

## The HUB Saving Content from a Page

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.

### How to Save Content from a Page

- Log in the HUB course and click Resources.
  Overview Plans Resources Gradebook Follow-up and reports
  Click on the Page. Note the pages icon.
  - 3. Click on the **three dots** in the top right corner of the page and select **Print**.



4. Next to destination, select **Save as PDF** and click **Save**.



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5. Name the file, choose where you want the document to save, and push **Save**.



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6. File has been saved and can now be opened at the file location.

**Note:** If the original textbox requires a scroll, only a portion will be saved. Interactivities and hyperlinks will **not** be saved. Any interactivities and hyperlinks must be saved separately.



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