

Direct Share within Canvas

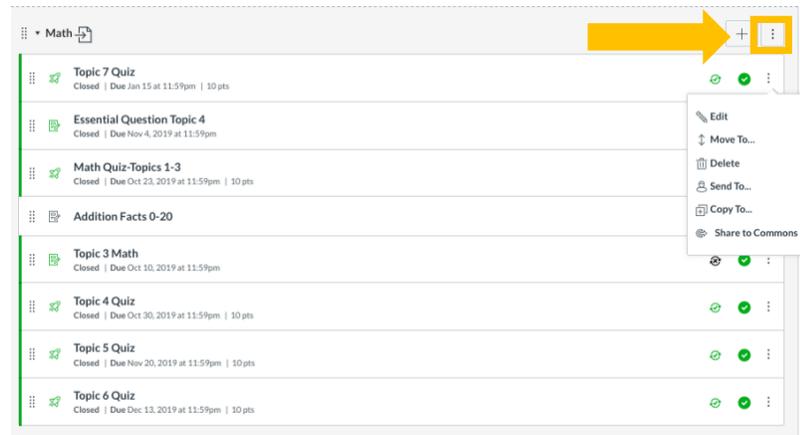
Send To...

Direct Share allows Assignments, Discussions, Quizzes and Pages 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.

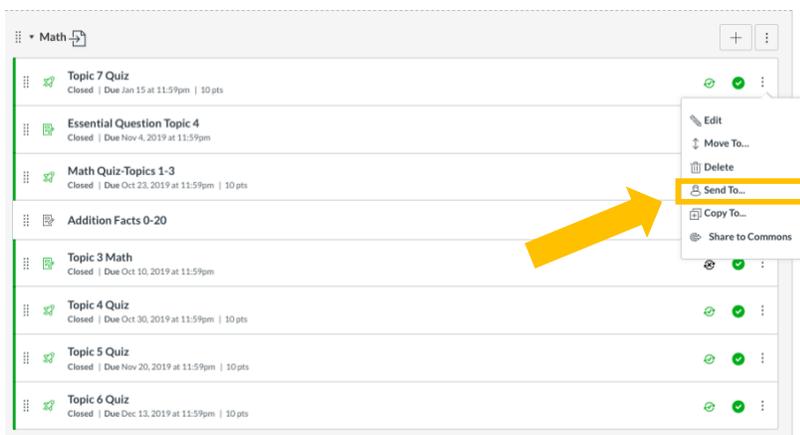
1. Open a Canvas Course and select *Assignments*.



