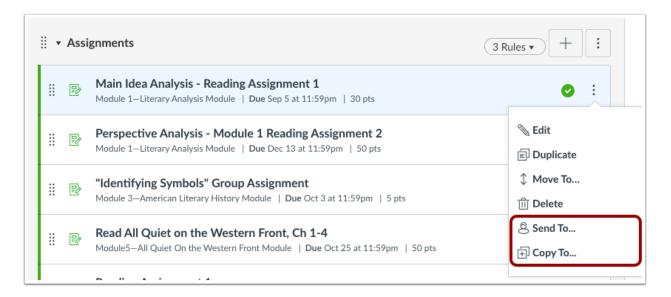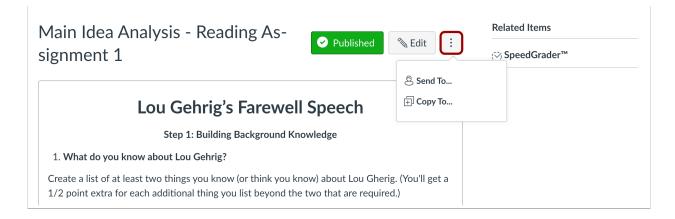## ASSIGNMENTS

Direct Share

In Assignments, Quizzes, Discussions, and Pages, you can copy content to another course and share individual content items with another user. This change allows you to copy and share content directly in Canvas without having to use a secondary repository like Commons.

To use this feature, you must have the Course Content - add / edit / delete permission. For questions about permissions, please contact your Canvas admin.

The menu for individual content items also include the Send To and Copy To links.
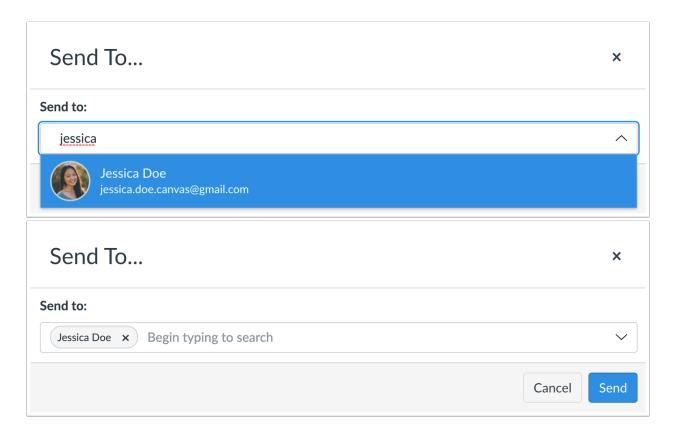

Note: If the content being shared or copied includes other content in the course (such as a quiz that includes a file), only the direct content item selected for sharing/copying will be included. The additional files must be shared/copied individually.

Send Content

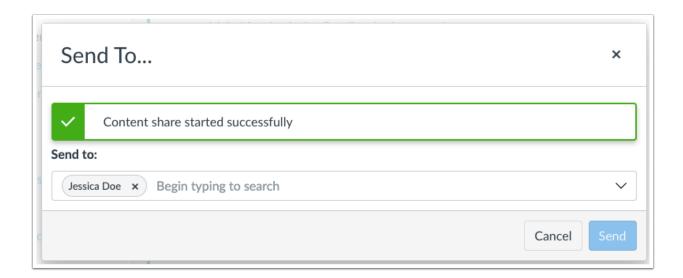The Send To option is used to send content to another user.

You can search for other users via email address. Content can only be sent to users with instructor based roles who can manage course content. Users can be identified by typing at least the first three letters of a user's name in the search field. Search results display users by name and email address. Select the name of the user when it appears.

Send To...   ✕

Send to:

| jessica | ⌃ |

Jessica Doe
jessica.doe.canvas@gmail.com

Send To...   ✕

Send to:

| Jessica Doe ✕ | Begin typing to search | ⌄ |

Cancel   Send

The same content may be sent to more than one user by adding other users individually.
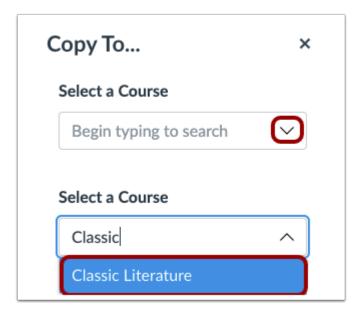
When all users have been added and the content has been sent, the window confirms the content has been shared successfully.
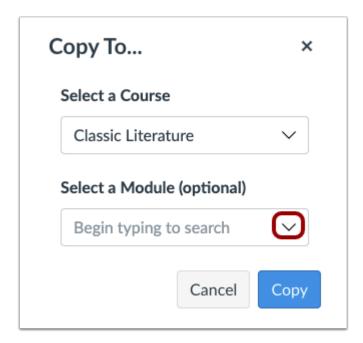
Copy Content

The Copy To option is used to copy content to another course. You can only copy content to your own courses. To copy content, locate the course where the content should be copied by typing at least the first three letters of a course name in the search field. Search results display courses by name. Select the name of the course when it appears.

