COMMONS GUIDE
# Table of Contents

**All Users**
- What is Canvas Commons? ................................................................. 3
- How do I use Commons? .................................................................. 4
- How do I preview resources in Commons? ....................................... 8
- How do I import and view a Commons resource in Canvas? .......... 17
- How can I import a Commons resource into Canvas? .................... 28
- How can I leave a review for a resource in Commons? .................. 36
- How do I add and manage Favorites in Commons? ......................... 40
- How do I view my imported and shared resources in Commons? ...... 46
- How do I import Commons Favorites in the Rich Content Editor in Canvas? .......................................................... 51
- How do I view updates to resources I previously imported from Commons? .......................................................... 57
- What information do I need to share a resource to Commons? ....... 65
- How do I add a thumbnail image to my shared resource? .............. 68
- What types of content licenses are available in Commons? ............ 75
- What types of sharing options are available in Commons? .......... 79
- What types of document and media files can be shared to Commons? .......................................................... 83
- How do I share a course to Commons? ........................................... 85
- How do I share a resource to Commons? ........................................ 93
- How do I share a document, image, video, or audio file to Commons? .......................................................... 100
- How do I update a resource I previously shared to Commons? ...... 108
- How do I edit the details of a resource in Commons? ................... 115
- How do I manage Groups in Commons? ....................................... 119

**Admin Users**
- How do I view account settings in Commons? ............................. 123
- How do I edit my account settings in Commons? ......................... 124
- How do I manage shared resources for my account in Commons? .... 129
- How do I manage Consortia in Commons? .................................... 134
- How do I create and manage Groups in Commons? ..................... 140
All Users
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 need to have an email address associated with your Canvas account.

Notes:

- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- Commons includes similar functionality with Blueprint Courses. To learn more about Blueprint Courses, see the Blueprint Courses and Canvas Commons Comparison PDF.

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

[Diagram of people sharing]

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

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 share the modified resource to Commons again. The existing resource will be updated in Commons.
Learn [how to update resources previously shared to Commons](#).
How do I use Commons?

You can use Commons to search for and import content into your Canvas courses. You can also share resources to Commons from your Canvas courses.

Notes:

- To enable Commons in your Canvas instance, please contact your Customer Success Manager. To access Commons, you need to have an email address associated with your Canvas account.
- Users who can create or edit course content in Canvas also have access to Commons. This includes Admins, Teachers, Designers, and TAs. If an institution does not want student TAs to have access to Commons, an account admin should create a custom TA role in Canvas that does not have permission to create or edit course content.
- Commons is available in all Free for Teacher (FFT) accounts. Free for Teacher users are limited to finding, importing, and sharing public resources.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

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 sort search results by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the **Sort by** drop-down menu [2].

To apply search filters to your search, click the **Filter** button [3].

Based on your selected filters, the number of results are displayed in the page [4]. To search everything available to you in Commons, leave the search field and filters blank.

**Note:** Depending on the account settings set by your Canvas admin, you may be unable to view and/or share public content.
Filter Search Results

To narrow your search, or to search by filter, use one or more of the filter options:

- **Approved Resources** [1]: If your admin has enabled approved resources, you can filter results to only show approved resources.
- **Type** [2]: You can filter by resource type (e.g., Courses, Modules, Assignments, Quizzes, Discussions, Pages, Documents, Images, Videos, or Audio).
- **Grade/Levels** [3]: You can select specific grades or level of education to narrow your search (e.g., K-12, Undergraduate, Graduate).
- **Shared With** [4]: You can filter results by resources shared publicly, in your account, in a group, or in a consortium.
In search results, resource details are displayed on content cards. Each card displays the following details:

- **Approved Resource icon [1]**: Identify institution-approved resources. Note that the approved resources feature must be enabled by an account admin.
- **Resource icon [2]**: Identify the resource type
- **Title [3]**: View the title of the resource
- **Grade level(s) [4]**: View the grade/level of the resource
- **Author [5]**: View the author of the resource
- **Downloads and Favorites icons [6]**: View the number of times a resource has been downloaded and imported or added as a favorite.

