Canvas: "Send To" file sharing

In Canvas there are multiple ways to share files with another user:

1. Exporting course content from course settings (exports the entire course, the recipient is then responsible for sorting through the content when they import to canvas),
2. Sending links to specific files,
3. Using the **Send To** feature.

The **Send To** feature is an easy way to share content with another user who manages a course whose content you've designed (sharing to other sections of your course if they have different canvas accounts, sharing to TAs, TAs sharing to you).

Using this function skips having to go into the course settings to export the entire course when you might only want to share a few files.

The table below explains where you can utilize the Send to function.

	Has Send To Functionality	Not Supported
Course Files (Folders)		X
Course Files (Individual)	X	
Module	X	
Page within Module	X	
File within Module	X	
Link within Module		X
Multiple Modules at once		X
Assignment Group		X
Assignment (Individual)	X	
Announcement (Individual)	X	
Syllabus Page		X
Quiz (Grouping)		X
Quiz (Individual)	X	
Discussion (Individual)	X	

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Pages (Multiple)		X
Pages (Individual)	X	
Outcomes		X
Rubrics		X

How to Send Content

1. Click on the content settings icon to open the content options. In this list will be the **Send To** icon. Click this.

2. Enter the name of the person you'd like to send the content to. Once found, click on their name and then click **Send.**
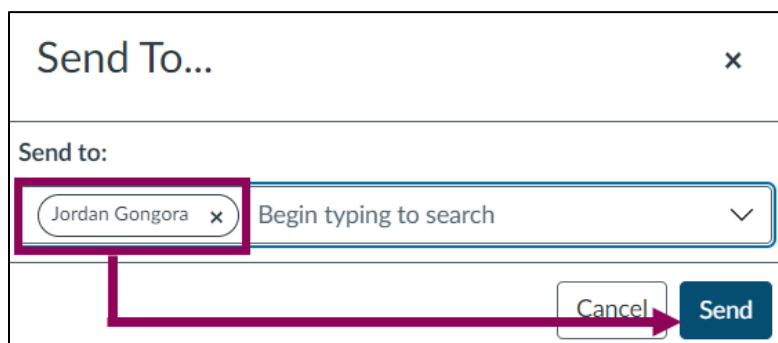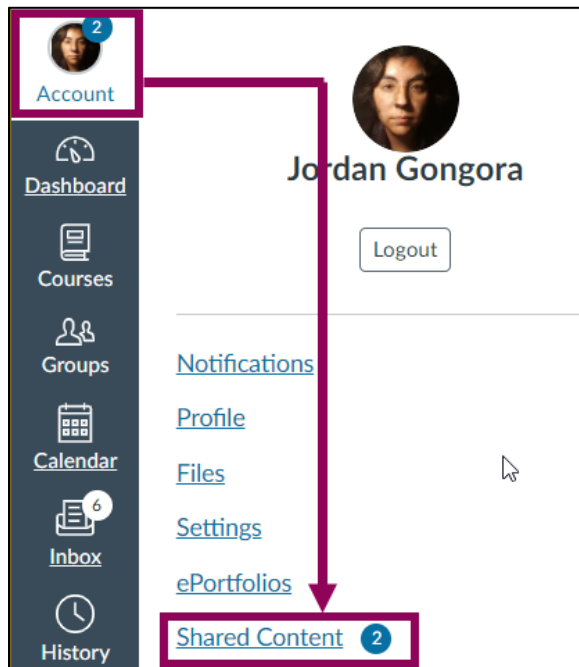

3. A notification at the top of your page will appear if the content successfully shared.
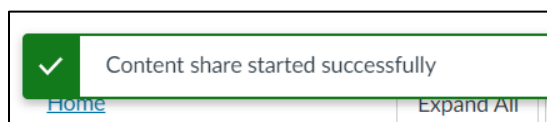
Receiving Shared Content

1. Click on Account > Shared Content.

2. You will be taken to a page titled **Received Content.** From here, if you clock on the Actions button you can:
   a. Preview the content. See what files/pages/modules/etc. was shared with you before you download anything.
   b. Import the shared content directly into a course you can edit.