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What is Canvas Commons?

Canvas Commons is a learning object repository that enables educators to find, import, and share resources. A digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.

Getting Started with Commons

To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you will need to have an email address associated with your Canvas account. Learn how to add an email address in Canvas.

Note: Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

What can I do with Commons?

- Create a personal learning object repository
- Build a course from scratch with relevant materials shared by other Canvas users
- Create a name for yourself and your institution as a subject matter expert

Find Resources in Commons

Find resources by searching for a specific keyword, author, institution, or title.
Import to Canvas

Import a resource into a Canvas course. Once the import to Canvas is complete, you can start using and customizing your resource.
Share to Commons

Share resources you create in Canvas with other Canvas users, with colleagues and groups at your institution, or with only you.

Learn how to view resources you've shared to Commons.

Update Resources

Is this an update to a previously shared resource?

Select which resource you are updating:

Writing Assignment

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can reshare the modified resource to Commons and the existing resource in Commons will be updated.
Learn how to update resources previously shared to Commons.

**How do I use Commons?**

This lesson will give you an overview of how to search for and find resources in Commons.

**Notes:**

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you will need to have an email address associated with your Canvas account. Learn how to add an email address in Canvas.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

**Open Commons**

In Global Navigation, click the **Commons** link.
Find Resources

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. Look for these related colors and icons when searching for resources. To find resources in Commons, use the search field [1]. You can search for keywords such as author, institution, or title. You can also search by outcome, consortium, or group. To narrow your search, or to search by filter, use one or more of the filter options:

- **Type** [2]: You can filter by resource type (e.g. Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Level** [3]: The grade/level filter allows you to select specific grades or level of education to narrow your search (e.g. K-12, Undergraduate, Graduate).
- **Latest** [4]: By default, the filter shows the latest resources, but you can also filter by most relevant or highest-rated resources.
- **Consortium or Group** [5]: If you belong to Consortiums and/or Groups, click the name of a Consortium or Groups in the sidebar to view resources shared within that Consortium or Group.

You can choose to view Public Resources by clicking the toggle [6]. Based on your selected filters, the number of results are displayed in the page [7]. To search everything available to you in Commons, leave the search field and filters blank.

**Notes:**
• The Shared with filter limits visibility to 10 options; scroll to view more.
• Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.

View Search Results

In the search results, each resource will have the following details:

• **Resource icon** [1]: Identify the resource type
• **Title and description** [2]: Preview the title and description of the resource
• **Author** [3]: View the author of the resource
• **Rating** [4]: View the resource evaluation rated by other Canvas users
• **Target icon** [5]: Indicates tagged outcome(s)
• **Date** [6]: View the date the resource was last updated

To view more details, click a resource.
In the resource details page, you can view a summary of the resource and related information:

- Subject and Grade/Level
- Who the resource was Shared With (account, group(s), consortium(s), public, private)
- Any outcomes that are tagged to the resources
- Description
- Relevant tags (keywords)
- Media type and duration
- Download link
- Date of Last Update (reflects date when content was last updated)
- Who the resource was Shared By
• The Account the resource was shared from
• Copyright and Creative Commons content license
• Reviews and ratings by other users
• Preview resources
• View Version notes (for updated resources only)

When you are ready to import a resource, click the Import into Course button.

Terms of Use, Privacy Policy, and Help

Marauders Course 2015
He determined to drop his litigation with the monastery, and relinquish his claims to the wood-cutting and fishery
By: Nathaniel Essex

Letter Grade Grading Type Assignment November 7 (edited)
Letter Grade Grading Type Assignment November 7 (edited)
By: Charles Xavier

Load more results

You can access the Terms of Use, Privacy Policy, and Help in the footer in any page in Commons.
How do I preview resources in Commons?

You can preview course and module content as well as document, image, video, and audio files before importing the resource into your Canvas course. In the search results, you can preview video and audio files for up to 10 seconds.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.

Find Resource

Locate a resource by using the search field [1] or filter options [2,3,4]. Learn more about searching in commons.
Open Course

To preview a course, click the course tile.
In the course details page, you can preview the various learning activities within the course. The left sidebar shows course content included in a resource. For example, a course may contain assignments, discussions, quizzes, and version notes [1]. To download the file to your computer, click the Download link [2].

**Note:** If a course does not contain a particular learning activity (e.g. quizzes), it will not be included in the course details.
Open Module

Photosynthesis Module


By: Jenn L.

APR 29, 2015

To preview a module, click the module tile.

Preview Module Content

Module Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxonomy</td>
<td>2</td>
</tr>
<tr>
<td>Photosynthesis</td>
<td>15pts</td>
</tr>
<tr>
<td>Diffusion</td>
<td></td>
</tr>
<tr>
<td>Ecology Quiz</td>
<td>10pts</td>
</tr>
</tbody>
</table>

Canvas Commons Guide Updated 2017-01-11
In the module details page, you can preview items in the module. You can view the item title, type of learning activity (assignment, discussion, quiz, page, etc.) [1], and point value [2].

**Open Image or Document File**

In the search results page, click the image [1] or document [2] file you want to preview.

**Note:** Some image thumbnails are cropped automatically.
In the resource details page, you can view the document [1] before importing it into your course. You can view the document type [2] and file size [3]. To download the file to your computer, click the Download link [4]. Learn about supported file types in Commons.

To import the document, click the Import into Course button.
In the resource details page, you can view the image [1] before importing it into your course. You can view the image type [2] and file size [3]. To download the file to your computer, click the Download link [4]. Learn about supported file types in Commons.