To preview a resource, view more details, or import a resource, click the resource title.
The content overview page loads the Preview tab by default. The sidebar contains further information and links:

- **Favorites and Downloads** [1]: Displays the number of times a resource has been added as a favorite or downloaded.
- **Date of last update** [2]: Date when content was last updated by an author.
- **License** [3]: Displays either the Copyright or Creative Commons content license.
- **Thumbnail and Approved Icon** [4]: Resource thumbnail and, if applicable, the approved resource icon.
- **Import/Download button** [5]: Button to download or import the resource.
- **Size and Type** [6]: Size of resource file(s) and the type of content.
- **Favorites button** [7]: Add the resource to your Favorites.
To preview resource content, click the Preview tab. The Preview tab is shown by default.
In the Details tab, you can view a summary of the resource and related information:

- **Description** [1]: A brief explanation or summary of the resource
- **Author(s)** [2]: User(s) who shared the resource
- **Account** [3]: The account from which the resource was shared
- **Grade/Level** [4]: The suggested grade level(s) for the resource
- **Tags** [5]: Relevant tags or keywords to identify the resource
- **Duration** [6]: Duration of an audio or video file. Only applicable to audio or video resources
- **Outcomes** [7]: Outcomes linked to a resource. Only applicable to resources with linked outcomes
- **Shared With** [8]: Sharing settings (account, group(s), consortium(s), public, private)
- **Reviews** [9]: [Reviews by other users](#)

When you are ready to import a resource, click the Import/Download button and select a course.

**Note:** Not all resources will display all details. Listed details depend on the type of resource and information provided by the author.
View Version Notes

**Dolphin Sounds**

<table>
<thead>
<tr>
<th>Preview</th>
<th>Details</th>
<th>Version notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Updated Jan 2, 2019 - 1:52 PM*

Changed license and description

To view any updates made to the resource, click the Version notes tab. Updates are sorted by date and time and may include a description of changes made.

Share a Resource

**Research Assignment**

Submit a 2-3 paragraph proposal for the topic of your research project related to the topics covered in class so far.

You can share a variety of resources to Commons from your Canvas course, including a Canvas course, course content, and files.
Terms of Use, Privacy Policy, and Help

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 resources in Commons before importing the resource into your Canvas course. In the search results, you can preview video and audio files for up to 10 seconds. Learn about supported file types in 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.
- 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.
- The Resource Previews feature is currently an optional feature and must be enabled by an administrator in Commons. If your institution has not enabled Resource Previews, the resource details page may look different.

Find Resource

Locate a resource by using the search field [1].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results [3]. Learn more about searching in Commons.
To preview a course, click the course title.
In the course details page, you can preview the various learning activities within the course. To preview course content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4]. If applicable, points possible are also shown [5].

To preview a content item, click the item title [6].

To download the file to your computer, click the Import/Download button [7].

**Note:** If a course does not contain a particular learning activity (e.g. quizzes), it will not be included in the course details.
Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the preview depends on the type of content being previewed.
Open Module

To preview a module, click the module title.
In the module details page, you can preview items in the module. To preview module content, click a section in the sidebar [1]. Content is listed in the preview area [2]. Each content item displays the content type icon [3] and the published status icon [4]. To preview a content item, click the item title [5].
Content item previews can include the item's title, description, submission requirements, points possible, links, and attachments. Information provided in the resource preview depends on the type of content being previewed.
In the search results page, click the title of the document [1] or image [2] you want to preview.

**Note:** Some image thumbnails are cropped automatically.
Preview Document or Image

In the resource details page, you can preview the image or document before importing it into your course [1]. You can also view the file type and size [2].

To import the file into your course or to download the file to your computer, click the Import/Download button [3].
In 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 title [2]. To listen to a preview of an audio file, click the Play icon [3].
In the resource details page, you can preview the full video or audio file before importing it into your course [1]. You can also view the file type and size [2]. To import or download the file, click the **Import/Download** button [3].
How do I import and view a Commons resource in Canvas?

