Sharing and Copying Content in MyCanvas

This document details a number of different ways to share content between users and between courses.

Specifically, within MyCanvas you can **share** components with other users (e.g. colleagues, co-Teachers, etc.) and you can **copy** components to other courses. Sharing or copying generally results in the creation of a new version of the component(s).

In order to copy content to or from courses, you must be enrolled in the courses. However, you can share components to any user.

Contents

Using Import Course Content

The typical and perhaps most popular way to share content is to allow another user to copy it from your course. This is typically done before the beginning of a semester, when the course content needs to be copied into a fresh MyCanvas shell for a new delivery. New course shells become available some weeks before the beginning of a new semester, and include no content. Content must be copied from another course- a Blueprint, Sandbox, or a previously-delivered course.

Note that sharing courses and content this way demands a level of trust between the two instructors; enrolling another Teacher into your course allows that individual the same capabilities within your course as you, including the ability to edit or delete any content.

Note that when importing New Quizzes using **Import Course Content**, the New Quizzes are not found in the Quizzes group, but rather in the Assignments group.

How To:

- In order to access another user's course in order to copy any content, you must be enrolled in that course as a Teacher.
- Once that enrollment has been made (via a request to A. Connery or CTL), you will
    - Enter your own course
    - Open the **Import** tool via **Settings > Import Course Content**
    - For the **Content Type**, choose to **Copy a Canvas Course**
    - Search to find the colleague's course that contains the wanted content.
    - At that point, you will choose **All content** or **select specific specific**, depending on your need.
    - Click/press **Import**.
- The copied content is unique and in no way synchronized with the "master" course- any changes or edits made will not affect the "master" course.

Using Export and Import

Course content can be shared by **Exporting** it from one course and **Importing** it to another course. An advantage to using this method is that a user does not need to be enrolled in a course in order to get access to its content; the "owner" of a course can simply **Export** it and provide the file to another user to **Import** into the shell that they are responsible to deliver.

This method is particularly useful for sharing Classic Quizzes. Exporting one or several Quizzes this way creates a QTI-formatted .zip file that can be used as an Import into another course. The import process will create a new quiz and a new Question Bank containing the questions.

You may also choose to share other components this way. You can Export an entire course, provide the .zip file to another user, and they can choose which components they want to copy into their course(s).

How To:

- Visit **Settings** and choose **Export Course Content** (Settings > Export Course Content on the sidebar)
- Make the appropriate choices, between Course and Quiz
- Click/press **Create Export** to create the package
- Once the package has been created, a new link becomes available on the Content Exports page. Click or press the link to save the file.
- This file can then be shared, via email or other means, with another user.
- To install the file, visit **Settings** and choose **Import Course Content** from the sidebar.
- For the Content Type, choose **Canvas Course Export Package** (if the export is the course) or **QTI .zip file** (if the export is a quiz or quizzes).
- Choose the file and click/press **Import**.

Using Direct Share- Send To…

The **Send To...** function allows you to share various course components to another **user** or **set of users**.

The function is available for a variety of components, and provides a preview link and the ability to download/install to the intended user. For example, if you share a Classic Quiz with another user using Direct Share, that user will be able to preview and download the quiz for use in his/her own course. The newly-installed quiz will be a copy of the original quiz.

When sharing a Module this way, all of the Module items (quizzes, assignments, Pages, files, etc.), as well as associated elements like images, will be shared as well.

Note that for quizzes that contain randomized questions- those drawn from Classic Question Banks or New Quizzes Item Banks- the questions will not be copied. A suggested method for sharing these quizzes is to use the standard **Import Course Content** function.

How To:

- In the **Options** (three grey dots) beside your Quiz, Assignment or other components you wish to share, choose **Send to….**
- Search for and select the user or users you want, adding the name(s) to the Send to: field.
- Click/press **Send**.
- The intended user(s) will see a notification (number) appear on their **Account** icon on the global navigation menu.
- Click/press on the **Account** icon and open Shared Content.
- From that link, users can choose to **Preview**, **Import**, or **Remove** (delete) by accessing the **Options** (three dots) under the **Actions** menu.

Using Direct Share- Copy To…

The **Copy To…** function allows you to share course components to install (copy) components into another course in which you are enrolled.

Like **Send to…**, the function is available for a variety of components.

When copying a Module this way, all of the Module items (quizzes, assignments, Pages, files, etc.), as well as associated elements like images, will be shared as well.

Note that for quizzes that contain randomized questions- those drawn from Classic Question Banks or New Quizzes Item Banks- the questions will not be copied. A suggested method for sharing these quizzes is to use the standard **Import Course Content** function.