To import the image, click the Import into Course button.
Open Video or Audio File

Discussions Overview
This video provides a brief overview of Canvas Discussions.

By: Jenn L.

Ballad to Abraham Lincoln
This ballad to Abraham Lincoln mp3 is used in my US History course.

By: Jenn L.

On the search results page, you can preview video and audio files (up to 10 seconds). To preview a video, hover your cursor over the video thumbnail [1]; the video preview will play automatically. Audio is not available when previewing a video. To view the full video with audio, click the video resource. To listen to a preview of an audio file, click the Play icon [2].
In the resource details page, you can view the full video [1] before importing it into your course. You can view the video type [2], duration [3], and file size [4]. To download the file to your computer, click the Download link [5]. Learn about supported file types in Commons.

To import the video, click the Import into Course button.
In the resource details page, you can listen to the full audio file [1] before importing it into your course. You can view the audio type [2], duration [3], and file size [4]. To download the file to your computer, click the Download link [5]. Learn about supported file types in Commons.

To import the audio file, click the Import into Course button.

**How do I import and view a Commons resource in Canvas?**

You can import courses, modules, assignments, quizzes, discussions, pages, or files to Commons. Imported resources will retain their original published or unpublished status.

**Notes:**
To enable Commons in your Canvas instance, please contact your Customer Success Manager.

Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Standard Canvas file storage limits apply. Learn more about Canvas file storage.

Student data will remain private when sharing and importing resources.

Options/ settings are retained in resource imports. All due dates will be removed.

Commons currently does not support sharing/importing question banks associated with a quiz.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

Locate a resource by using the search field [1] or filter options [2,3,4]. Learn more about searching in commons.

Open Resource

To import a resource, click the name of the resource.

Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
Import Resource

Search for the course(s) to which you would like to import the resource [1], or select the course(s) from the list [2]. Then, click the Import into Course button [3]. To download the file to your computer, click the Download link [4].

Notes:

- Canvas users enrolled in a course as an Instructor, TA, Designer, or a custom role based on one of the previously listed roles will see the Import into Course list, provided that the course they are enrolled in is current.
- If a course is set to override term dates and the Users can only participate in the course between these dates checkbox is selected, the course will appear in the course list if the course end date is not in the past.
- If a course uses term dates, the course will appear in the course list if the term start date is not in the future and the end date is not in the past.
Import Warning Message

If you are importing a file that exceeds 500MB, Commons will generate a warning message notifying you that the import may not be successful.

Resource Pending Message

If you try to import a resource that is still pending, the Import into Course button will be inactive, and Commons will display a message notifying you the resource is still processing.
Resource Unavailable Message

There was an error in sharing this resource. The user that shared this will need to delete and re-share.

If an error occurred when the resource was initially shared, the Import into Course button will be inactive, and Commons will display a message notifying you that the resource is unavailable for import.

View Import Notification

You have successfully started the import! Please note that it may take a while to see changes in your course.

View the import status notification at the top of your screen. Please note that it may take a while to see changes in your course.

View Imported Resource

Canvas Commons Guide Updated 2017-01-11
To view imported resources other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Course Navigation.

**Import Status Notification**

One or more items are currently being imported. They will be shown in the course below once they are available.

If the resource is still being imported, you will see a status notification when you open your course. Click the Import Status link.

**View Import Status**

The Current Jobs menu displays the imported resource as a Canvas Common Cartridge .imscc file. You can view the date and time the resource was imported. The import status menu will show the import status by color:

- **Gray** [1]: Displays a queued status
- **Blue** [2]: Displays a running status and progress bar with time remaining
- **Green/Orange** [3]: Displays a completed status (orange indicates an issue associated with the import; click the issues link to view the list)

To correct any issue(s) that may have occurred with the import, you can use either the issues link next to the import or you can use the Course Navigation menu to move around the course and correct the errors.

**How can I leave a review for a resource in Commons?**

You can leave a review and star rating for a resource in Commons. Reviews and ratings are a way for users to evaluate the quality of a resource. A few things you might consider when evaluating a resource:
• Did you use this resource in your course?
• Do you think it improved student learning?
• Did you rely on this resource for content delivery, evaluation, etc.?

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

Locate a resource by using the search field [1] or filter options [2,3,4]. Learn more about searching in commons.

Open Resource

To review or rate content, click the name of the resource.

Note: Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name in the Search page, or, by right clicking the name of the resource.
Leave a Review

Photosynthesis Module

⭐⭐⭐⭐⭐ 1 Leave a Review

Subjects  Science
Grade/Level  11, 12
Shared With LOR Test Account
Type  IMS Common Cartridge File (.imscc)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis viverra tempor molestie. Sed congue nibh non lorem dapibus, quis ultrices velit vehicula.

In the resource details page, click the Leave a Review link.
Submit Review

Write a review in the text field [1]. The maximum character limit for reviews is 1000 characters.

To leave a rating, click the star icon [2] next to the number of stars you want to rate the resource. Click the Submit button when you're done.

**Note:** Leaving a star rating without a review is currently not supported. Reviews without a star rating are not counted in the number of star reviews.

Edit or Delete Your Review

To edit your review, click the Edit link [1]. To delete your review, click the Delete link [2].
Vote for Reviews

You can also vote for reviews that were helpful to you. Click the Yes link. The most helpful reviews will appear at the top of the list.

How do I view my imported and shared resources in Commons?

