click the Change button.

Select Resource

Is this an update to a previously shared resource?

Select which resource you are updating:

Research Assignment

Writing Assignment

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

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

Metadata

Title *

Writing Assignment

Description *

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

Tags  (Hit enter to start a new tag)

- english
- writing

Image *

If necessary, you can edit resource details. Learn more about editing 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 and Outcomes

Grade/Level

Outcomes  Kindergarten - 12th grades only

Filter outcomes libraries:

- Common Core Standards
- Utah

Search for standards by keyword

Cancel  Update

When you are ready, click the Update button.
View your updated resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

How do I edit or remove a resource in Commons?

Authors can edit or remove their shared resources from Commons. To modify an existing shared resource, learn how to update a resource previously shared to Commons. Admins will also be able to 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

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

Open Resource

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

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

This is your shared resource.

Writing Assignment

Grade/Level  8, 9, 10
Shared With  Private
Type  IMS Common Cartridge File (.imscc)

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

english  writing

Import into Canvas

Search for a course

All

Biology 101

Import into Course

Download  6.25 kB

LAST UPDATE:  4/11/16

SHARED BY:

Doug Roberts

View your shared resource.

Edit Resource

Click the Edit Resource button.
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. Learn how to update your resource or view updates to resources you have imported.
Save Changes

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

View Updated Resource

**Writing Assignment**

Grade/Level: 8, 9, 10  
Shared With: Private  
Type: IMS Common Cartridge File (.imscc)

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

**english**  **writing**

---

Import into Canvas

Search for a course

- All
- AndyAdminCourse1
- Biology 101

**Import into Course**

Download 6.25 kB

**LAST UPDATE:** 4/11/16  
**SHARED BY:** Doug Roberts  
**ACCOUNT:** Lorcrux

View updated resource details.
Remove from Commons

To delete a resource, click the **Remove from Commons** button.

**Confirm Removal**

Click the **OK** button.

**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 use Outcomes in Commons?

Users can search for and tag resources with K12 Federal or State outcomes, which Commons leverages through the Academic Benchmarks API. By default, Standards & Outcomes settings are enabled. If you don't have access to them, your Account Admin might have them disabled.

As a sharing user, if the Grade/Level you have selected is between Kindergarten through 12th grade, you can tag resources with outcomes when sharing or editing a resource.

As a discovering user, you can search for resources by outcome. Resources with associated outcomes will be indicated by the target icon.
Share or Edit Resource with Outcomes

Metadata

Title

Writing Assignment

Description

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

Lorem ipsum

Tags

- english
- writing

Image

![Image](image-url)

Click to change

Grades and Outcomes

Grade/Level

![Diagram](grade-level-diagram)

Outcomes

Kindergarten - 12th grades only

Filter outcomes libraries:

- [ ] Common Core Standards
- [ ] Utah

Search for standards by keyword

View details for the resource you want to share or edit.

Learn how to share or edit a resource in Commons.
Tag Outcomes

Outcomes  Kindergarten - 12th grades only

Filter outcomes libraries:

1. Federal Outcomes
2. Select State

3. biology

F.12.5
Understand the theory of evolution, natural selection, and biological classification

7.15.7.15.aa1
Identify, record, and model evidence of change over time (e.g., earth's history: biological, geological);

7.13.7.13.bbb2
Demonstrate understanding of how biological organisms are classified into a hierarchy of groups and subgroups based upon similarities that reflect their evolutionary relationships

7.15.7.15.aaa1
Identify, record, model, and explain evidence of change over time (e.g., origin and evolution of the earth's biological, ecological, geological systems);

Content Standards / Science (1998)

To filter outcomes libraries, select the checkbox next to Federal Outcomes libraries [1] and/or State Outcomes libraries [2].

In the Outcomes description, search for keywords [3].
Select the appropriate outcome.

