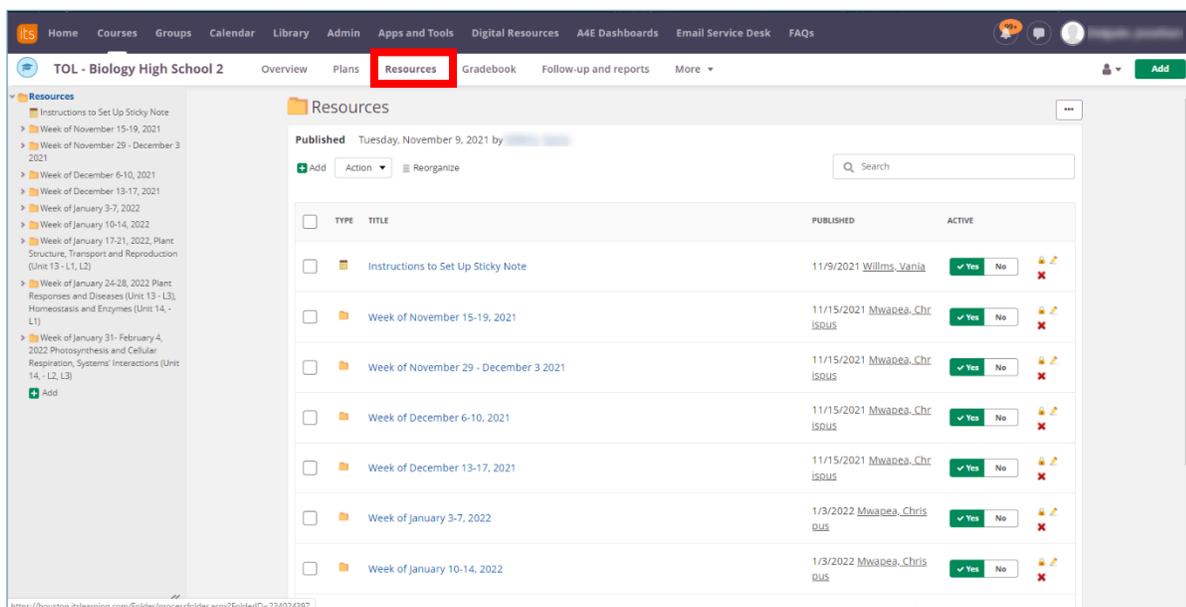


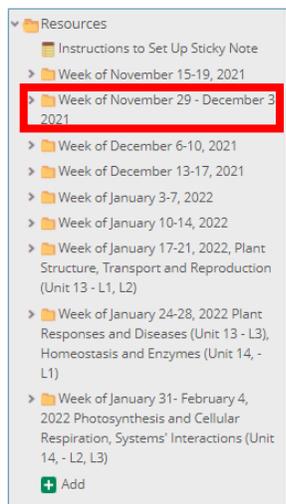
This document describes how to save teacher or campus-created content on the HUB. This content can be used to recreate courses on Canvas. Courses created by the district will be saved and recreated in Canvas by the Curriculum Department and other Central Office staff.

Saving Discussion Boards from The Hub

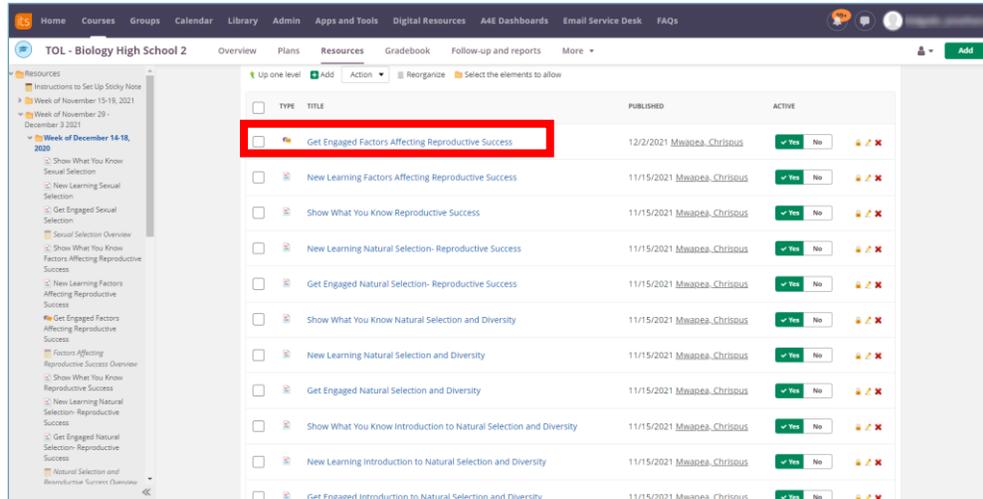
1. Start by clicking on the **resources** menu.



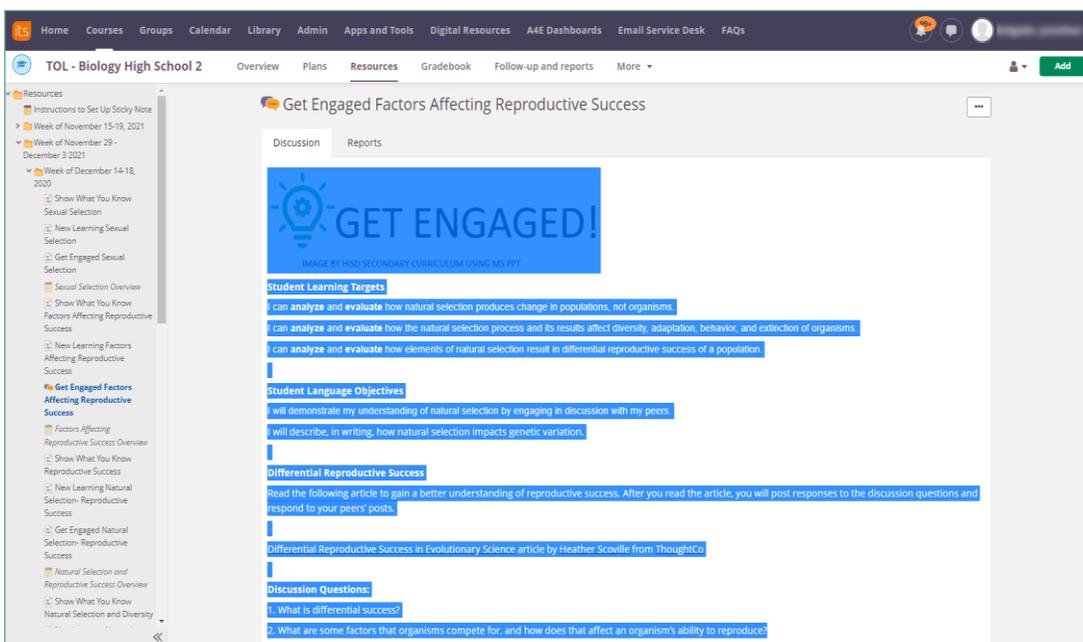
2. From the **resources** menu on the left, click on a **folder**.



3. Once in the folder of your choice, open the discussion board you want to save.



4. In your discussion board, highlight all the text, and copy it (Ctrl + C or right click and copy).



- Open a new Google or Word document and give it a title. Then, paste your discussion board (Ctrl + V).