You can import courses, modules, assignments, quizzes, discussions, pages, or files from Commons into your Canvas course. 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.
- 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].

You can sort resources by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

You can also filter search results by approved content, type of content, grade/level, and sharing settings [3]. Learn more about searching in Commons.

Open Resource
To view resource details, click the resource title.

**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.

**View Resource**

![Intro to Biology](image)

To import or download the resource, click the **Import/Download** button.
Import Resource

Search for the course(s) into 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** button [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

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

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

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 for a resource in Commons. Reviews 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.
Find Resource

To locate a resource in Commons, use the search field [1].

To sort content by relevance, date, number of downloads, or number of favorites, click the Sort by drop-down menu [2].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the Filter button [3]. Learn more about searching in Commons.

Open Resource

[Image ofPeer Reviews Assignment]
To review content, click the resource title.

**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.

**View Details Tab**

![Peer Reviews Assignment](image)

A peer review assignment

**Author(s)**

- Max Eisenhardt

**Account**

Lorbeta Canvas Account

**Grade/Level**

- Any

**Tags**

- 123

**Shared With**

Lorbeta Canvas Account, accountant, backfill consortium, testing group

**Reviews**

In the resource details page, click the **Details** tab.
Submit Review

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

Click the Submit button when you’re done [2].

Edit or Delete Your Review

To edit your review, click the Edit link [1]. To delete your review, click the Delete link [2].
How do I add and manage Favorites in Commons?

In Commons, you can add a resource to Favorites to help you curate helpful content. Favorited content is viewed and managed in the Favorites 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.

Open Commons

In Global Navigation, click the Commons link.
Find Resource

Locate a resource by searching or filtering in Commons.
Open Resource

Click the resource title.
Add to Favorites

Click the Add to Favorites link.
You can view and manage your favorited content in the Favorites page [1].

To search in Favorites, type keywords and phrases in the search field [2].

To sort content by Most Relevant, Latest, Most Favorited, or Most Downloaded, click the Sort by drop-down menu [3].

To filter search results by approved content, type of content, grade/level, and sharing settings, click the Filter link [4].

To remove an item from Favorites, click the Favorites icon [5].
Remove from Favorites

To remove a resource from Favorites, open the resource, then click the Remove from Favorites link.
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:

- If you need to remove a resource imported through Commons, navigate to the corresponding area in your course and delete it there. For example, to remove an imported assignment, navigate to the Assignments Index Page in your course to delete the assignment from the list.
- 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

View resources you have imported from Commons into Canvas. Resources are sorted by most recent date.

Open Shared

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

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

You will be asked to confirm deletion of the resource. To confirm and delete the resource, click OK [1]. You will be unable to recover the resource once it is removed from Commons.

To cancel deletion, click Cancel [2].
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.
How do I import Commons Favorites in the Rich Content Editor in Canvas?

You can view and import resources from your Commons Favorites list in the Rich Content Editor in Canvas. Importing content in the Rich Content Editor only supports documents, videos, audio recordings, and images.

Notes:
- You must add a resource to your favorites in Commons before you can view and import it in the Rich Content Editor.
- Content imported in the Rich Content Editor is also imported into your course files.

Open Rich Content Editor

Open the Rich Content Editor using one of the Canvas features that support the Editor.
Open Commons Favorites

Click the Commons icon.

View Content

Your Commons Favorites open in a sidebar and display all embeddable resource types. You may need to scroll down to view additional resources.
Search Content

To search for specific content by title, description, keyword, or tags, use the search field.
Filter Content

To filter content by resource type, click the **Resource Type** drop-down menu and select a resource type.
Click the resource you want to embed. The resource will start to embed in the Rich Content Editor automatically. Importing may take several minutes to complete.
View Imported Content

View the imported content in the Rich Content Editor.
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 have 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 in the notifications center [2].

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 tab [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 Resource

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.
View Updated Resource in Canvas

To view your imported resources, 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

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

Select the appropriate grade level(s) using the sliders or the dropdown menus.
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

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.
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**

- flowers
- biology
- genetics

**Image**

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.
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.
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

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

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**

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
• 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.
- 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 Lorcrux**
- 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

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 Locrux
- Select Group(s)
- 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 Locrux
- Select Group(s)
- Select Consortium(s)
- 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.

