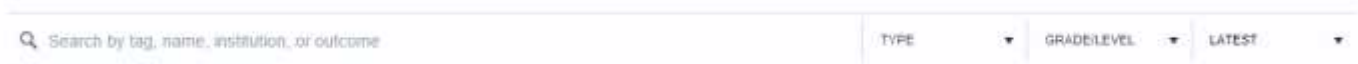


This guide will show you how to access the Canvas Commons, as well as how to share your own material to the Commons and import material from the Commons into your Canvas course. You can post an entire course to the Commons, as well as files, resources, and other media, but for the purposes of this guide covers how to find and share an individual page.

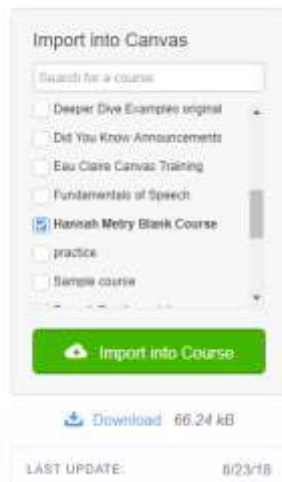
## Find Content in Commons

1. Click on the **Commons** button in the Global Navigation Bar.
2. Search *UWSA Wisconsin* in the **search bar** to find things shared to the UW System.



**NOTE:** You have access to anything shared to the UWSA Wisconsin account, as well as anything that is publicly available to all Canvas users.

3. Click on the material you would like to import into your course to preview it.
4. Click on the course that you would like to add the material to and click **Import into Course**.



**NOTE:** Material may take some time before appearing in your course.

## Share to the Commons

1. Go to your course and click on the page that you would like to put in the Commons.
2. Click on the three vertical dots at the upper right of your screen. Click **Share to Commons**.



3. Choose if your material will be available to all Canvas Commons user (Public) or available only to members of the UW System (UWSA Wisconsin) and select the appropriate **checkbox**.

**IMPORTANT:** To leave your material as private, do not select any checkbox.

**NOTE:** You can also change the licensing information, add tags, and give your material a description. You must provide a title, description, tags, and picture for your material.

### Sharing and License

**Who can use this resource?\*** *Maximum of 10*

- All of UWSA Wisconsin
- Public (any Canvas Commons user)

**License** [Help Me Choose](#)

Copyrighted ▼

4. Click the **Share** button at the bottom of the screen.