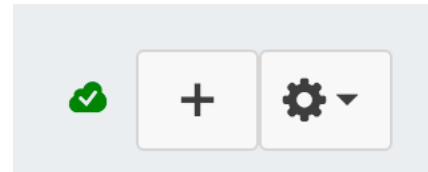


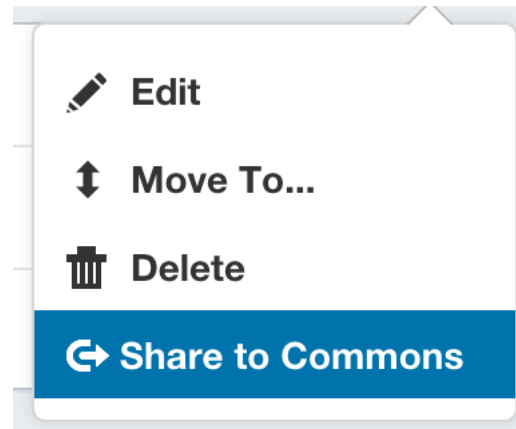
SAVING A MODULE TO THE COMMONS

Complete the following steps to save a module 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 **Modules** button in the left menu.
5. Click the Cog Wheel next to the module you want to share to the commons.



6. Click **Share to Commons** from the **Cog Wheel** menu.



7. Fill in the Commons form that opens.

Share with:*

- ☒ Only me
- ☐ Share to Keller ISD
- ☐ Share within Keller ISD sub-accounts
- ☐ Share with public (All Canvas users)

8. Click **Share to Commons**.
9. Your item is now available in the commons.

