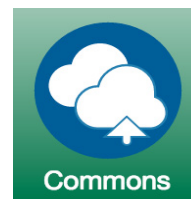


USING THE COMMONS

Complete the following steps to import items from the Commons.

To Add an item from the Commons into your Course:

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



4. Click the one of the filter buttons near the top to help narrow your search such as module or page.



Modules

5. You can type in a search term in the search bar near the top of the page to further limit your search. For example: To see items shared to Keller ISD, simply type Keller in the search bar.

6. Look for the item you are interesting in using.

7. Once you find the item you would like to use, **click** on it.

KISD template 6

Course shell that can be used as a template.

By: Shelly Shaw

☆☆☆☆☆ DEC 8, 2015

USING THE COMMONS

Complete the following steps to import items from the Commons.

UPPER
FLEX
DICK
SON
CANVA

8. 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.

9. 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 red border highlighting the first option. It contains three items: "Practice 2", "Practice Class 1", and "play course".

Practice 2

Practice Class 1

play course

10. The item is now inside your course. Open your course and you are all set.

*****Please note: If the item you are loading is large, it may take a few minutes to load into the new course.***