You can easily view all the resources you have imported or shared from Commons in one place.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Imported

In Commons Navigation, click the Imported link.
View Imported Resources

In Commons Navigation, click the **Shared** link.

- **Photosynthesis Discussion**
  - By: Jenn L.
  - Nov 18, 2015

- **Canvas Logo**
  - By: Jenn L.
  - Mar 10, 2015

- **Biology 101**
  - By: Doug Roberts
  - Apr 6, 2016

View resources you have imported from Commons into Canvas. Resources are sorted by most recent date.
View your shared resources. Resources are sorted by most recent share date.
Remove Resource

Click the **Delete** icon to remove the resource from Commons.

Confirm Delete

1. **Are you sure you want to delete?**
2. □ Don’t warn me again
3. **Cancel**
4. **Delete**

Before the resource is removed from Commons, you will see a confirmation message [1] and a Don’t warn me again checkbox [2]. If you check the box, you will no longer be asked to confirm deletion for the rest of the session, but will need to confirm deletions in future sessions.

To delete the resource, click the **Delete** button [3]. To cancel deletion, click the **Cancel** button [4]. You will be unable to recover the resource once it is removed from Commons.

Writing Assignment

Students will learn about historical writing by researching original written documents.

**By:** Doug Roberts

APR 6, 2016
How do I view updates to resources I previously imported from Commons?

When a modified resource is re-shared to Commons, users who have imported a copy of that resource in Commons prior to the update will receive a notification with the option to update the resource. When an update is available, it will appear in the updates page, in the notifications center, and in the resource detail page.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If your current version of a resource has student submissions, you may consider not updating the resource.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.
Open Commons

To view and update resources, click the Commons link.
Open Updates

In Commons navigation, click the **Updates** link [1]. You can also click the **View Update Notes** button [2] in the notifications center.

To dismiss the notifications center, click the **close** icon [3]. The notifications center will reappear only when there is a new update.

**Note:** The notifications center will display up to three updates; however, you can view all available updates in the Updates page.
View Available Updates

In the Updates page, you can view all your previously imported resources that have been updated by the original user. You can view the name and type of resource [1], date and time the resource was last updated [2], and notes of what was updated in this version [3].

You can also view which course(s) you previously imported the resource into [4] and which version of the resource you are currently using [5].

To view the resource details page or view the full version history, click the name of the resource.

**Note:** Resources removed or deleted from Canvas cannot be updated.
On the resource details page, you can also view update notifications. To view updates, click the Show Courses button [1].

To view the version history, click the Version notes link [2].

To return to the updates page, click the Back button [3].
Select Courses

If you imported the resource into more than one course, you have the option to select which course(s) you want to update. All courses will be selected by default. To select or deselect a course for update, click the checkbox next to the course name.
Update

To update your resource, click the Update or Update selected button [1]. Updating your resource will replace your current resource. To confirm, click the Yes button [2].
You can also choose to ignore the update if you do not want to update your copy of the resource. To ignore the update for the selected course(s), click the Dismiss or Dismiss selected button [1]. Prior to dismissal, you will need to confirm you wish to ignore the update. To confirm, click the Yes button [2].

**Note:** If you ignore the update for the selected course(s), you will still be notified of future updates to the resource.
To view your imported resources other than a course, navigate to the feature area (e.g., Modules, Assignments, Quizzes, Discussions, Pages, or Files) in Canvas.
What information do I need to share a resource to Commons?

When sharing a resource to Commons, you will need to add details about the resource, select a content license, and choose a sharing option.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- For best results, please make sure your course is complete and published before sharing to Commons.
Sharing and License

Canvas Commons resources require sharing and license options. You can select from the following options:

1. If the resource you are sharing will update an existing resource, click the toggle and select the resource. Learn more about updating resources.
2. Choose who you want to share the resource with. Learn more about sharing options.
3. Select a content license. Learn what types of content licenses are available.
4. Add any additional information about the resource.

Notes:
Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

When updating resources, resources that are no longer in a user's scope will not appear in the user's Updates page. For example, changing the share option from your account to within specific groups.

The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.

Fields marked with an asterisk (*) are required.

Metadata

Add Metadata for your resource under the following headings:

1. **Title**: Edit the title of your resource if necessary. This will be pre-populated based on the resource name.
2. **Description**: Enter a description for your resource. If you plan to share your resource with other users, be as descriptive as possible.
3. **Tags**: Enter tags to make it easy for other users to find your resource (at least one tag is required). For example, you can add Common Core State Standard tags.

4. **Image**: Select an image from Flickr or upload your own image. Images are not available for image or video resources.

**Note**: Fields marked with an asterisk (*) are required.

### Grades and Outcomes

**Grades and Outcomes**

**Grade/Level**: Select the appropriate grade level(s) using the sliders or the dropdown menus.

**Outcomes**: Tag any outcomes (if enabled).

**Filter outcomes libraries**:

- [ ] Common Core Standards
- [ ] Select State Standards

Enter Grades and Outcomes information:

1. **Grade/Level**: Select the appropriate grade level(s) using the sliders or the dropdown menus.
2. **Outcomes**: Tag any outcomes (if enabled).

### How do I add a thumbnail image to my shared resource?

When sharing a resource to Commons, you can upload your own thumbnail image or select an image from Flickr. A thumbnail image is a visual representation of your resource and is used in the Commons resource repository. The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.