How To:

- In the **Options** (three grey dots) beside your Quiz, Assignment or other components you wish to share, choose **Copy to….**
- Type part or all of the intended course name in the field. The only courses that you can share with are courses in which you are enrolled.
- Select the intended course, and optionally, select the Module in which you want to position the component.
- Click/press **Copy**.

Sharing Using the Canvas Commons

If you have a component that has broad appeal or application, it might be a good idea to upload and share it to the Commons so that any Mohawk Teacher can access and use it.

Those that choose to use it will be using a copy- your original work and package is unaffected.

How To:

- In the **Options** (three grey dots) beside your Module, Quiz, Assignment or other components you wish to share, use **Share to Commons**.
- Choose your licensing options, title your component, and add a public description. Upload a suitable image to help identify the component.
- Click/press **Share**.

Depending on the share options selected, this will create a private "package", or one that is available to all MyCanvas Teachers to preview and/or download and install.

Sharing Questions in New Quizzes Item Banks

By design in MyCanvas, New Quizzes Item Banks are "owned" by the creator, not the course. Therefore, New Quizzes that contain questions drawn from Item Banks, when shared with others, will not include the questions.

The easiest way to share New Quizzes that contain questions drawn from Item Banks is to use the standard **Import Course Content** function.

However, you can configure an Item Bank to share its questions with other users.

How To:

- Enter the Item Banks via **Options > Manage Item Banks.**
- Find the Item Bank that you wish to share, and click/press the **+Share** link beside its name.
- Enter the name or names of users.
- Click/press **Done** to share the Bank.

Sharing Classic Quiz Questions to a Question Banks

Sometimes, you need to move, or copy, a question or set of questions that were created and stored directly within a Classic Quiz into a Question Bank. Drawing questions from Question Banks allows for randomization and other benefits.

You can do this by Exporting and then Importing the quiz.

How To:

- Open **Settings > Export Course Content**.
- Under Export Type, choose **Quiz**.
- Select the quiz that contains the desired questions.
- Click/press **Create Export**.
- Once the **New Export** link becomes available, click/press the link and download the file to your hard drive. Note the file name.
- Without leaving the course, navigate to **Settings > Import Course Content**.
- For the Content Type, choose **QTI .zip file**.
- Click/press **Choose File**, browse to the recently downloaded file, and double-click, or select it and click/press **Open**.
- Click/press **Import**.
- After the import has completed, navigate to **Quizzes** and note the duplicate Quiz. **Delete** the Quiz.
- Navigate to the course Question Banks via **Options > Manage Question Banks**, and note the new Bank including the copied questions. The Banks's name will be the same as the original quiz that contained the questions.
- Rename the Bank if desired.

Copying Files Between Courses

A simple way to copy a file or set of files from one course to another course is to use your account's **Files** tool. **Files** gives you access to the personal files that you have stored in the **My Files** folder, as well as all the files within all of your courses. Your courses are each represented by a root-level folder named for the course.

How To:

- Enter your Account tools via the **Account** icon on the Global Navigation menu, and click/press on the **Files** link.
- Using the folder tree on the left of the screen, navigate to the source of the file you wish to copy and until the file is displayed on the right side of the browse window.
- Without clicking/pressing on the file name, click/press anywhere within the blue highlighted row containing the file, and choose the **Move** function on the pop-up toolbar. An alternate method is to click/press on the three dot **Options** to the right of the file name, and choose **Move**.
- Navigate to the course and subfolder into which you want to copy the file, and click/press **Copy to Folder**.

Sharing Kaltura Media

The sharing of Kaltura media- audio, video, or Kaltura Quizzes- is performed from within Kaltura itself.

By default, media that you create in or upload to Kaltura is private, and can only be accessed and viewed by the owner.

When you as the owner allow another user to copy your course through normal means- using the standard **Import Course Content**- any videos that are used in the course are shared with the new course's Media Gallery.

However, sometimes you want to share a specific video with another user.

How To:

- Enter the **My Media** link in your course.
- Click/press the small edit (pencil) button, or click/press the video or audio file for the preview and click/press **Edit** under the **Actions** menu.
- Click/press the Collaboration on the horizontal functions menu.
- Click/press the **+ Add Collaborator** button.
- Enter the names or employee numbers, and select both the **Co-Editor** and **Co-Publisher** checkboxes.
- Click/press **Add**.
- The media file will then be available in the user's **My Media**.

You can also share the address for the preview page for any of your Kaltura media.

How To:

- Enter the **My Media** link in your course, and click/press on a video or audio file to open the preview.
- On the player's menu controls- running along the bottom of the player- click/press the **Share** icon.
- Click/press the round **email** button. This exposes the URL for the media that you can share, via email or other means.