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.

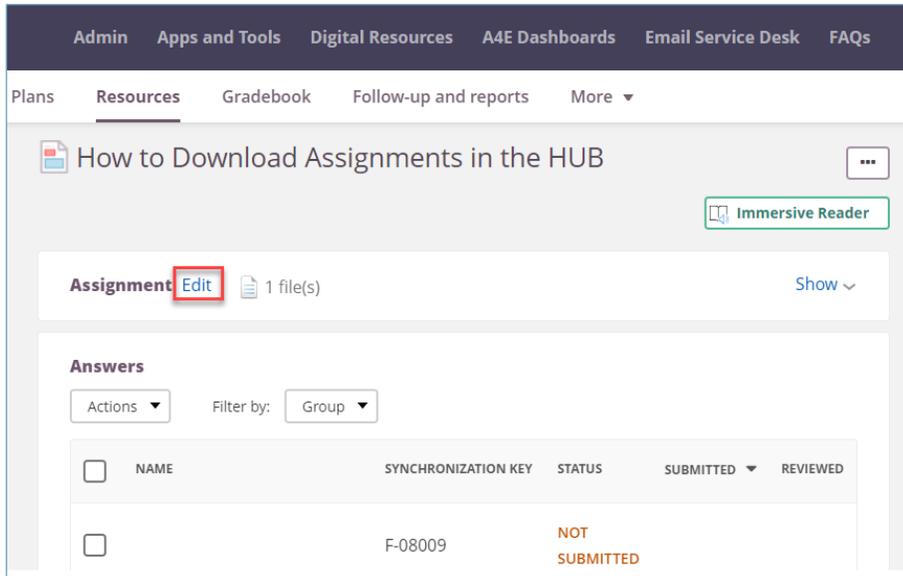## Saving Content from Assignments

1. Login to your HUB account: https://houston.itslearning.com/
2. Navigate to the course where the assignment is located.
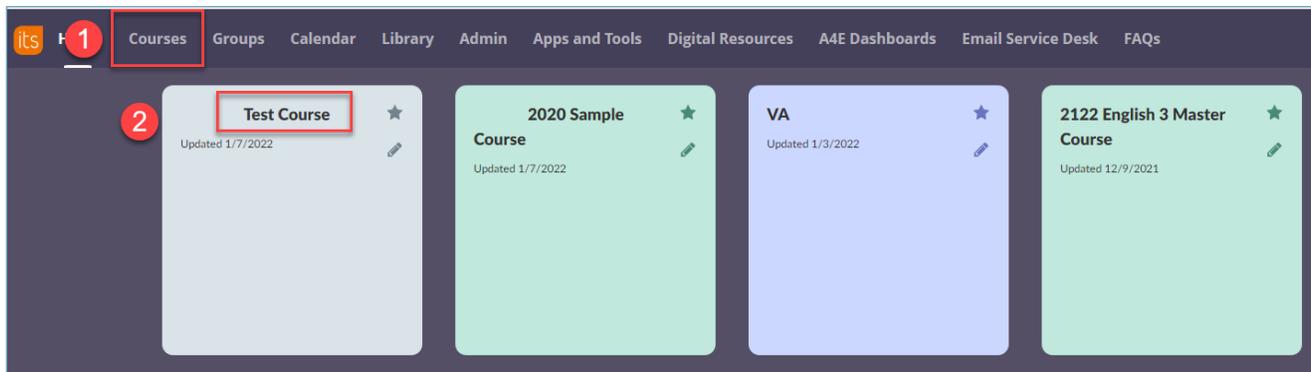
3. Select the Resources tab in the course and navigate to the assignment you would like to download and select the title of the assignment.