Flickr searches the following licenses for images:

- Creative Commons Attribution License
- Creative Commons Attribution-ShareAlike License
Creative Commons Attribution-NoDerivs License

Learn more about Creative Content licenses. All Flickr images in Commons are moderated as safe. For concerns about how images show in Commons search, please refer to the Flickr Safety Guide.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Create Information

**Metadata**

**Title**

Biosynthesis

**Description**

Please describe your object

**Tags** *(Hit enter to start a new tag)*

Biosynthesis

By: Doug Roberts

In the share page, enter resource details.
Select Image

To select an image, click the **Click to change** button.

**Note:** The option to select an image is not available for image or video file types.

Upload Image

You can upload an image from your computer or select an image from Flickr Creative Commons. To upload your image, click the **browse** link [1] or drag and drop [2] your file directly into the image drop zone.

**Notes:**

- Thumbnail images must be a .jpg, .png, or .gif file.
- The minimum size of your thumbnail must be at least 147 pixels high and 262 pixels wide.
Open File

Locate and click the name of the file you want to upload. Then click the **Open** button.
Crop Image

To crop image, drag the selection and then click the "Save" button below.

Cancel  Save

To select and crop your image, drag the selection box [1]. When you're done, click the Save button [2]. You will be able to preview the image before sharing your resource.

Choose Image from Flickr

You can also select an image from Flickr Creative Commons.
To find images that represent your resource, enter a keyword(s) [1] into the search field. To choose a thumbnail [2], click the image you would like to use.

**Preview Image**

**Metadata**

**Title**

Biosynthesis

**Description**

Students will learn the basic principles of biosynthesis using flower genetics as the main example.

**Tags** *(Hit enter to start a new tag)*

- flowers
- biology
- genetics

**Image**

Biosynthesis

Students will learn the basic principles of biosynthesis using flower genetics as the main example.

By: Doug Roberts

Rating: ☆☆☆☆☆

Preview your image. If you are not satisfied, click the **Click to change** button to upload a new image.

**Note:** User images are not saved in the image library for reuse.
What types of content licenses are available in Commons?

A Creative Commons license allows you to share, on your own terms, the course content you create. You determine how and to what extent other users can reuse your original course content. Likewise, you can reuse other users' content if it has a Creative Commons license. The benefit of using Creative Commons licenses is that other instructors can use, build, and improve upon your own content. This type of creative collaboration can add value to your curriculum.

When sharing a resource to commons, you will need to select a content license option.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• The license you select for your resource in Commons is not tied to the license that is set for the resource within Canvas course settings.
• For more information about copyright infringement, please read the Canvas Commons Terms of Use.
• Learn more about setting the content license.

Copyrighted

License*  Help Me Choose

Copyrighted

Copyrighted means original content created by you. If you select this option, you can add additional information.

Public Domain

License*  Help Me Choose

Public Domain

Public Domain means the work has no known copyright and is free to use without restrictions. To learn more, click the Public Domain image.

Attribution

License*  Help Me Choose

CC - Attribution

All Creative Commons licenses require Attribution. In other words, when others distribute or reuse your work, they must always credit you for your original creation. If you select Attribution as your only Creative Commons license, others can copy, distribute, and use your course content or altered forms of your course content. To learn more, click the CC - Attribution image.
Attribution ShareAlike

If you add a ShareAlike license to your course content, others are allowed to copy, distribute, and use your course content only if they redistribute your content using the same Creative Commons license. To learn more, click the CC - Attribution ShareAlike image.

**Note:** The Attribution-ShareAlike license is used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects. With this license, others can copy, distribute, and use your course content or altered forms of your course content (even for commercial purposes) as long as they credit you and use the same Creative Commons license.

Attribution No Derivatives

A No Derivatives license indicates that others can use your course content, but they may not change it in any way. To learn more, click the CC - Attribution NoDerivs image.

Attribution NonCommercial

A Non-Commercial license adds the caveat that others can use your course content, but not for commercial purposes. To learn more, click the CC - Attribution NonCommercial image.
Choose a Content License

To share your resource in the way that works best for you, select a license from the Copyright and Licenses drop-down menu. The list below shows the available copyright and license combinations, from least restrictive to most restrictive:

- Copyrighted
- Public Domain
- CC - Attribution
- CC - Attribution ShareAlike
- CC - Attribution NoDerivs
- CC - Attribution NonCommercial
- CC - Attribution NonCommercial ShareAlike
- CC - Attribution NonCommercial NoDerivs

You can view more information about Creative Commons licenses and how they work at creativecommons.org/licenses.

What types of sharing options are available in Commons?

When sharing a resource to Commons, you will need to choose who you want to share your resource with. There are five sharing options available: share to your entire account, share within groups, share within consortiums, share with the public (all Canvas Commons users), or you can set a resource only visible to yourself (private). Select one or more options (maximum of 10) for sharing your resource(s).

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Standard Canvas file storage limits apply, however, anything shared publicly will not count against your quota. Learn more about Canvas file storage.
- Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
• When updating resources, resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific groups.

Share to Account

Sharing and License

Who can use this resource? * Maximum of 10

- All of [account]
- Select Group(s)
- Select Consortium(s)
- Public (any Canvas Commons user)

To share the resource with your entire account, select the All of [account] checkbox. If you share to your entire account, the resource will be shared to all groups within the account (including groups you may not belong to).
Share within Groups

Sharing and License

Who can use this resource? * Maximum of 10

- [ ] All of Lorcrux
- [x] Select Group(s)

To share the resource within groups, select the Select Group(s) checkbox. This includes the ability to share with all or select groups.