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.
• Updating 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.
• The file size limit for uploaded content is 500mb.
In Global Navigation, click the Courses link [1], then click the name of the course you want to share to Commons [2].
Open Settings

Outcomes
Quizzes
Conferences
Collaborations
SCORM
Chat
Settings

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

In the sidebar, click the Share to Commons link.

Choose Sharing Option

Sharing and License

Who can use this resource? * Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- Select Consortium(s)
- Public (any Canvas Commons user)

Select a sharing option.
Choose Content License

Select your content license from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata

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].
When you're done, click the Share button.
View Shared Resource

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

Biology Course 101

Assignments (5)
Pages (1)
Discussions (1)
Files (10)

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.
- The file size limit for uploaded content is 500mb.

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].
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 Options 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 p. response.

**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 **Options** icon [1] then click the **Share to Commons** link [2].

### Choose Sharing Option

#### Sharing and License

**Who can use this resource?**

- [ ] Only Me
- [ ] All of Lorbeta Canvas Account
- [ ] 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

Select your content license from the Copyright and Licenses drop-down menu [1]. To add any additional licensing, copyright, or usage information, click the Add Additional Information link [2].

Add Metadata

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

Select the appropriate grade level(s) using the sliders or the dropdown menus.

Share to Commons

When you're done, click the Share button.
View Shared Resource

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

Writing Assignment

Submit: a file upload

Points: 50

Choose one of the following essay questions and write a 1 page response.

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?

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.
- The file size limit for uploaded content is 500mb.

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

- Discussions
- People
- Pages
  - Files
- Outcomes
- Quizzes
- Conferences

In Course Navigation, click the Files link.
Share File

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

Sharing and License

Is this an update to a previously shared resource?

Who can use this resource?* Maximum of 10

- Only Me
- All of Lorbeta Canvas Account
- 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

Add Additional Information

From the Copyright and Licenses drop-down menu, select your content license.

To add additional information about licensing or usage, click the Add Additional Information link.
Add Metadata

Metadata

**Title**

Biological Classification PDF

**Description**

Shows a classification chart

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

- biology
- classification

**Image**

Click to change

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 Shared Resource

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

Biological Classification PDF

Preview Notes

• A preview of the resource may not be available until the resource has finished uploading and processing.
• The file type will automatically display in the resource details.
• Duration will display for video and audio file types.

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 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 share the modified resource to Commons again to update the existing resource in Commons. Only the user who originally shared a resource to Commons can update resource content. However, administrators can edit resource details.

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 to share it to Commons as an update, 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 Options icon [2]. Then, click the Share to Commons link [3].

Select Update Option

- 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

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 radio button next to the desired resource.

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

**Title**
Writing Assignment

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

**Tags** *(Hit enter to start a new tag)*
- biology
- english
- writing

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

When you are ready, click the **Update** button.
View Updated Resource

Your share was successful! Your resource is currently processing. This may take as long as 30 minutes.

Writing Assignment

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

Author(s)
- Doug Roberts

Account
- Lorbeta Canvas Account

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 the details of 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 can also 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** link.

**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

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 tab.
View Groups

Groups

1. Search groups

Name

2. Biology Dept

Find a specific group by typing in the Search groups field [1].

To manage the group, click the group name [2].

Edit Group

Name

Biology Dept

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

Click 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**

Biology Dept

![Search users to add](image)

<table>
<thead>
<tr>
<th>Manager</th>
<th>User</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Andy Admin</td>
<td><a href="mailto:andy.ad.canvas@gmail.com">andy.ad.canvas@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Doug Roberts</td>
<td><a href="mailto:doug.roberts.canvas@gmail.com">doug.roberts.canvas@gmail.com</a></td>
</tr>
</tbody>
</table>

Users appear in the Group Member list [1]. Commons displays the user’s name [2] and email [3].

