Direct Share within Canvas Send 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.

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		Essential Question Topic 4 Closed Due Nov 4, 2019 at 11:59pm	∾ Edit ≎ Move	e To	
	\$3	Math Quiz-Topics 1-3 Closed Due Oct 22, 2019 at 11:59pm 10 pts	⑪ Dele 은 Send	te To	
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1	2	Topic 3 Math Closed Due Oct 10, 2019 at 11-59pm	æ	9	:
	\$8	Topic 4 Quiz Closed Due Oct 30, 2019 at 11:59pm 10 pts	Ø	0	:
	\$8	Topic 5 Quiz Closed Due Nov 20, 2019 at 11:59pm 10 pts	ø	0	:
	\$ 3	Topic 6 Quiz Closed Due Dec 13, 2019 at 11:59pm 10 pts	Ø	0	:

3. Select the Send To option.

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4. Type in the last name of the teacher & select the teacher's name.

Send To	×
Send to:	
francia	^
Anthony Francia afrancia@efsd.net	
Bernice Francia bfrancia@efsd.net	

5. You can select multiple teachers to send to. When you are ready, select Send.

Send To	×
Send to: Anthony Francia × Begin typing to search	~
	Cancel

6. The recipient will receive an alert in their Account Settings.



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7. Select Shared Content.



8. Select the three dots under Actions.

Anthony Francia > Shared Content

Notifications Files	Received C	Ontent hat has been shared with you.	You can preview the content, import it into	o your course, or remove it fro	om the list.
Settings	Title	Туре	From	Received	Actions
Shared Content	Topic 7 Quiz	Assignment	Steve Hartnett	12:03pm	÷
My Badges					

9. Select the Import option.