Note: Group visibility is based on your group membership(s).
Share within Consortiums

Sharing and License

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

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [x] Select Consortium(s)
  - [ ] Share Consortium
  - [ ] State Resources
- [ ] Public (any Canvas Commons user)

To share the resource only within consortiums, select the **Select consortiums** checkbox. This includes the ability to share with all or select consortiums.

Share With Public (All Canvas Users)

Sharing and License

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

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [x] Select Consortium(s)
- [x] Public (any Canvas Commons user)

To share the resource with all Canvas users, select the **Public** checkbox. The shared resource will be publicly available to anyone using Canvas.
Share Privately

Sharing and License

Who can use this resource?*  Maximum of 10

☐ All of Lorcrux
☐ Select Group(s)
☐ Select Consortium(s)
☐ Public (any Canvas Commons user)

To share the resource with just yourself, leave the boxes unchecked.

What types of document and media files can be shared to Commons?

Learn about what types of document and media files can be shared to Commons.

Notes:

• To enable Commons in your Canvas instance, please contact your Customer Success Manager.
• Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
• Not all files supported in Commons are supported in Canvas. Learn more about supported document and media file types in Canvas.

Supported Document Types

The following document files can be shared to Commons:

• .doc
• .docx
• .ppt
• .pptx
• .pdf
• .xls
• .xlsx
• .rtf
• .txt
• .odt
• .odp
• .ods
Supported Image Types

The following image files can be shared to Commons:

- .jpg
- .png
- .gif
- .svg

Supported Video Types

The following video files can be shared to Commons:

- .asf – Windows Media
- .mov – Apple Quicktime
- .mpg – Digital Video Format
- .avi – Digital Video Format
- .m4v – Digital Video Format
- .wmv – Windows Media
- .mp4 - Digital Video Format
- .3gp – Multimedia Mobile Format
- .flv – Flash Video

Supported Audio Types

The following audio files can be shared to Commons:

- .mp3
- .wav
- .mp4
- .aac
- .aif
- .ogg
- .webm

How do I share a course to Commons?

You can share your Canvas course to Commons and make it available to other instructors.

Resources should be complete before they are shared. To modify an existing shared resource, learn how to update a resource previously shared to Commons.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Uploading a previously shared course in Commons can replace constituent resources within the dependent course, resetting or replacing important settings, course design, and even resources like assignments. Please use caution when updating courses via Commons.

Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course you want to share to Commons [2].
Open Settings

In Course Navigation, click the Settings link.
Share to Commons

In the sidebar, click the **Share to Commons** button.
Choose Sharing Option

Sharing and License

Who can use this resource? * Maximum of 10

- All of Lorcrux
- Select Group(s)
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a sharing option.

Choose Content License

License Help Me Choose

Copyrighted

Select your content license from the Copyright and Licenses drop-down menu.
Add Metadata

Metadata

Title *
Give your object a title

Description *
Please describe your object

Tags * (Hit enter to start a new tag)

Image *

Click to change

Enter resource metadata and add an image thumbnail.
Add Grades and Outcomes

Select the appropriate grade level(s) using the sliders or the dropdown menus [1] and tag any outcomes (if enabled) [2].
Share to Commons

Grades and Outcomes

**Grade/Level**

From: 4th grade  
To: 9th grade

**Outcomes**  Kindergarten - 12th grades only

Filter outcomes libraries:

- ☑ Common Core Standards  
- ☑ Alaska

Search for standards by keyword

[Cancel]  [Share]

When you're done, click the Share button.
View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

Resource Unavailable Message

There was an error sharing your resource, please try again.
If there was a problem sharing your resource, an error notification will appear in the page.

**How do I share a resource to Commons?**

You can share assignments, modules, quizzes, pages, and discussions in Canvas to Commons.

To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

**Notes:**

- The steps in this lesson are similar for sharing assignments, modules, quizzes, pages, or discussions. The differences include opening the feature from Course Navigation and using the Settings icon on Index and Details pages. The images in this lesson illustrate how to share an assignment to Commons.
- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

**Open Course**

In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the resource from [2].
Open Feature Area

In Course Navigation, click the feature area link where your resource is located.

Share Resource

Locate the resource you'd like to share within the feature area page, click the Settings icon [1], then click the Share to Commons link [2].

Note: If there is a rubric attached to a resource, it will be shared to Commons as part of the resource. The attached rubric will also be imported as part of the resource.
Share via Resource Details Page

Writing Assignment

Choose one of the following essay questions and write a 1 page response double-spaced, with one-inch margins!

Questions:

1. Why is the structure of DNA a double helix?
2. What is diffusion and why does it work?
3. Explain the Krebs Cycle. How does it work?
4. What are the characteristics of living organisms?

You can also open the individual resource to share to Commons. Click the Settings icon [1] then click the Share to Commons link [2].

Choose Sharing Option

Sharing and License

Who can use this resource?* Maximum of 10

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [ ] Select Consortium(s)
- [ ] Public (any Canvas Commons user)

Select a sharing option.

Note: Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.
Choose Content License

License  Help Me Choose
Copyrighted  

Select your content license from the Copyright and Licenses drop-down menu.

Add Metadata

Metadata

Title  
Writing Assignment

Description  
Students will learn about historical writing by researching original written documents.

Tags  (Hit enter to start a new tag)

english  writing

Image  
Click to change
Enter resource metadata and add a thumbnail image.

