

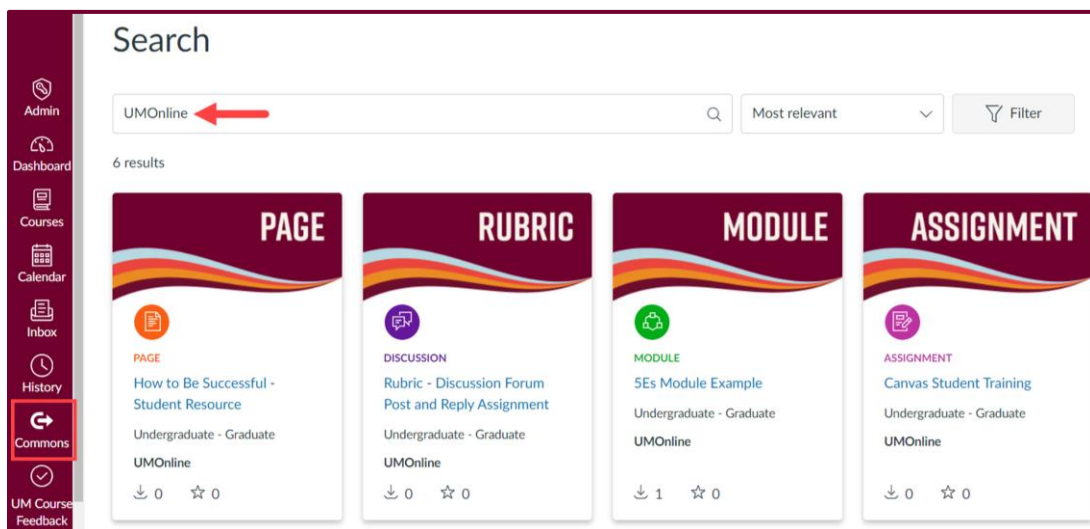
# Canvas Commons

## Canvas Tip Sheet

Canvas Commons is a learning object repository that enables educators to find, import, and share resources. This tipsheet explains how to access and use Canvas Commons.

### Finding Resources on Commons

- Canvas Commons is found on the **Global Navigation** menu. To access Commons, click the Commons link in the Global Navigation menu on the left side of the Canvas Dashboard.
- A resource in Commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource type has a unique icon which can assist when searching for resources.
- To find resources in Commons, use the search field and search filters. You can search for keywords such as author or title, and search filters can help narrow your search by resource type (e.g., Courses, Modules, Assignments, Quizzes, Discussions, Pages, etc.).
- UMOOnline is using Commons to share learning resources such as sample modules, assignments, discussions and pages with more to come. These include resources that were in the first iteration of the University of Montana course template such as the Canvas Student Training Assignment and the 5Es Module Example.
- You can find the UMOOnline content by looking for the branded resource card image and UMOOnline author reference or by entering *UMOnline* into the search field.



## Importing Resources from Commons

- You can import courses, modules, assignments, quizzes, discussions, pages, or files from Commons into your Canvas course. Imported resources retain their original published or unpublished status.
- Click on the resource title to view the resources details and to [import into another Canvas course](#). An import status notification will be visible at the top of your screen. Please note that it may take a while to see changes in your course.
- Imported Commons resources retain their options/settings in the new course except for their due dates.

## Sharing Resources to Commons

- You can share courses, modules, assignments, quizzes, discussions, pages, or files from your Canvas course into Commons. The file size limit for uploaded content is 500 MB.
- To [share a resource to Commons](#), go to the resource, click the **Three-Dot Menu** icon, then select the **Share to Commons** link. You can [share an entire course to Commons](#) from the Settings link in the Course Navigation Menu and clicking the **Share to Commons** button in the Sidebar.
- You can choose to share your resource with only yourself, with the wider university community, or with the entire Montana University System. Select **Only Me** if you want to use Commons to create a personal learning object repository.
- When sharing resources to Commons intended for a wider audience, please make sure that they are reusable by others, meet digital accessibility standards, and are free of copyright issues. Provide helpful descriptions and tags when posting to Commons so they are easily searchable and identifiable.
- UOnline and UM IT reserve the right to remove content reported to be inappropriate or content that does not meet security, copyright, or accessibility standards.

## Things to Remember

- The University of Montana Commons is currently configured to allow sharing within our UM staff and faculty community. Students do not have access to Commons.
- Commons currently does not support sharing/importing question banks associated with a quiz, and New Quizzes cannot be imported from Commons.
- It may take up to 30 minutes to process a resource. Resource previews are not available while the resource is processing.

## Learn More

- Learn more about Canvas Commons and how to use it by consulting the [Canvas Commons guide](#).
- To ensure your shared Canvas content meets digital accessibility requirements, review the self-enrollable [Digital Accessibility Hub](#).
- Register for live [UOnline faculty trainings on Griz Hub](#) for focused training on using Canvas.