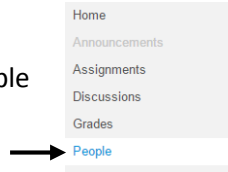


There are two options for sharing course content in Canvas. You can add another teacher to your course. I would add them as a designer, instead of a teacher, that way they can see and edit items in your canvas course, but cannot see grades. Or, as a PLC, or group of teachers who want to share content, you can create a course “shell”, where everyone in the group is a teacher. Then everyone can add things to the “shell” and each person can copy from the shell as they need or want the content.

To add people to a canvas course

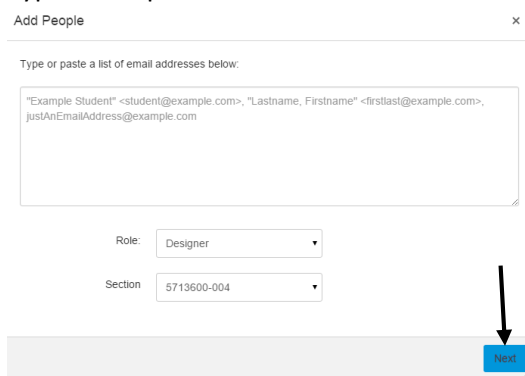
1. In the menu on the left, click people



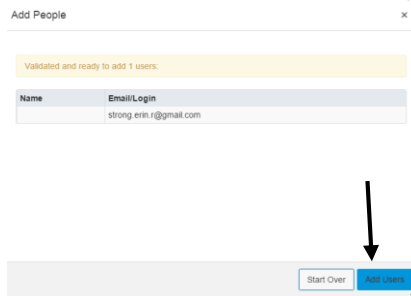
2. Then at the top of that screen, click “+people”



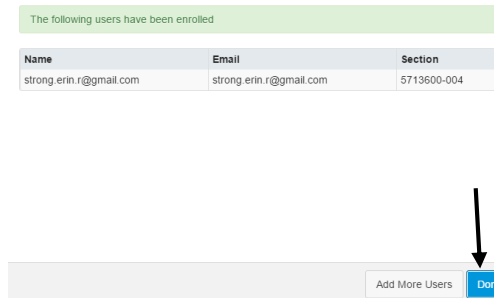
3. Type in the person’s e-mail address and change the type to designer. Click next



4. It will validate the e-mail address, click “add user”

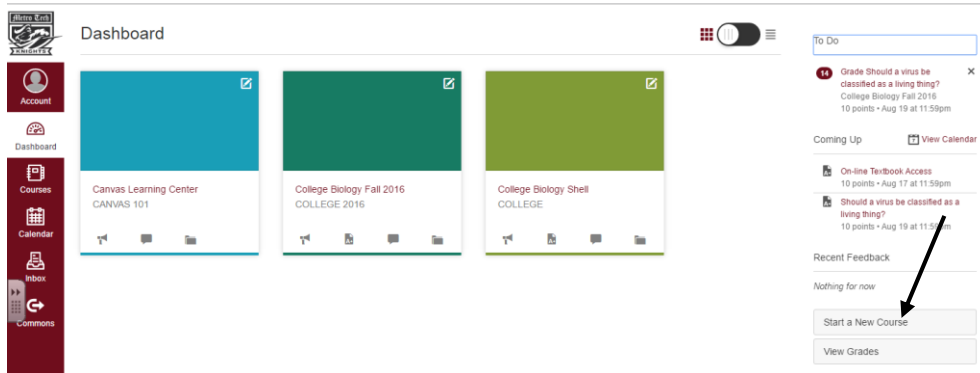


5. “The following user has been enrolled”. Click done. The person then will receive an e-mail and has to accept the invitation.

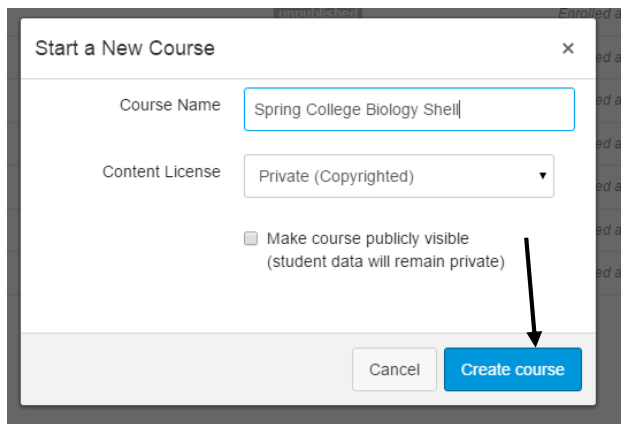


To create a “shell course”

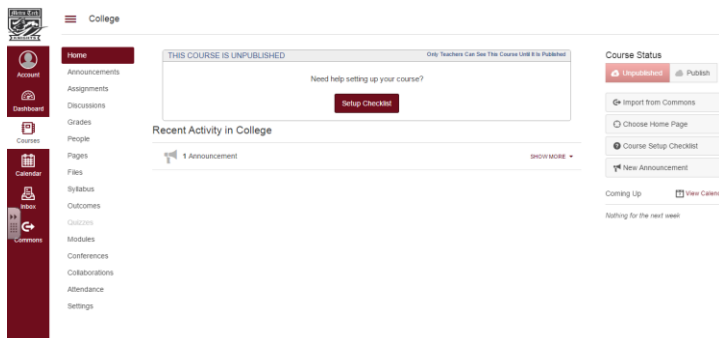
First when you log-on, you should see your dashboard. In the bottom right corner there is a “Start a new course” link



A pop-up window will come up, name your course and click “create course”



You have now created a new course! You can add things to this course, just as you would any other Canvas course. Once the actual course is available, follow the steps to copy content into the new course.



Add people as teachers, same as the steps above, but instead of designer, select teacher. Create content and then copy into your own canvas course (see directions for copying content)