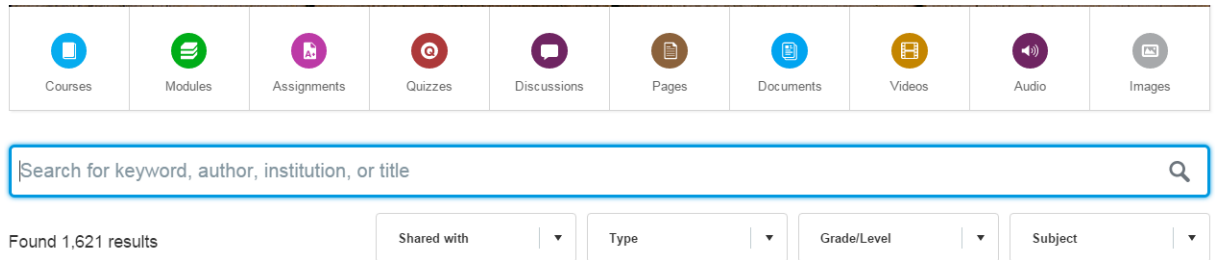


Searching and Retrieving from Commons

When you want to search for and import content into your course:

1. Log into Canvas.
2. Click **Commons** from the global navigation menu (global navigation = your dashboard, courses, calendar, inbox, Commons).
3. There are many ways to narrow your search. For Career EDGE purposes, choose **Modules** from the icons near the top of the page.



4. Next, **enter the appropriate tags in the search box**. Career EDGE Tags:
 - Career EDGE
 - IU Career EDGE Networking
 - IU Career EDGE Crafting Your Resume
 - IU Career EDGE Making an Impression
 - IU Career EDGE You and Your Options
 - IU Career EDGE Parallel Planning
 - IU Career EDGE Homepage
 - IU Career EDGE Interviewing
 - IU Career EDGE Internships
 - IU Career EDGE Exploring Graduate or Professional School
 - IU Career EDGE Designing Your Life
 - IU Career EDGE Negotiating and Accepting Offers
 - IU Career EDGE Cover Letters and Other Professional Correspondence
 - IU Career EDGE Job Search Strategies
5. **Choose the module** that you are interested in by clicking the picture or title. When the resource opens, you will see some information about it, including a list of the elements in the module. You can't actually open and review the module from inside the Commons interface.
6. If you wish to import the resource into your course, click the **Import into Course** button on the right side of the page. You will see a dropdown list of courses in which you are an instructor. **Choose the course into which you want to import the resource or create an empty course for the import. You can only choose one course at a time.**
7. The module will appear in the **Modules** tool of the course into which you imported it.
8. **Note: You will need to enter open and due dates and so on for assignments, discussions, and quizzes in the imported module.**