**Add Grades and Outcomes**

Grades and Outcomes

**Grade/Level**

From: Kindergarten

To: Graduate

**Outcomes** Kindergarten - 12th grades only

Filter outcomes libraries:

- [ ] Common Core Standards
- [ ] Select State Standards

Search for standards by keyword

Select the appropriate grade level(s) using the sliders or the dropdown menus [1] and tag any outcomes (if enabled) [2].
Share to Commons

Grades and Outcomes

**Grade/Level**

From: 4th grade

To: 9th grade

**Outcomes** Kindergarten - 12th grades only

Filter outcomes libraries:

- ✔ Common Core Standards
- ✔ Alaska

Search for standards by keyword

When you're done, click the **Share** button.
View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

Resource Unavailable Message

There was an error sharing your resource, please try again.
If there was a problem sharing your resource, an error notification will appear on the page.

**How do I share a document, image, video, or audio file to Commons?**

Learn how to share files in Canvas to Commons. Learn more about [supported file types in Commons](#).

Resources should be complete before they are shared. To modify an existing shared resource, learn [how to update a resource previously shared to Commons](#).

**Notes:**

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

**Open Course**

In Global Navigation, click the **Courses** link [1], then click the name of the course you want to share the file from [2].
Open Files

In Course Navigation, click the Files link.

Share File

To share a document [1], image [2], video [3], or audio [4] file, next to the file, click the Settings icon [5] then click the Share to Commons link [6].
Choose Sharing Option

Sharing and License

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

- [ ] All of Lorcrux
- [ ] Select Group(s)
- [ ] Select Consortium(s)
- [ ] Public (any Canvas Commons user)

Select a sharing [sharing option](#).

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content. Authors of publicly shared resources will always be able to view their resource.

Choose Content License

License * Help Me Choose

- Copyrighted

From the Copyright and Licenses drop-down menu, select your [content license](#).
Add Metadata

Metadata

Title *

Biological Classification PDF

Description *

Shows a classification chart

Tags * (Hit enter to start a new tag)

* biology  * classification

Image *

Enter resource metadata and add a thumbnail image.

Note: For image and video file types, a thumbnail is created automatically. Thus, the option to select a thumbnail is not available.
Add Grades and Outcomes

Select the appropriate grade level(s) using the sliders or the dropdown menus [1] and tag any outcomes (if enabled) [2].
Share to Commons

Grades and Outcomes

**Grade/Level**

From: 4th grade  
To: 9th grade

**Outcomes**  Kindergarten - 12th grades only

Filter outcomes libraries:

- Common Core Standards  
- Alaska

Search for standards by keyword

When you're done, click the Share button.
View your shared resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

**Notes:**

- The file type will automatically display in the resource details.
- Duration will display for video and audio file types.
Resource Unavailable Message

If there was a problem sharing your resource, an error notification will appear in the page.

How do I update a resource I previously shared to Commons?

If you modify a resource (learning activity) in Canvas that was previously shared to Commons, you can reshare the modified resource to Commons and the existing resource in Commons will be updated.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- If you choose to update a previously shared resource, the previous version will be replaced. If you choose not to update a previously shared resource, a new resource will be created.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course [2].
Open Feature Area

In Course Navigation, click the feature area link where the resource exists that you want to update.

If you modified a course and want toreshare the updated course to Commons, navigate to course Settings.

Note: When updating a file, if you change the file name, Commons might not be able to match it with your existing resource.
Share to Commons

Locate the resource [1] and click the Settings icon [2]. Then, click the Share to Commons link [3].

Select Update Option

Is this an update to a previously shared resource?

Commons will automatically check whether or not the resource can be updated and create a default option. To manually choose whether or not the currently shared resource is an update to a previously shared resource, click the update toggle.

Notes:

- If you choose not to update the previously shared resource, a new resource will be created.
- Resources not previously shared to Commons will not have an update option.
Change Resource

Select which resource you are updating:

Writing Assignment

Commons will verify the best match for which resource you are updating. To change which resource you are updating, click the Change button.

Select Resource

□ Is this an update to a previously shared resource?

Select which resource you are updating:

Research Assignment

Writing Assignment

A list of previously shared resources is pre-populated for you. To update a resource, click the Select button.

Add Version Notes

Version notes

Please inform users on what you updated.

In the Version notes field, let users know what you updated. Version notes will be visible to users on the resource details page.
Edit Resource Details

Metadata

**Title**

Writing Assignment

**Description**

Students will learn about historical writing by researching original written documents.

**Tags** *(Hit enter to start a new tag)*

- english
- writing

**Image**

![Image](image_url)

If necessary, edit [resource information](#), [content licensing](#), and [sharing options](#).

**Note:** Resources that are no longer in a user's scope will not appear on the user's Updates page. For example, changing the share option from your account to within specific groups.
Update Resource

Grades and Outcomes

Grade/Level

Outcomes  Kindergarten - 12th grades only

Filter outcomes libraries:

- ✔ Common Core Standards
- ✔ Utah

Search for standards by keyword

When you are ready, click the **Update** button.
View your updated resource. A notification will display at the top of the page that indicates the resource has been successfully shared. Please note that it may take up to 30 minutes for your resource to process.

How do I edit a resource in Commons?

Authors can edit the license, version notes, title, description, tags, image, and sharing settings for their shared resources from Commons. To modify an existing shared resource, learn how to update a resource previously shared to Commons. Admins will also be able to edit and remove shared account resources that are not private to the author.
Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

In the search field [1], find the resource you want to edit or delete. To view all your shared resources, click the Shared link [2].