**Outcomes** Kindergarten - 12th grades only

Filter outcomes libraries:

- Federal Outcomes
- Select State

**Biology**


**F.12.5**
Understand the theory of evolution, natural selection, and biological classification


**7.15.7.15.aa1**
Identify, record, and model evidence of change over time (e.g., earth’s history: biological, geological);


**7.13.7.13.bbb2**
Demonstrate understanding of how biological organisms are classified into a hierarchy of groups and subgroups based upon similarities that reflect their evolutionary relationships


**7.15.7.15.aaa1**
Identify, record, model, and explain evidence of change over time (e.g., origin and evolution of the earth’s biological, ecological, geological systems);

Content Standards / Science (1998)
Save Changes

1. Share
2. Update
3. Save Changes

If you are sharing a new resource, click the Share button [1]. If you are updating an existing resource, click the Update button [2]. If you are editing a resource, click the Save Changes button [3].

Search for Resource by Outcomes

In the search field, type the outcome code.
View Results

Writing Assignment

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

By: Doug Roberts

View results. The target icon will confirm the resource has an outcome associated with it. To view more details, click the resource.
To view a description of the outcome, hover over the outcome code.
Admin Users
What are my account settings in Commons?

As a Canvas admin, you can access account settings in Commons to manage public sharing and importing options for your account.

Notes:

• Canvas account admins are automatically made account admins in Commons.
• Non-admins (teachers, designers, etc) will not have access to Admin Settings.

Admin Settings

To manage settings and shared resources for your account, in Commons Navigation, click the Admin link.

Account Settings

Click the Account Settings tab [1]. Here you can manage public sharing for your account [2]. By default, users will be able to share and view public content.
You can also enable or disable standards and outcomes [3]. By default, Standards & Outcomes settings are enabled.

You can edit your account settings at any time.

**Groups**

Click the **Groups** tab [1]. Here you can create [2] and manage [3] groups with which you share resources.

Learn more about using groups in Commons.
Consortiums

Click the **Consortiums** tab [1]. Here you can create [2] and manage [3] consortiums with which you share resources.

Learn more about using consortiums in Commons.
Manage Shared Resources

<table>
<thead>
<tr>
<th>Account Settings</th>
<th>Groups</th>
<th>Consortiums</th>
<th>Managed Resources</th>
</tr>
</thead>
</table>

Search Managed Resources

- **Show Public Resources**
  - Found 262 results

<table>
<thead>
<tr>
<th>Biology History</th>
<th>Photosynthesis Discussion</th>
<th>Writing Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nulla mattis libero dapibus, dapibus turpis eu, placerat neque. Etiam imperdiet non lectus at mattis. Nam vel</td>
<td>Nulla mattis libero dapibus, dapibus turpis eu, placerat neque. Etiam imperdiet non lectus at mattis. Nam vel</td>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut mattis lorem ac libero molossie, nec volutpat</td>
</tr>
<tr>
<td>By: Andy Admin</td>
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</tr>
</tbody>
</table>

Click the **Managed Resources** tab. Here you can manage (search, view, remove) all 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.

**How do I edit my account settings in Commons?**

As an admin, you can change your account settings at any time.

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

**Open Account Settings**

[Image of Account Settings tab]

**Account Settings**

**Public Commons**
- [ ] Allow users to share to public account
- [ ] Allow users to view publicly shared content

**Standards & Outcomes**
- [ ] Show Common Core Standards
- [ ] Show State Standards [Vermont]

[Buttons: Cancel, Save]

Click the Account Settings tab.

**Edit Public Commons Account Settings**

**Public Commons**
1. [ ] Allow users to share to public account
2. [ ] Allow users to view publicly shared content

By default, users will be able to share and view public content.

To disable public sharing, deselect the **Allow users to share to public account** setting [1]. This will remove the Public option when finding a resource in Commons and the Share with public (All Canvas users) option when sharing a resource to Commons.
To prevent users in your account from viewing publicly shared content, deselect the **Allow users to view publicly shared content** setting [2]. This option will hide all publicly shared resources from your Commons account.

**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 Standards & Outcomes Account Settings

![Standards & Outcomes](image)

By default, Standards & Outcomes settings are enabled.

