

How do I send an assignment to another instructor?

As an instructor, you can share individual assignments in your course with other instructors at your institution. You can also [copy an individual assignment into another course](#). When you share an assignment, any assets within that assignment (images, files, etc.) will be included in the shared file.

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.

<https://embed.app.guidde.com/playbooks/6XiZ5dnF77TDk1r9mhRP52>

Embed this Video

Open Assignments

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

Open Assignment Options

[Open Assignment Options](#)

Locate the Assignment you wish to copy, then click the assignment **Options** icon [1]. Select the **Send To...** option [2].

Select Recipient

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

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

View Recipients

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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 assignment to yourself, add your name to the Send to field.

Send Assignment

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Click the **Send** button.

View Sent Notification

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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](#).

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-an-assignment-to-another-instructor/ta-p/1118>]

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