# Direct Share within Canvas Copy To...

Direct Share allows <u>Assignments</u>, <u>Discussions</u>, <u>Quizzes</u> and <u>Pages</u> to be shared in a simpler and quicker process. The "Send To" and "Copy To" options are located in the settings menu of the content item needing to be shared.

### **1.** Open a Canvas Course and select Assignments.



#### 2. Find the Assignment you would like to send to a colleague. Click the three vertical dots.

•	Mat	h-£1		+	÷
	\$8	Topic 7 Quiz         Closed           Due Jan 15 at 11:59µm           10 pts	0	0	1
	P	Essential Question Topic 4 Closed   Due Nov 4, 2019 at 11:59pm	% Edit ‡ Mov	e To	
	<b>\$</b> 3	Math Quiz-Topics 1-3           Closed   Due Oct 23, 2019 at 11:59pm   10 pts	l Dele 은 Send	rte d To	
8		Addition Facts 0-20	⊕ Cop ⊜ Sha	y To are to C	ommon:
	P	Topic 3 Math           Closed           Due Oct 10, 2019 at 11:59pm	8	ø	:
	\$8	Topic 4 Quiz         Closed           Due Oct 30, 2019 at 11:59pm           10 pts	0	0	:
11	\$3	Topic 5 Quiz         Closed         Due Nev 20, 2019 at 11.59pm         10 pts	0	0	:
	\$3	Closed           Due Dec 13,2019 at 11:59pm   10 pts	Ø	0	:

# 3. Select the *Copy To* option.

٠	Mat	h-Đ	+
	\$8	Topic 7 Quiz Closed   Due Jan 15 at 11:59pm   10 pts	<i>⊗</i> <b>⊘</b> :
		Essential Question Topic 4 Closed   Due Nov 4, 2019 at 11:59pm	Nove To
	\$3	Math Quiz-Topics 1-3 Closed   Due Oct 23, 2019 at 11:59pm   10 pts	⑪ Delete 岛 Send To
	P	Addition Facts 0-20	Copy To
	P	Topic 3 Math Closed   Due Oct 10, 2019 at 11:59pm	<ul> <li>♥ Sinte Occin</li> <li>● ♥ :</li> </ul>
	\$8	Topic 4 Quiz Closed   Due Oct 30, 2019 at 11:59pm   10 pts	0 0 i
	\$8	Closed           Due Nov 20, 2019 at 11:59pm           10 pts	Ø Ø :
	\$8	Topic 6 Quiz Closed   Due Dec 13. 2019 at 11:59pm   10 pts	æ 🔮 :

# Direct Share within Canvas Copy To...

4. Copy To ... × Select a Course 1. Select a course to copy to. Reading2 - Grimm - 2(A) V 2. Select a module (optional). Select a Module (optional) **3.** Select placement within the module. Journeys Reading V 4. Click Copy. Place ✓ At the Top Before ... After.. At the Bottom Cancel Sharing options are not currently available from the Modules Page.