The HUB
Saving Content from Assignments

HISD
Academic
Instructional
Technology
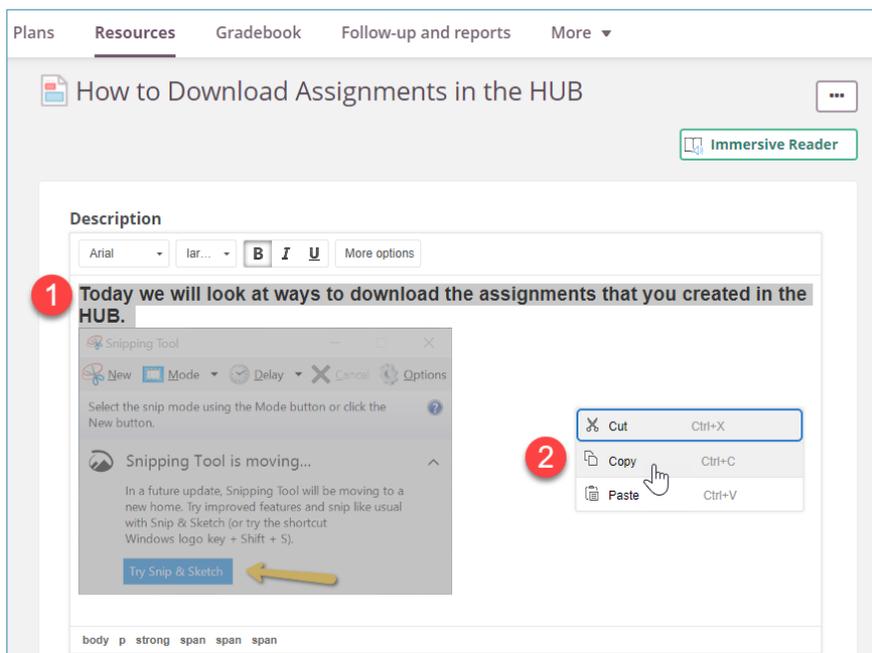EMPOWERING EDUCATION EVERY DAY
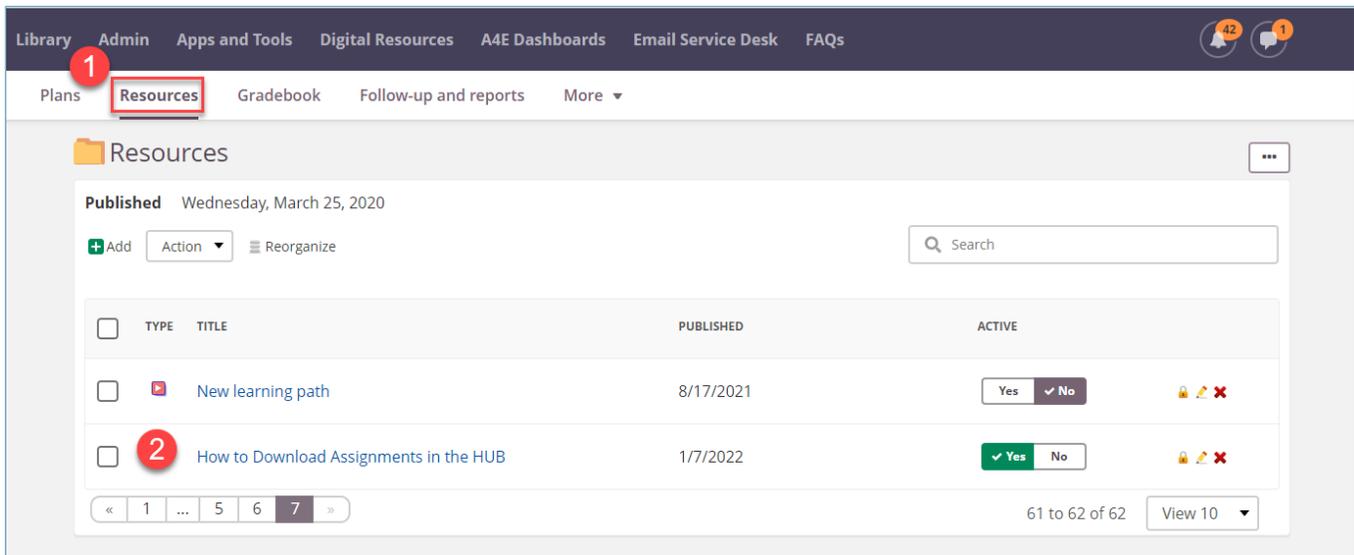
4. Next, select **Edit** to access the materials of this assignment.

5. Once in the assignment, copy any instructions, images, or links you may have in the Description section.
   **Note:** One way to save the what is in the Description section is to highlight the content, right mouse-click and click **Copy**.