The content can be placed within a specific module in the course, if applicable. This menu is optional.
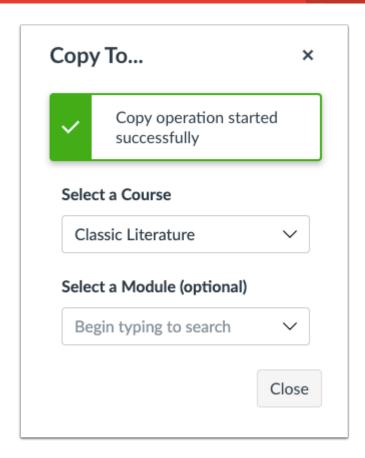
To use the module option, type at least the first three letters of the module in the search field. Search results display modules by name. Select the name of the module when it appears.

When all fields have been completed and the content has been copied, the window confirms the content copy process has started successfully. The content may take a few minutes to display in the selected course.
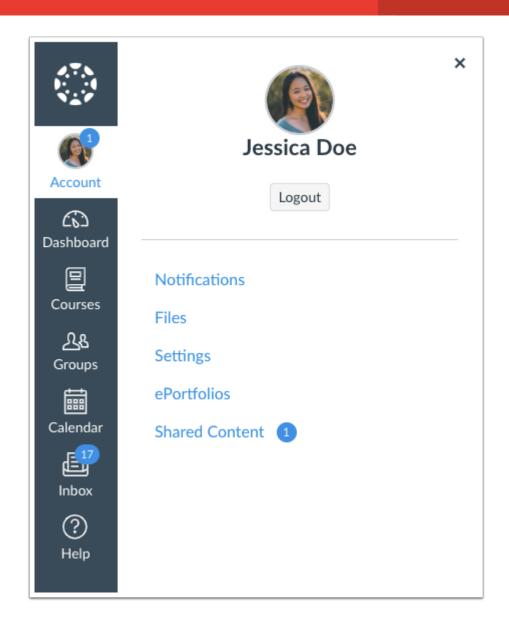
User-Level Features

If you receive shared content from another user, you'll be notified about the content in the User Navigation Menu. Shared content is indicatedin your Account icon and also in the Shared Content link.
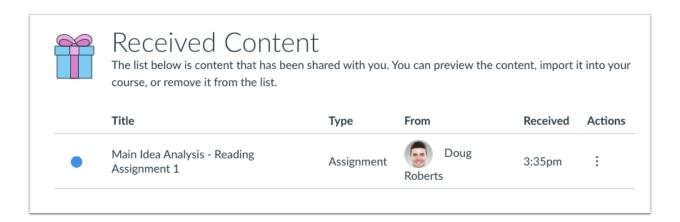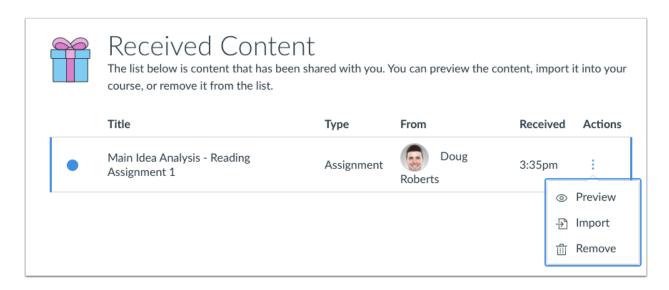
Shared Content Page

Shared content items are listed in the page in reverse chronological order. Additionally, pagination is supported after you've received 10 or more content shares. Each content item displays the title of the content, the type of content, the user who sent the content, and the date and time received.

You can manage the content item within the page by clicking the Actions menu. Options include previewing the item, importing the item, or removing the item.

- **Preview**: You can preview the content item directly from the page. The content loads in the same window and the user can close the window after the content is reviewed.
- **Import**: You can import the content into a course using the same functionality as copying content to another course.
- **Remove**: You can remove the content from the page and take no action. A separate window will display to confirm the removal.

Content items are considered read once you have selected an action for each content item. However, content items can be manually marked as read or unread by clicking the dot next to the item. Unread content items are displayed in the account's primary color.