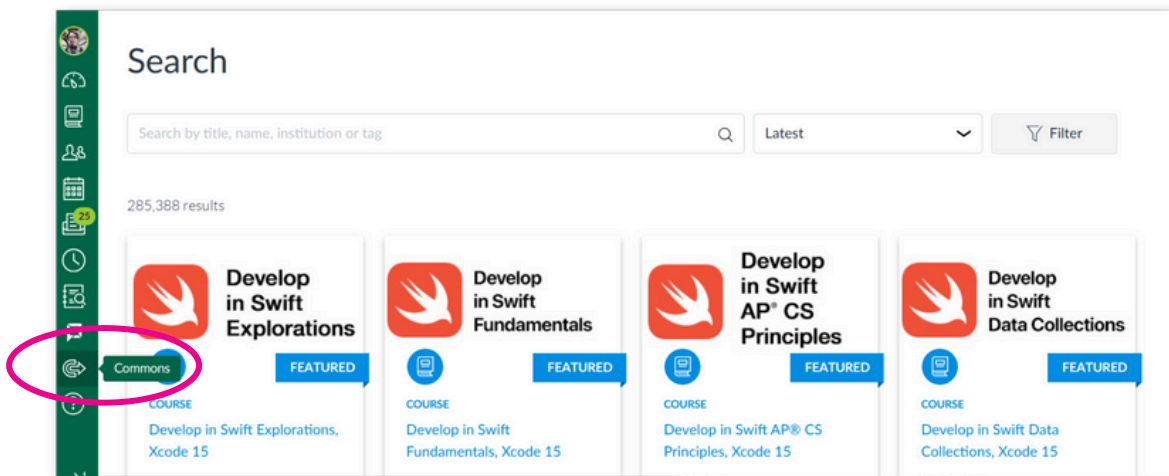UNIVERSITY of
SOUTH FLORIDA

CANVAS COMMONS
Finding and Importing Content

FINDING CONTENT

Canvas Commons is a repository of shared Canvas resources from schools and universities in Florida that use Canvas. In this section, we'll discover how to get into Commons and find useful resources.
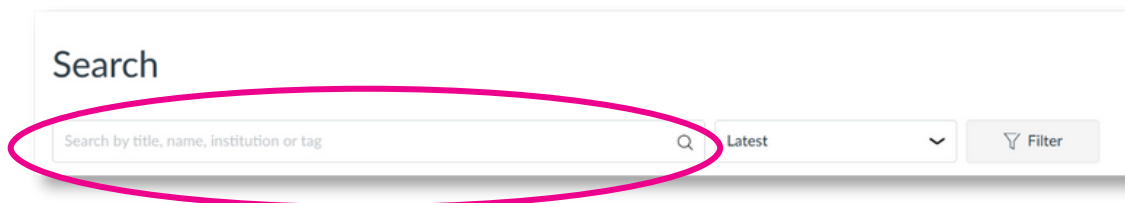
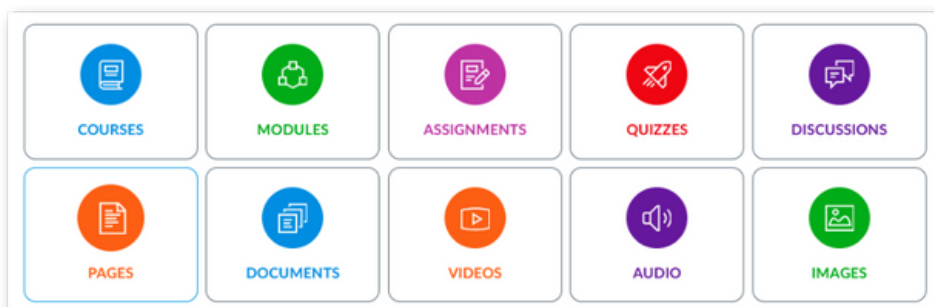**1** Select the Canvas **Commons** link in the Canvas Navigation Panel. This opens the Commons page.