6. Open a Word Doc or a Google Doc, right-mouse click and select **Paste**. If you are using a Google Doc, be sure you are logged in to your HISD Google account.
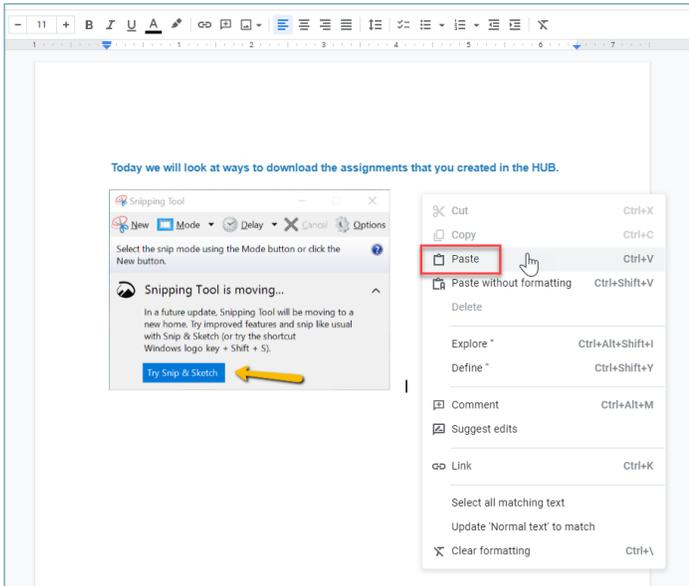

7. Another option when saving items in the description is to go to the 3 dots next to the description and select **Print**. You have an option to save the description as a PDF, or you can save into your HISD Google Drive. Before you select the option to save the description Google Drive, you need to be logged into your HISD Google account in your Chrome browser. If you select **Save to Google Drive**, and then **Print**, this will save a PDF file of the description into your HISD Google Drive.
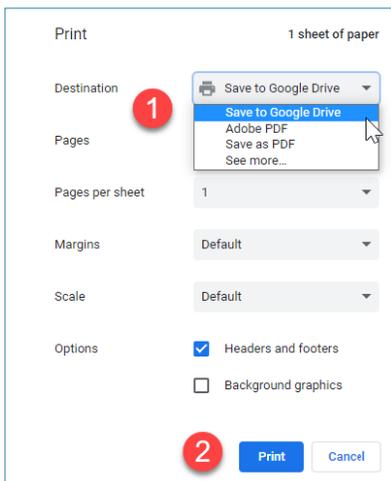
8. When you open your Google Drive and select **Recent documents**, you will see the PDF file from ITS Learning. If you open the PDF file and then select **Open in Google docs**, it will become a Google doc, and you will be able to edit the content.
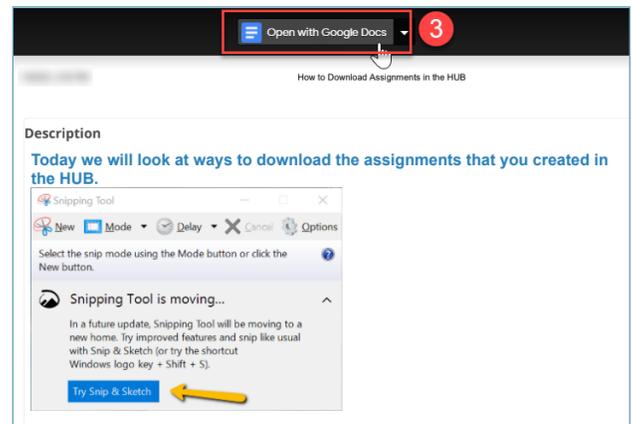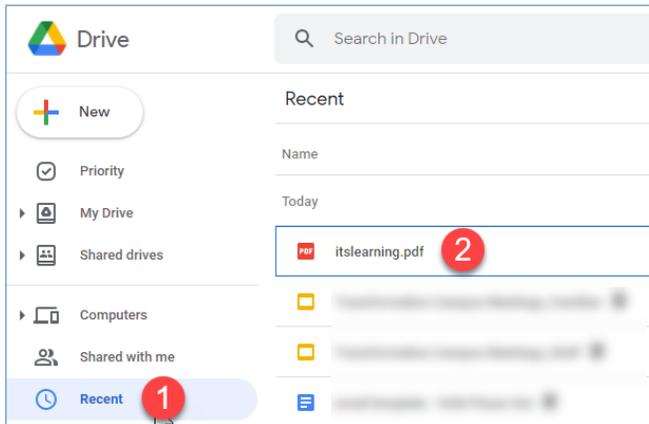

