


IMPORT CONTENT FROM CANVAS COMMONS

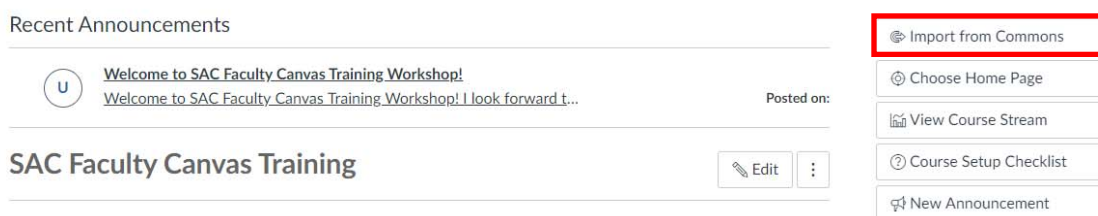
Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

Accessing the Canvas Commons

The Canvas Commons can be accessed from the Global Navigation Menu, as well as directly from a Canvas Course.

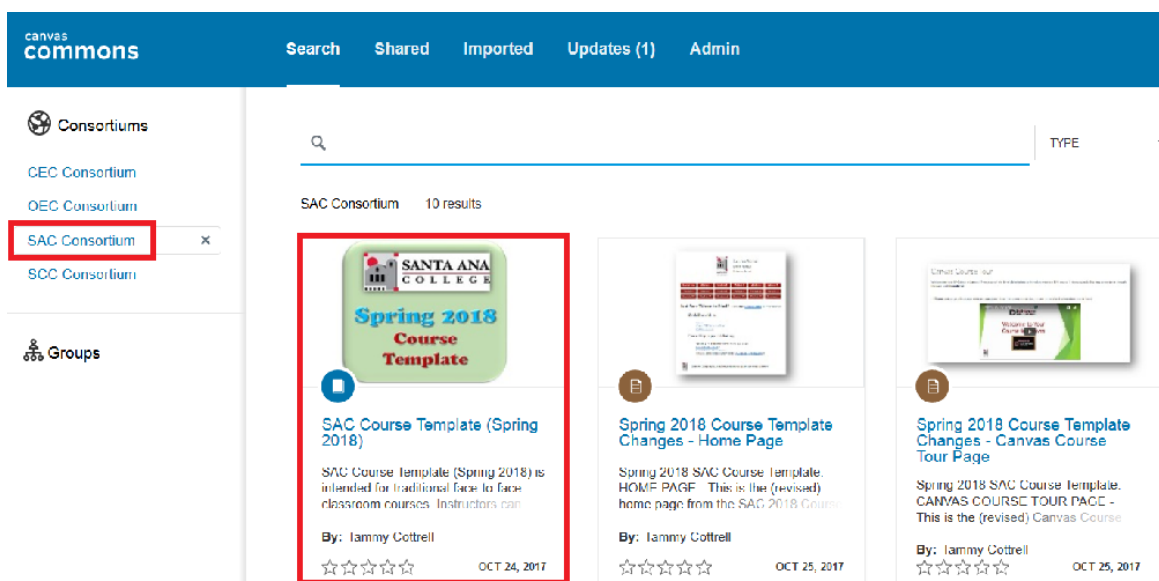
 To access the Canvas Commons directly, click the **Commons** Icon on the **Global Navigation Menu**.

The Commons can also be accessed in a course by clicking the **Import from Commons** button on the right sidebar menu on the course home page.

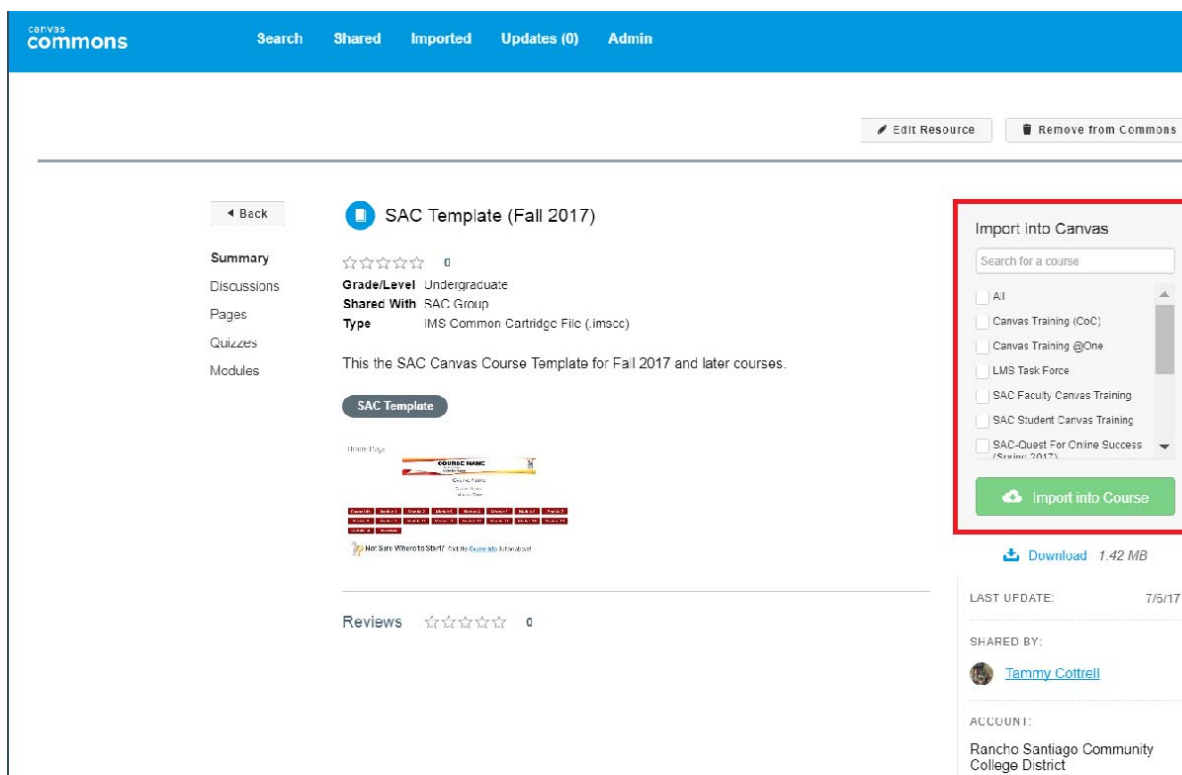


Adding Content to a Canvas Course from the Commons

Once in the Commons, click the **SAC Consortium** link on the left side menu. It is recommended to turn off the **Show Public Resources** toggle switch, so that only SAC resources will be displayed. Click the title of the resource to open it.



Once in the resource, in the **Import into Canvas** box located on the right side, click the check box next to the course name to select which course the template should be imported in to. Click the **Import into Course** button to add the template to the course shell.



The content will be imported into the selected course(s). Please note that depending on the size of the file being imported and the amount of activity in the queue, this process could take a few minutes. Canvas will send an Email when the import process is complete.



To avoid duplication: If the SAC Template is being imported into a course that already contains a copy of the template, the existing template should be deleted from the course prior to importing the new one. From the course **Settings** menu, select **Reset the Course Content** from the right sidebar menu. Please note that this will delete all content within the course, and remove the course from the Dashboard. If the course content is not reset, all SAC Template pages will be duplicated and will need to be deleted. To add a course back to the Dashboard, click the Courses link on the Global Navigation Menu, then select All Courses from the menu. Click the star icon next to the course to select it and add it back to the Dashboard.