Open Resource

Click the name of the resource you want to edit or delete.
Edit Resource

Click the **Edit Resource** button.
Edit Resource Details

Edit the resource information, content licensing, and sharing options.

Note: The Version notes field is only available for previously shared resources that have been updated.
Save Changes

When you're done, click the **Save Changes** button.

View Updated Resource

**Writing Assignment**

**Summary**

Grade/Level: 8, 9, 10  
Shared With: Private  
Type: IMS Common Cartridge File (.imscc)

**Version notes**

Students will learn about historical writing by researching original written documents.

**Reviews**

**Import into Canvas**

Search for a course

- All
- AndyAdminCourse1
- Biology 101

**Download** 6.25 kB

**LAST UPDATE:** 4/11/16

**SHARED BY:**

Doug Roberts

**ACCOUNT:**

Lorcrux

View updated resource details.

**How do I manage Groups in Commons?**

Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.
A Group Manager is a role that must be assigned by an Admin. Learn more about how to add a Group Manager as an Admin.

**Open Admin Settings**

In Commons Navigation, click the Admin link.

**Open Groups**

Click the Groups link.

**View Groups**

Find a specific group by typing in the Search groups field. Or to manage the group, click the group name.

1. Search groups
2. Faculty Group 3

Find a specific group by typing in the **Search groups** field [1]. Or to manage the group, click the **group name** [2].
Edit Group Details

In the Edit Group page, you can change the group name [1] and add users to the group [2]. To return to the Groups page, click the Back to All Groups link [3].

Add Group Members

In the Search users to add field [1], type the name or email address of the user and select the user from the search list [2].

Note: if you can't find the user you'd like to add to the group, make sure they have accessed Commons in the past.
Manage Group Members

Edit Group

Users appear in the Group Member list [1] with the users' name [2] and email [3].

To change the manager status of a user, select/use the toggle button [4]. To remove a user from the group, click the Delete icon [5].

Edit Group

In the Groups page, to edit a group, click the group's name.
Delete Group

<table>
<thead>
<tr>
<th>Group</th>
<th>Delete Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>![Delete Icon]</td>
</tr>
<tr>
<td>Applied Physics</td>
<td>![Delete Icon]</td>
</tr>
<tr>
<td>Art</td>
<td>![Delete Icon]</td>
</tr>
</tbody>
</table>

To delete a group, click the **Delete** icon.
How do I add outcomes to a resource in Commons?

Users can search for and tag resources with K12 Federal or State outcomes, which Commons leverages through the Academic Benchmarks API. By default, Standards and Outcomes settings are enabled. If you don't have access to them, your account admin might have them disabled.

As a sharing user, if the Grade/Level you have selected is between Kindergarten through 12th grade, you can tag resources with outcomes when sharing or editing a resource.

As a discovering user, you can search for resources by outcome. Resources with associated outcomes will be indicated by the target icon.
In the resource details page, locate the **Grades and Outcomes** section of your resource.
Tag Outcomes

To filter outcomes libraries, select the checkbox next to Federal Outcomes libraries [1] and/or State Outcomes libraries [2].

In the Outcomes description, search for keywords [3].
Select the appropriate outcome.
Save Changes

1. Share
2. Update
3. Save Changes

If you are sharing a new resource, click the Share button [1].

If you are updating an existing resource, click the Update button [2]. If you are editing a resource, click the Save Changes button [3].
Admin Users
What are my account settings in Commons?

As a Canvas admin, you can access account settings in Commons to manage public sharing and importing options for your account.

Notes:

- Canvas account admins are automatically made account admins in Commons.
- Non-admins (instructors, designers, etc) will not have access to Admin Settings.

Admin Settings

Settings are located in the Admin tab.

Account Settings

Public Commons

- Allow users to share to public account
- Allow users to view publicly shared content

Standards & Outcomes

- Show Common Core Standards
- Show State Standards Vermont
In the Account Settings tab, you can manage publish sharing for your account.

You can also enable or disable standards and outcomes. By default, Standards & Outcomes settings are enabled.

You can edit your account settings at any time.

Groups

In the Groups tab, you can create and manage groups with which you share resources.
In the Consortia tab, you can create and manage consortia with which you share resources.
Manage Shared Resources

In the **Managed Resources** tab, you can manage (search, view, remove) all resources shared by your institution that are not private to the author/sharer. You can also edit resource metadata (details, content licensing, share option); however, you cannot edit or update resource content.

**How do I edit my account settings in Commons?**

As an admin, you can change your account settings at any time.

**Open Admin Settings**
In Commons Navigation, click the **Admin** link.

**Open Account Settings**

Account Settings

**Public Commons**

- Allow users to share to public account
- Allow users to view publicly shared content

**Standards & Outcomes**

- Show Common Core Standards
- Show State Standards  
  Vermont

Click the **Account Settings** tab.

**Edit Public Commons**

**Public Commons**

1. Allow users to share to public account
2. Allow users to view publicly shared content

By default, users will be able to share and view public content.

To disable public sharing, deselect the **Allow users to share to public account** setting [1]. This will remove the Public option when finding a resource in Commons and the Share with public (All Canvas users) option when sharing a resource to Commons.
To prevent users in your account from viewing publicly shared content, deselect the Allow users to view publicly shared content setting [2]. This option will hide all publicly shared resources from your Commons account.

Notes:
- Authors of publicly shared resources will always be able to view their resource.
- If the Allow users to view publicly shared content option is disabled, admins will not be able to view public resources and discovering users will not be able to view updates to previously imported public resources.