Saving Documents You Have Created

1. If you have documents attached to your assignments, you can download them and save to your computer. The following screen captures will show you how to download Word Documents, PowerPoint presentations and Excel spreadsheets.

    a. Word Document – Go to the 3 dots next to the document and select **Download**.
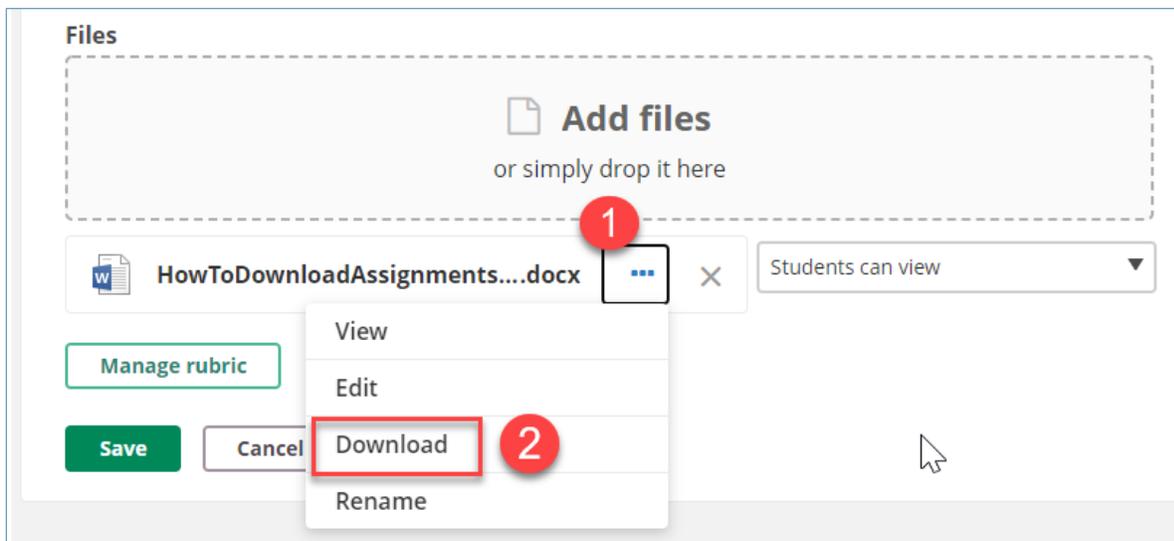
b. PowerPoint presentation: Go to the 3 dots next to the presentation and select **Download**.
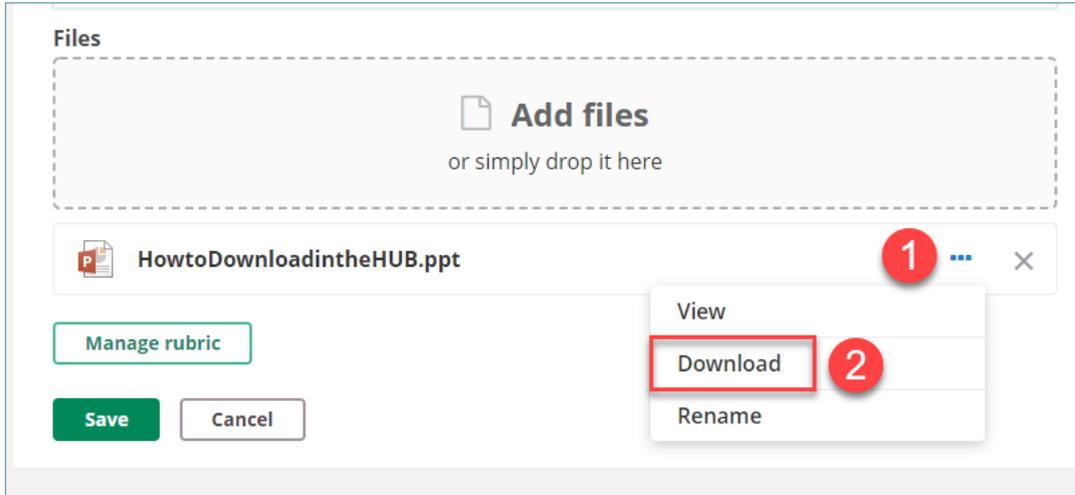
c. Excel spreadsheet: Go to the 3 dots next to the spreadsheet and select **Download**.