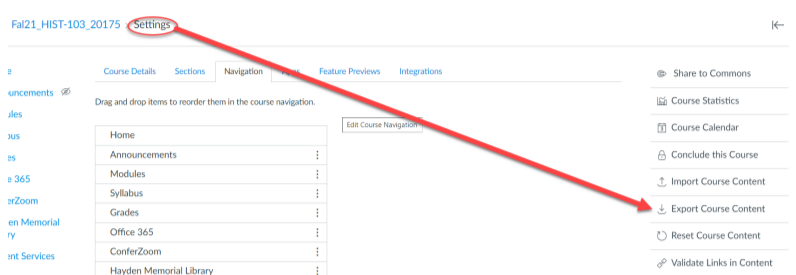


TECH TIP #7: EXPORTING AND SAVING YOUR CONTENT

There are many ways to export and save content that you create in Canvas. Take a few minutes to learn how!

1 Create an EXPORT FILE

From SETTINGS click on EXPORT COURSE CONTENT



1a Choose your EXPORT TYPE

COURSE exports all content in the course
QUIZ exports only the quizzes

Content Exports

Content export files cannot be downloaded after 30 days.

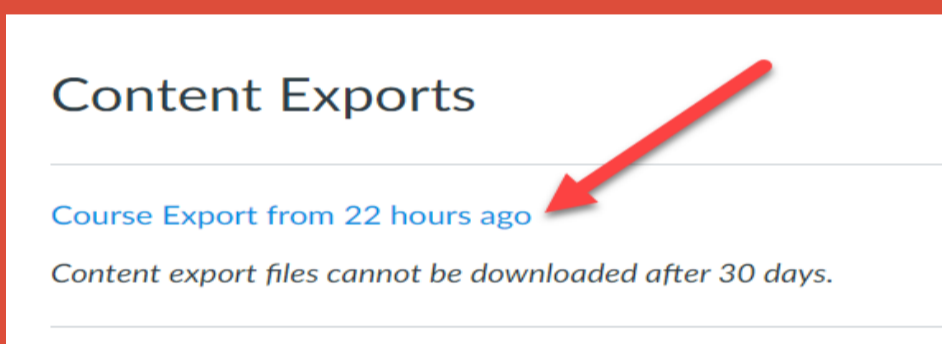
Export Type

Course

Quiz

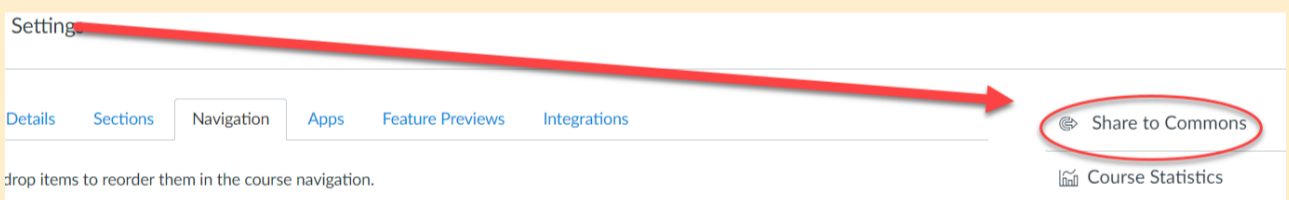
Create Export

1b When the EXPORT FILE is ready, download the file to your computer.



2 Export your content to CANVAS COMMONS

From SETTINGS click on SHARE TO COMMONS



2a Set the parameters of what and how you want to share to CANVAS COMMONS

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource? * Maximum of 10

Only Me

All of Citrus College

Public (any Canvas Commons user)

Content Type (Optional) **NEW**

Template

Open Textbook

License * [Help Me Choose](#)

Copyrighted

Add Additional Information

Metadata

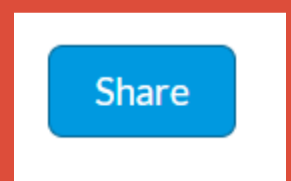
Title *

Fal21 HIST-103 20175 World History to 1500 C.E.

Who can use the content: only you, Citrus, Everyone

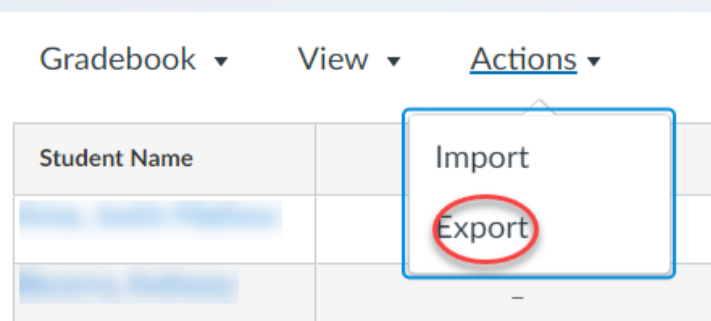
Indicate the type of content

When you are done, click SHARE



2b CANVAS COMMONS is a good way to store large courses and to move them between accounts

3 You can also export your GRADEBOOK



In the GRADEBOOK, click ACTIONS, and choose EXPORT

RESOURCES

To learn more about designing courses and multimedia tools:
onlinenetworkofeducators.org