

# How do I send a module to another instructor?

As an instructor, you can send modules in your course to other instructors at your institution. You can also [copy a module into another course](#) as well as [send individual module items to other instructors](#).

When you share a module, any assets within that module (images, files, etc.) will be included in the shared file. Module settings are also included in the shared module.

## Notes:

- To share course content, you must have the Course Content - add / edit / delete permission enabled.
- Shared content does not count against course or user quotas.
- You can use the Send to feature to send course content to yourself.

## Open Modules

Open Modules

In Course Navigation, click the **Modules** link.

## Open Module Options

[Open Module Options](#)

Locate the module you wish to send and click the **Options** icon [1]. Select the **Send To...** option [2].

## Select Recipient

Select Recipient

To send the module to another instructor, click or type in the **Send to** field [1]. Then click the name of the instructor to receive your module [2].

**Note:** You can send the module to multiple instructors at one time.

# View Recipients

## View Recipients

You can view all selected recipients in the **Send to** field [1]. To remove a recipient, click the **Remove** icon [2].

**Note:** To share the module to yourself, add your name to the Send to field.

# Send Module

## Send Module

Click the **Send** button.

# View Sent Notification

## View Sent Notification

Canvas displays a notification when content sends successfully.

# View Shared Content

## View Shared Content

When an instructor receives shared content, a badge displays on the user's Account icon [1] and in the Shared Content link [2].

Learn how to [manage received content](#).

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