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

**Delete Group**

<table>
<thead>
<tr>
<th>Anthropology</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Physics</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td></td>
</tr>
</tbody>
</table>

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

**Note:** Only administrators can delete groups.
Admin Users
How do I view 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.

Open Admin Settings

To access Commons Account Settings, click the Admin link.
View Account Settings

In the Account Settings tab, you can allow approved content settings, manage sharing settings, and configure default search filters.

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.
View Groups

In the Groups tab, you can create and manage groups with which you share resources.
View Consortiums

In the Consortiums tab, you can create and manage consortiums with which you share resources.
In the **Managed Resources** tab, you can search, view, and remove 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 manage account settings. Settings are saved automatically as you make changes.

Open Admin Settings

In Commons Navigation, click the Admin link.

Open Account Settings

Click the Account Settings tab.
You can allow approved content for your Commons account. Approved content is indicated in search results by a customizable banner and image.

To allow approved content, enable the **Allow Approved Content** option [1].

To select a custom background color, click the **Select background color** button [2].

To upload a custom image, click the **Select image** link [3].

To prioritize approved content in search results, click the **Prioritize approved content in search results** checkbox [4].

You can allow other users to manage approved content. Type the name of a user in the field and press Enter (PC) or Return (Mac) to give them permission to curate approved content [5].

**Note:** Custom images must be 50x50 pixels in size and the file format must be either JPEG, PNG, or SVG.
Edit Public Content

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 Default Search Filters

1. Configure default search filters
2. Only Lorpeta Canvas Account Approved Resources

3. Grade/Levels
   - Kindergarten
   - 1st grade
   - 2nd grade
   - 3rd grade
   - 4th grade
   - 5th grade
   - 6th grade
   - 7th grade
   - 8th grade
   - 9th grade
   - 10th grade
   - 11th grade
   - 12th grade
   - Undergraduate
   - Graduate

4. Shared With
   - All (Includes Public Resources)
   - Lorpeta Canvas Account
   - account
   - backfill consortium
   - bookkeeper
   - clerk
   - data analyst
   - Engineer
   - English Dept
   - Financial Advisor

You can configure default search filters in Commons. Default search filters are automatically applied to all search results in Commons. However, users can modify filters for individual searches.

To turn on default search filters, enable the Configure default search filters option [1].

To only display approved content in search results, enable the Only Account Approved Resources option [2].

To filter content based on grade/level, click the checkbox next to the desired grade/level [3].

To filter content based on sharing and publicity settings, select an option from the list [4].
Edit Standards & Outcomes

### Standards & Outcomes

1. Show Common Core Standards
2. Show State Standards [Illinois]

By default, Standards & Outcomes settings are enabled.

To disable users from tagging federal or state standards to shared resources in Commons, click the Show Common Core Standards [1] or Show State Standards [2] button to turn off the option.
How do I manage shared resources for my account in Commons?

As an admin, you can search, view, edit, and 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

The Managed Resources page allows you to search for, view, and edit or remove resources shared by your institution that are not private to the author.

In the search field, you can search your account’s shared resources by entering keywords such as author or title [1]. You can also sort by Most Relevant, Latest, Most Favorited, or Most Downloaded [2].

To view and apply search filters, click the Filter button [3].

Apply Search Filters
You can filter search results when managing resources. Search filters have several options, including filtering by approved content [1], resource type [2], grade/level [3], and sharing settings [4].

Remove Resource

To remove a resource from Commons, click the Delete icon.

An embedded page at lor-beta.instructure.com says

Are you sure you want to delete?

2
Cancel
1
OK

You will be asked to confirm deletion of the resource. To confirm and delete the resource, click Delete [1]. 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.

To cancel deletion, click Cancel [2].
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.

View Resource

To view more details about a resource, click the resource tile.
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

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

1. New Consortium
2. Allow my institution to contribute to consortium
3. Search institutions to add
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

To delete a consortium, click the Delete icon.

Accept or Decline Invitation

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

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

Create a new 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

Add users to the group

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

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

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

Delete Group

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

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