

SAVING A COURSE TO THE COMMONS

Complete the following steps to save a course to the Commons.

1. Go online to Canvas: kellerisd.instructure.com.
2. Log in using your Keller ISD email and password.
3. Click on the course you would like to save in the **Courses** drop down menu at the top.
4. Click the **Settings** button in the left menu.

Outcomes
Conferences
Collaborations
Settings

5. Once you are in the settings menu, click **Share to Commons** in the right menu.

➔ Share to Commons

👤 Student View

📊 Course Statistics

6. Fill in the Commons form that opens.
7. When you get to the bottom of the page, click:
Share with: Only me
8. Click **Share to Commons**.

Share with: *

☒ Only me

☐ Share to Keller ISD

☐ Share within Keller ISD sub-accounts

☐ Share with public (All Canvas users)

➔ Share to Commons

Cancel

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Complete the following steps to save a course to the Commons.

To Add the Course into a New Course:

1. Click the **Commons** link in the top menu.



4. Click the **Courses** icon in the center menu.



Courses

5. Click the drop down arrow next to **Shared with**.

Shared with



6. Choose **My Private Resources**.

Public

Keller ISD

My Private Resources

7. Only the courses shared to yourself will show in the results posted below. Look for the course you just saved to the Commons in the previous steps.

8. Once you find the course you would like to use, click on it.

KISD template 6

Course shell that can be used as a template.

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Complete the following steps to save a course to the Commons.

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9. Click the *Import into Course* button.

A green rectangular button with a white cloud icon containing a downward arrow, followed by the text "Import into Course" in white.

10. Choose the course you would like to import the template into by clicking on the course title.

A green rectangular button with a white cloud icon containing a downward arrow, followed by the text "Import into Course" in white.A dropdown menu with a grey background. The first item, "Practice 2", is highlighted with a red border. Below it are "Practice Class 1" and "play course".

Practice 2

Practice Class 1

play course

11. Your previous course is now in your new course. Open your course and you are all set.

*****Please note: If you have many items in the course you are loading, it may take a few minutes to load into the new course.***