To disable users from tagging federal or state standards to shared resources in Commons, deselect the **Show Common Core Standards** (ELA, Math) [1] or **Show State Standards** [2] settings respectively.

### Save Account Settings

![Save Button](image)

When you're finished, click the **Save** button.
View Updated Account Settings

Account Settings

- Successfully updated your account settings

Public Commons
- Allow users to share to public account
- Allow users to view publicly shared content

Standards & Outcomes
- Show Common Core Standards
- Show State Standards [Vermont]

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

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

Open Admin Settings

In Commons Navigation, click the Admin link.
Open Managed Resources

Click the **Managed Resources** tab.

**View Account Shared Resources**

Click the **Managed Resources** tab.

**Managed Resources**

Search Managed Resources

**Search Managed Resources**

**TYPE** | **GRADE/LEVEL** | **LATEST**

**Show Public Resources** | Found 262 results

**Biology History**

Nulla mattis libero dapibus, dapibus turpis eu, placerat noque. Etiam imperdiet non lectus at mattis. Nam vel

**By:** Andy Admin

**DEC 3, 2014**

**Photosynthesis Discussion**

Nulla mattis libero dapibus, dapibus turpis eu, placerat noque. Etiam imperdiet non lectus at mattis. Nam vel

**By:** Andy Admin

**DEC 3, 2014**

**Writing Assignment**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut mattis lorem ac libero molestie, nec volutpat

**By:** Andy Admin

**DEC 2, 2014**
On the Manage Shared Resources page, you can search, view, and remove resources shared by your institution that are not private to the author.

In the search field [1], you can search your account's shared resources by entering keywords such as author or title. You can also search by filter [2], or use the filter options to narrow your search.

**Remove Resource**

Locate the resource you want to remove from Commons. In the upper-left corner of the resource tile, click the Remove icon.
Before the resource is removed from Commons, you will see a confirmation message [1] and a Don’t warn me again checkbox [2]. If you check the box, you will no longer be asked to confirm deletion for the rest of the session, but will need to confirm deletions in future sessions. To delete the resource, click the Delete button [3]. To cancel deletion, click Cancel [4]. 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.

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 specific resource, click anywhere on the resource tile.

Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name on the Search page, or, by right clicking the name of the resource.
To edit resource details, click the Edit Resource button.

Note: Admins cannot edit or update resource content.
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 Admin Settings

In Commons Navigation, click the Admin link.

Open Consortiums

Click the Consortiums tab.

Create a new consortium

+ Name your new consortium
Create 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

On 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]. Click the Back to All Consortiums link [4] to return to the Consortiums page.
Invite Institutions

Type the name or URL of the institution in the institution field [1] and select the institution from the search list [2].

Manage Institutions

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

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

To delete a consortium, click the delete icon.

Accept or Decline Invitation

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

Leave Consortium

To leave a joined consortium, click the Leave link.

How do I 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 Admin Settings**

In Commons Navigation, click the Admin link.

**Open Groups**

Click the Groups tab.

**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

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

Add Group Members

Type the name or email address of the user in the Search users to add field [1] 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

[+] Search users to add

<table>
<thead>
<tr>
<th>Manager</th>
<th>User</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Doug Roberts</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Jenn LaFrance</td>
<td><a href="mailto:jlafrance@instructure.com">jlafrance@instructure.com</a></td>
</tr>
</tbody>
</table>

Users will appear in the Group Member list [1]. You will see each users' name [2] and email [3].

To change the Manager status of a user, click the toggle [4]. To remove a user from the group, click the delete icon [5].

Edit Group

Anthropology

Applied Physics

Art

To edit a group, click the group's name on the Groups page.
Delete Group

<table>
<thead>
<tr>
<th>Group</th>
<th>Delete Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>![Delete Icon]</td>
</tr>
<tr>
<td>Applied Physics</td>
<td>![Delete Icon]</td>
</tr>
<tr>
<td>Art</td>
<td>![Delete Icon]</td>
</tr>
</tbody>
</table>

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