

How do I share content with a colleague?

- To share content with a colleague, consider making a new course in Canvas. To create a new course, access the Canvas Dashboard & click the  button.
- Name the new course & click *Create Course*.
- Click *People* and then click the  button & type the EFSD email address of your colleague.
- Be sure that you assign your colleague as a *Teacher* from the role drop-down menu.
- Click *Next*, review the information, and then click *Add Users*.
- Your colleague will receive a notification to accept the course invite the next time they login to Canvas.
- Everyone who has access to this shared course will be able to contribute content to the course. To pull content from a course... please view the directions below!

How do I import content from another course within Canvas?

- Open the course that you would like to import content to.
- Click *Settings* near the bottom of the Page. Click the  icon on the right-hand side of the screen.
- Within the drop-down menu, click *Copy a Canvas Course*.
- Search for the course that you would like to import content from.
- Select either *All content* or *Specific content*. Selecting specific content will allow you to pick & choose what content you want to import.
- Click the *Import* button. If you selected specific content, you will now have the ability to select what content you want to by selecting .
- Select the content you would like to import by checking the boxes next to the different categories. You can expand the categories to see specific content within each category. When you are finished selecting content, click *Select Content*.
- The import will start as *Queued*, move to *Running*, and will finish with *Completed*.

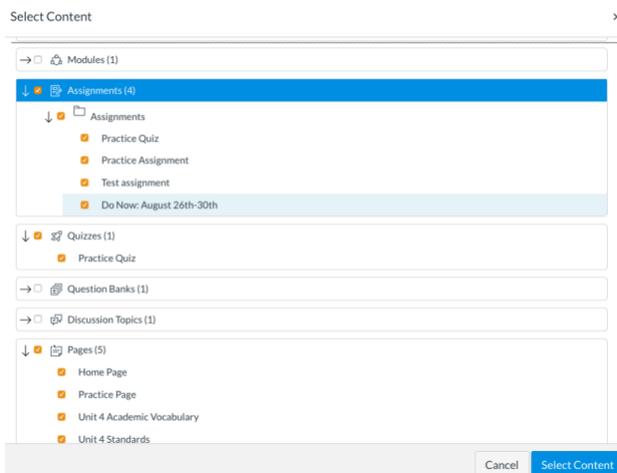
Import Content

Content Type

Select One

Copy a Canvas Course
Canvas Course Export Package
Unzip .zip file into folder
Angel export .zip format
Blackboard 6/7/8/9 export .zip file
Blackboard Vista/CE, WebCT 6+ Course
Common Cartridge 1.x Package
D2L export .zip format
Moodle 1.9/2.x
QTI .zip file

Current Job:



Please remember that you must be a member of the course in which you are trying to pull content from.

Example: If there is a shared course for resources within your department and you would like access to a quiz a colleague made, you need to be a member of this shared course to import that quiz into your Canvas course with students.

