



Import Content Into Canvas



Account



Admin



Dashboard



Courses



Calendar



Inbox



Commons



Help

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

GCC Library

Badges

Google Drive

ConferZoom

3C Media

Settings

View Progress

+ Module

☰ level 2

📎 Red Start Here Button.png

📎 CH 32 Quiz
10 pts

Course Status

🔴 Unpublished Publish

🔄 Import from Commons

🏠 Choose Home Page

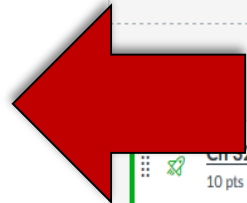
📊 View Course Stream

📢 New Announcement

👁️ Student View

Coming Up [📅 View Calendar](#)

Nothing for the next week



Click on file.

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with various tools like Home, Announcements, Assignments, etc. The main area shows a file management view for 'clantz demo commons'. A red arrow points to the 'Upload' button in the top right corner. A 'File Upload' dialog box is open, showing the 'Desktop' location. A file named 'Best Practices for Video in Teaching and Learning' is selected and highlighted in blue. A red arrow points to the 'Open' button at the bottom of the dialog box.

Click on the red upload button. When the file upload window pops up, navigate to where your file is and click once on it to highlight it. Now click the Open button.

The screenshot displays the Canvas Commons interface for a user named 'clantz demo commons'. The left sidebar contains navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files (highlighted), Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, GCC Library, Badges, Google Drive, ConferZoom, 3C Media, and Settings. The main content area shows a search bar with '0 items selected', '+ Folder' and 'Upload' buttons, and a table of files. A red arrow points to the folder name 'clantz demo commons' in the table. A red circle highlights the search bar, '0 items selected', and the table headers. A red bar at the bottom indicates '0% of 3.1 GB used' and a link for 'All My Files'.

Name	Date Created	Date Modified	Modified By	Size	
Best Practices for Video in Teaching and...	9:49am	9:49am		2.2 MB	✓
Red Start Here Button.png	Apr 25, 2018	Apr 25, 2018	Constance Lantz	36 KB	✓

You will see it loaded here. The upload part is done. Your file is in Canvas Files

To move your content from the file area....

GLENDALE COMMUNITY COLLEGE

clantz demo commons > Modules

Home

View Progress + Module

Course Status

Unpublished Publish

Import from Commons

Choose Home Page

View Course Stream

New Announcement

6d Student View

Coming Up View Calendar

Nothing for the next week

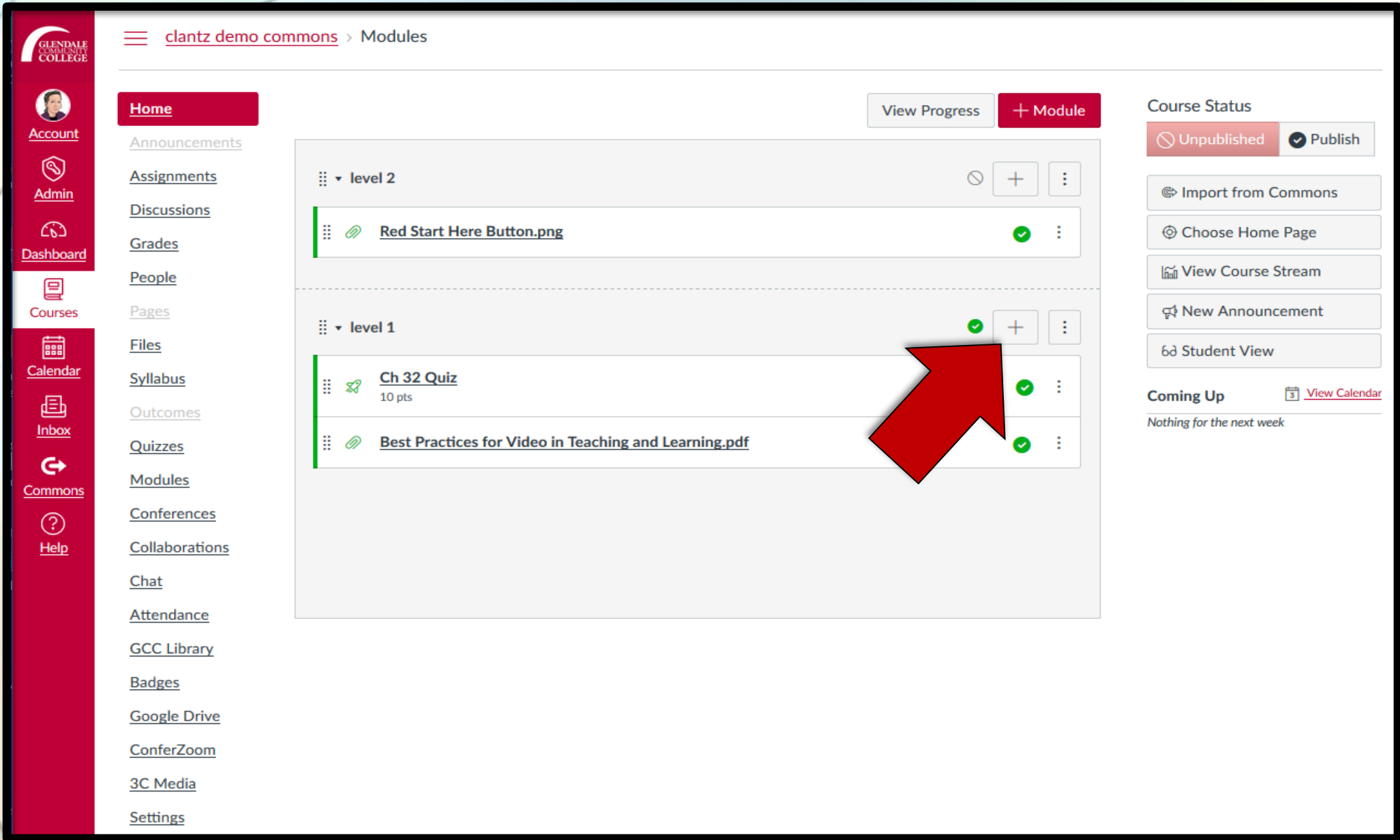
level 2

Red Start Here Button.png

level 1

Ch 32 Quiz 10 pts

Best Practices for Video in Teaching and Learning.pdf



To add it to your modules section, click on that plus sign in the module section that you want to add the file to.

The screenshot shows a course management interface for 'clantz demo commons'. A modal titled 'Add Item to level 1' is open. In the background, a list of items is visible, including 'level 2' with 'Red Start Here Button.png' and 'level 1' with 'Ch 32 Quiz'. A red arrow points to a plus sign in the background. In the modal, the 'Add' dropdown is set to 'File'. Below it, a list of files is shown, with 'Best Practices for Video in Teaching and Learning.pdf' circled in red. At the bottom of the modal, the 'Add Item' button is highlighted with a red arrow.

The process goes like this: click on the plus sign, in the window that pops up, in the “Add” drop down, choose “File”. In the Files window click on the file that you want. Now click on the red “Add items” button.

GLENDALE COMMUNITY COLLEGE

clantz demo commons > Modules

Home View Progress + Module

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ConferZoom

3C Media

Settings

level 2

Red Start Here Button.png

level 1

Ch 32 Quiz
10 pts

Best Practices for Video in Teaching and Learning.pdf

Course Status

Unpublished Publish

Import from Commons

Choose Home Page

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New Announcement

6d Student View

Coming Up View Calendar

Nothing for the next week

Your file will appear in the module you wanted it in. Your file import and placement is complete.