2 Use the **Search** field to find your resource. USF has over 11,000 resources available across all campuses uploaded by various departments and your colleagues. To find USF approved Faculty Resources from Digital Learning, use the tag **USF Digital Learning i**n your search.
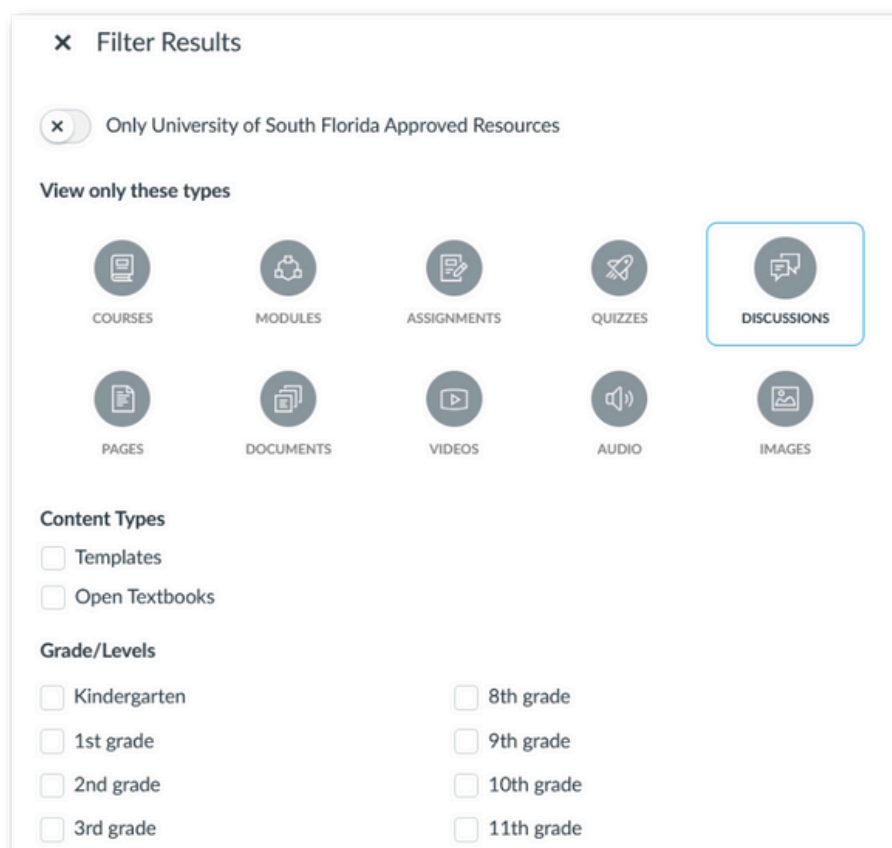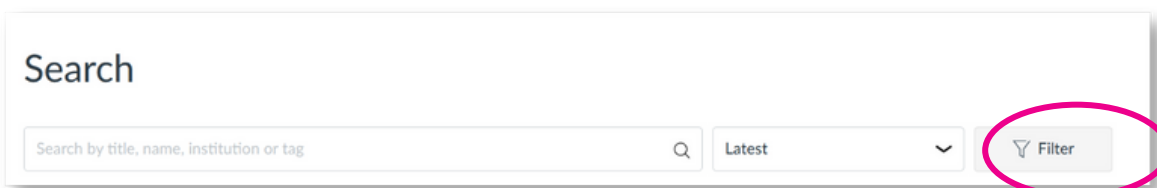
3 Resources can be a variety of types. Resources can be a complete course, a module, a page, a quiz, etc. They will be identified as such with a labeled icon.

4 It is possible to filter resources by these types and others. Click the **Filter** button. This will open up the filter panel. Make your choices.

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For additional resources, visit us at **USF Digital Learning** // Email **facultysupport@usf.edu** for questions & training
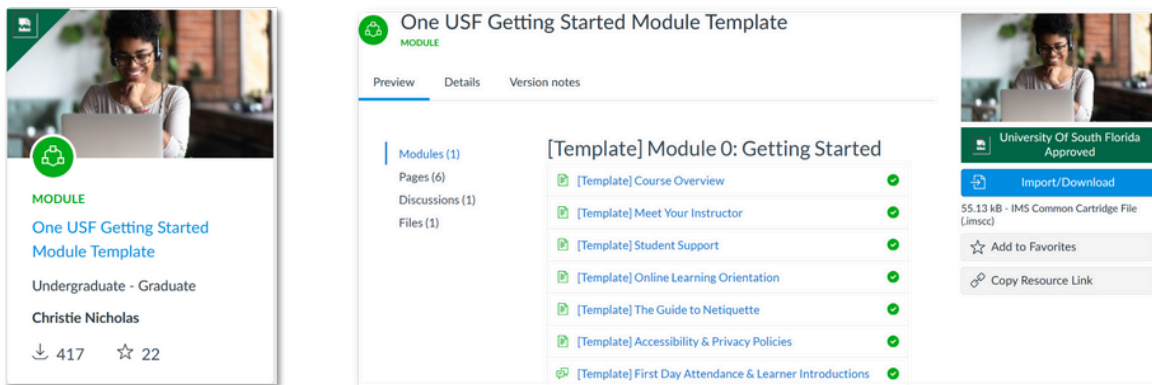
2

IMPORTING CONTENT

Once you've found a resource you would like to use, you can import it directly from Commons into your course.

Quick tip! If you choose a course, the navigation settings of the imported course will override the navigation settings you may have originally made in your course. This does not apply to other types of imports.
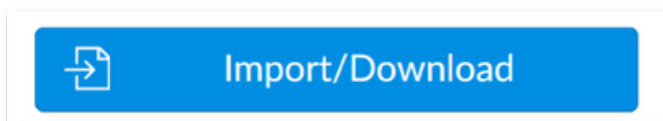
1 Select the resource to open it. Simply click on the image of the resource to take you to a page where you can review the items that come with it. In this example we see a module template that includes pages, a discussion, and a file. You can add it to favorite resources or share a link to it.

2 Choose the **Import/Download** button. After clicking the blue Import/Download button, a dropdown list will appear showing all of your courses. Search and choose the one you want, then select the **Import into Course** button. The import will begin. Close out of Commons and go to your course.

DON'T MISS *To repeat, if you choose a course, the navigation settings of the imported course will override the navigation settings you may have originally made in your course. This does not apply to other types of imports.*

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