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

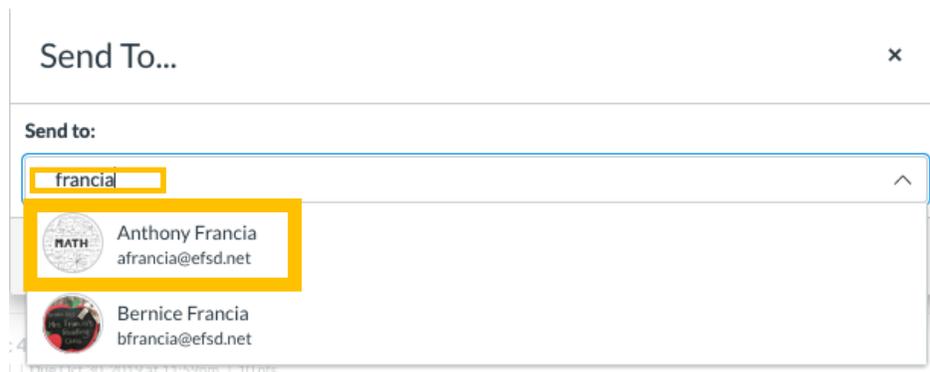


3. Select the *Send To* option.

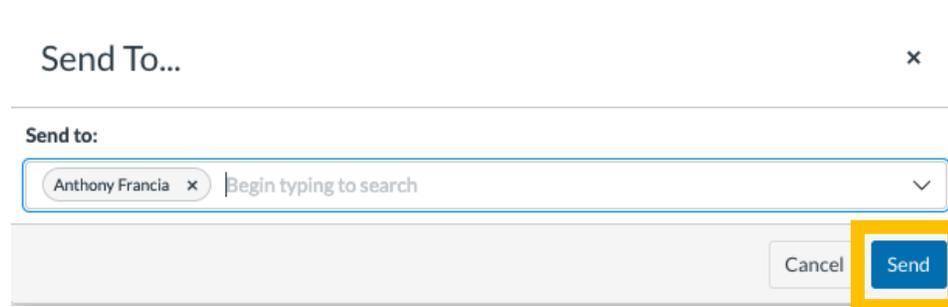


Direct Share within Canvas *Send To...*

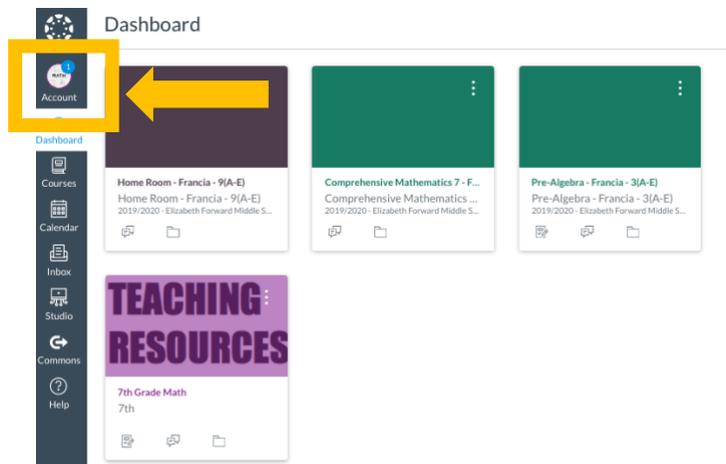
4. Type in the last name of the teacher & select the teacher's name.



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

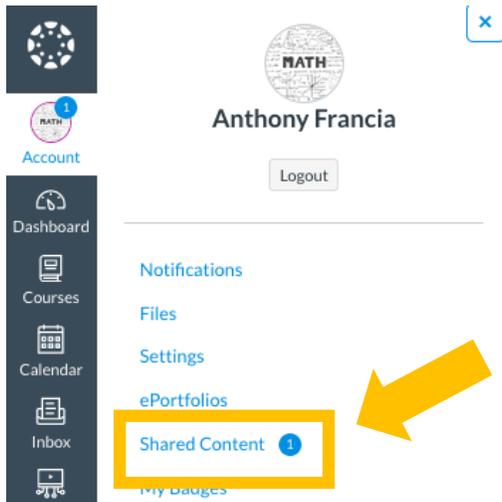


6. The recipient will receive an alert in their Account Settings.

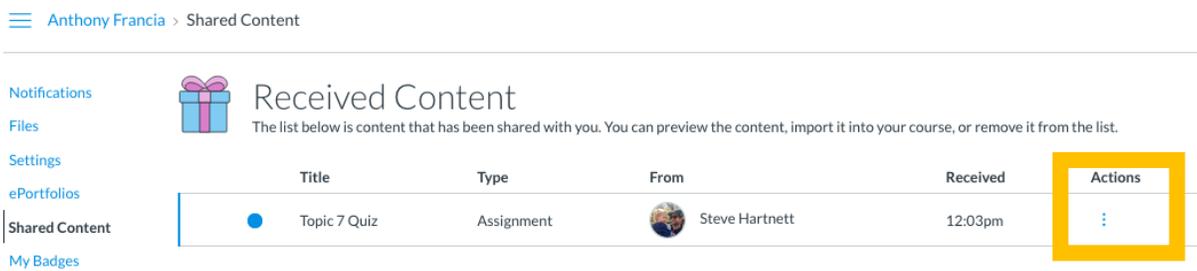


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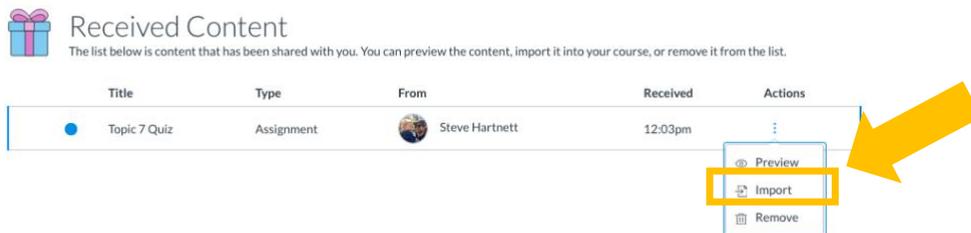
7. Select *Shared Content*.



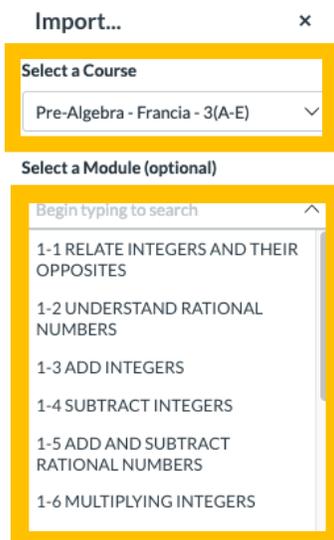
8. Select the three dots under *Actions*.



9. Select the *Import* option.



10.



1. Select a course to import to.

2. Select a module (optional).

3. Select *Import*.

Sharing options are not currently available from the Modules Page.