Sharing Courses and Content with Instructors

Canvas Tip Sheet

This tip sheet outlines the process to share a completed course with another instructor. You can share a full course or individual modules, pages and activities.

Exporting a Canvas Course

- The Export Course Content tool allows you to export your full course as a zipped IMSCC file which you can then send to another instructor.
- Open your course, choose **Settings** from the Course Navigation Menu, and select **Export Course Content** from the right-hand menu.
- Select **Course** as export type, and click **Create Export** to begin the process.
- When the export is complete, you will receive a confirmation email.
- To download the completed export file, select the **Click to View Exports** link in the email. Select **New Export** or the most recent Course Export link (date and time will be indicated in the link). When you select the course export link, the zipped IMSCC file will automatically be downloaded.

Sharing Modules and Activities

- If you only want to share a module, page or activity, rather than a full course, use the "Send To" option instead.
- Locate the item you want to share and select the three-dot menu either in line with it in Module view or in the top right of the page or activity, and select the **Send To ...** option.
- Type the name of the instructor or instructors in the **Send to** field and click the **Send** button.
- The instructor receiving course content through the "Send To" option will access it from the Received Content page.

Things to Remember

- Your course export file may be too large to share via email. In that case, you can share your file using Microsoft OneDrive.
- Question banks linked to quizzes cannot be shared using the "Copy To" or "Send To" options. To share a quiz with linked question banks, you must export your course and share the course export file.
- Rubrics cannot be shared or imported directly. However, if you share or import an Assignment, Discussion or Quiz activity that includes a rubric, it will be attached to that activity.
- LTIs/External Tools may need to be reconfigured once imported into a new shell.

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.