Edit Standards & Outcomes

By default, Standards & Outcomes settings are enabled.

To disable users from tagging federal or state standards to shared resources in Commons, toggle the Show Common Core Standards (ELA, Math) [1] or Show State Standards [2] settings respectively.

Note: An enabled setting within Canvas toggles is indicated by a green check mark.

Save Account Settings

Click the Save button.
View Updated Account Settings

Account Settings

Successfully updated your account settings

Public Commons
- ☑ Allow users to share to public account
- ☑ Allow users to view publicly shared content

Standards & Outcomes
- ☑ Show Common Core Standards
- ☑ Show State Standards [Vermont]

How do I manage shared resources for my account in Commons?

As an admin, you can manage (search, view, edit, remove) your account's shared resources.

Open Admin Settings

In Commons Navigation, click the Admin link.
Open Managed Resources

Click the Managed Resources tab.

View Account Shared Resources
In the Manage Shared Resources page, you can search, view, and remove resources shared by your institution that are not private to the author.

In the search field [1], you can search your account's shared resources by entering keywords such as author or title. You can also search by filter [2], or use the filter options to narrow your search.

**Remove Resource**

Locate the resource you want to remove from Commons. Click the **Remove** icon.
Before the resource is removed from Commons, you will see a confirmation message [1] and a **Don't warn me again** checkbox [2]. If you check the box, you will no longer be asked to confirm deletion for the rest of the session, but you will need to confirm deletions in future sessions. To delete the resource, click the **Delete** button [3]. To cancel deletion, click the **Cancel** button [4]. You will be unable to recover the resource once it is removed from Commons. The author will no longer see the removed resource on their Shared page.

**Note:** If you delete a shared resource in Canvas, other users will still be able to import that resource until you delete the resource in Commons.
To view more details about a specific resource, click anywhere on the resource tile.

**Note:** Resources can be opened in a new tab by pressing Command (Mac) or Control (PC) while clicking the resource name on the Search page, or, by right clicking the name of the resource.
Edit Resource Details

To edit resource details, click the Edit Resource button.

Note: Admins cannot edit or update resource content.
Remove from Commons

You can also remove a resource from the resource details page. To remove the resource, click the **Remove from Commons** button.
How do I manage Consortiums in Commons?

As an admin, you can manage (create, edit, and delete) consortiums for your account. A consortium is a collective of several institutions, which is different than a Commons group.

You can also accept or decline invitations to consortiums and leave consortiums you have joined.

Open Admin Settings

In Commons Navigation, click the Admin link.

Open Consortiums

Click the Consortiums tab.

Create a new consortium

+ Name your new consortium

Click the Consortiums tab.
Create Consortium

Type the name of the new consortium in the new consortium field. Then press the **Return** (Mac) or **Enter** (PC) key.

**Edit Consortium Details**

In the Edit Consortium page, you can change the consortium name [1], choose whether to allow your institution to contribute to the consortium [2], and invite other institutions [3]. To return to the Consortiums page, click the **Back to All Consortiums** link [4].
Invite Institutions

In the institution field [1], type the name or URL of the institution. Then select the institution from the search list [2].

Manage Institutions

Invited institutions will appear in the Contributor and Institution list [1] and will be marked as Pending [2] until the institution accepts the invitation to join the consortium. If the institution declines the invitation, the status will be Declined and can be dismissed.

To change the Contributor status of the institution, click the toggle [3]. To remove an institution from the consortium, click the Delete icon [4].

Edit Consortium

To edit a consortium, click the consortium's name on the Consortiums page.
Delete Consortium

New Consortium

Share Consortium

State Resources

To delete a consortium, click the Delete icon.

Accept or Decline Invitation

ACCESSIBILITY TEAM
Created by: pamer.instructure.com

1. Join
2. Decline

KEYBOARD INTERNATIONAL
Created by: pamer.instructure.com

Join Decline

To accept an invitation, click the Join button [1]. To reject an invitation, click the Decline button [2].

Leave Consortium

ACCESSIBILITY TEAM
Created by: pamer.instructure.com

KEYBOARD INTERNATIONAL
Created by: pamer.instructure.com

Leave

Leave

To leave a joined consortium, click the Leave link.

How do I create and manage Groups in Commons?

As an admin, you can manage (create, edit, and delete) groups for your account. A group is a subset within an institution, which is different than a consortium.
As part of managing groups, you can add group managers. Group managers can change the group's name, add or remove group members, make other members group managers, and edit or delete resources shared to the group.

**Open Admin Settings**

In Commons Navigation, click the **Admin** link.

**Open Groups**

Click the **Groups** tab.

**Create Group**

Type the name of the new group in the **Create a new group** field. Then press the **Return** (Mac) or **Enter** (PC) key.
Edit Group Details

In the Edit Group page, you can change the group name [1] and add users to the group [2]. To return to the Groups page, click the Back to All Groups link [3].

Add Group Members

In the Search users to add field [1], type the name or email address of the user and select the user from the search list [2].

Note: if you can't find the user you'd like to add to the group, make sure they have accessed Commons in the past.
Manage Group Members

Users appear in the Group Member list [1] with the users' name [2] and email [3].

To change the manager status of a user, select/use the toggle button [4]. To remove a user from the group, click the Delete icon [5].

Edit Group

In the Groups page, to edit a group, click the group's name.

In the Groups page, to edit a group, click the group's name.
## Delete Group

<table>
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<td>![Delete Icon]</td>
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</tbody>
</table>

To delete a group, click the **Delete** icon.