

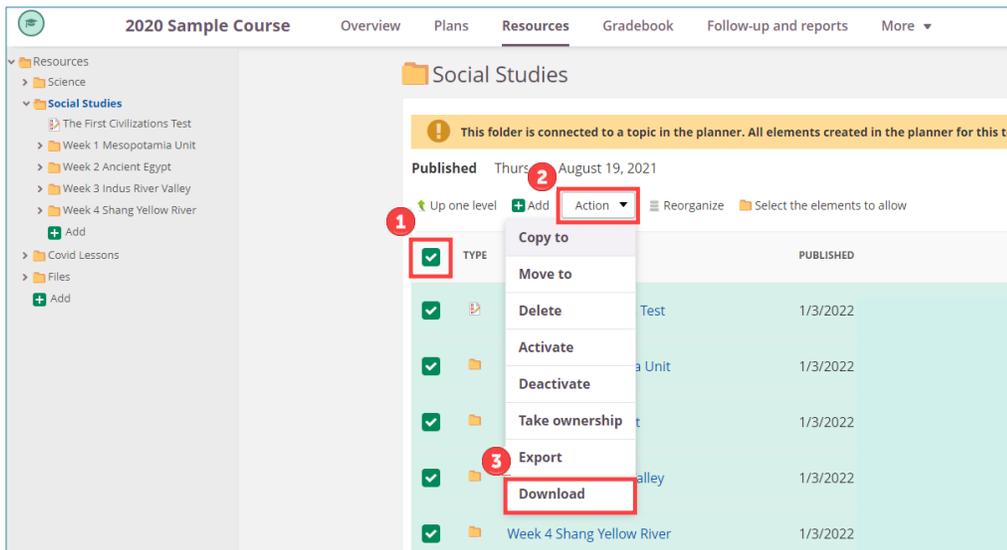
This document describes how to save teacher or campus-created content on the HUB. This content can be used to recreate courses on Canvas. Courses created by the district will be saved and recreated in Canvas by the Curriculum Department and other Central Office staff.

Saving Folder Organization

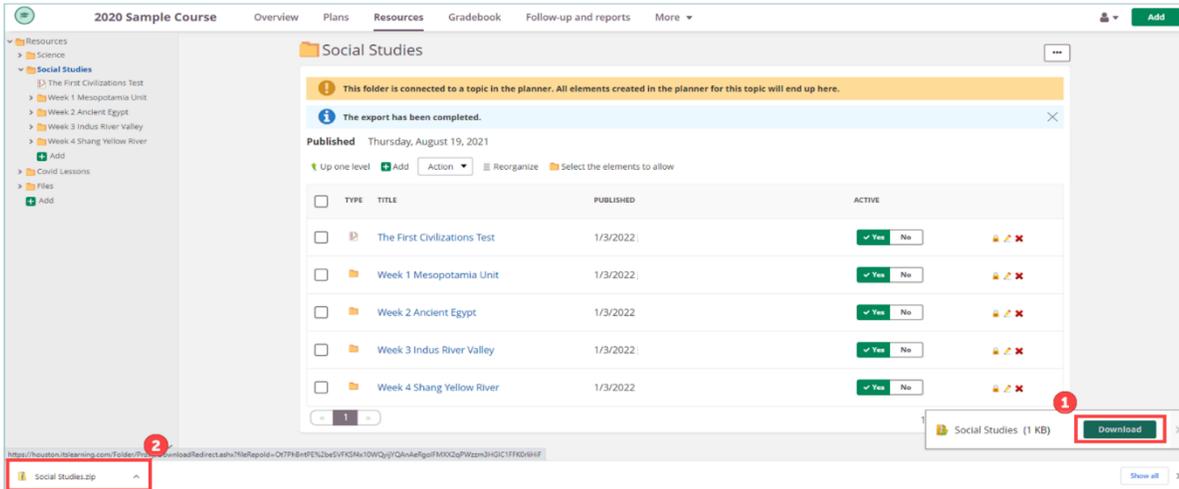
1. Open a HUB Course and then click on the **Resources** tab to see one unit of study. Click on a folder to see the folders contained inside.



2. Click on the **checkbox** above the folders listed for the unit of study. Then click on **Action** and select **Download**.



- The HUB prepares the folders and then a green download box appears on the bottom right of the screen. Click the green **Download** button to save the folders in your computer's downloads folder as a .zip file.

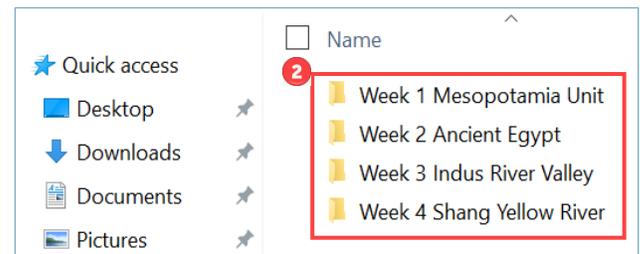
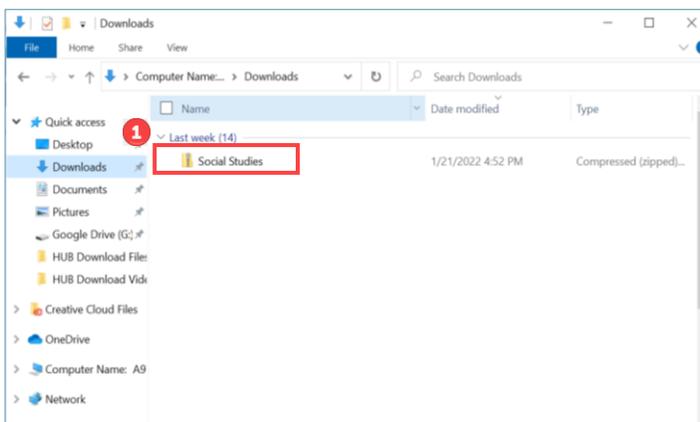


- You can also click on the **Windows File Explorer** icon to find your downloaded files.



- Double click on the **.zip folder** to see the folder structure saved from the HUB.

Note: All these folders will be empty of content. You will need to download your actual HUB items and save them into this folder structure.

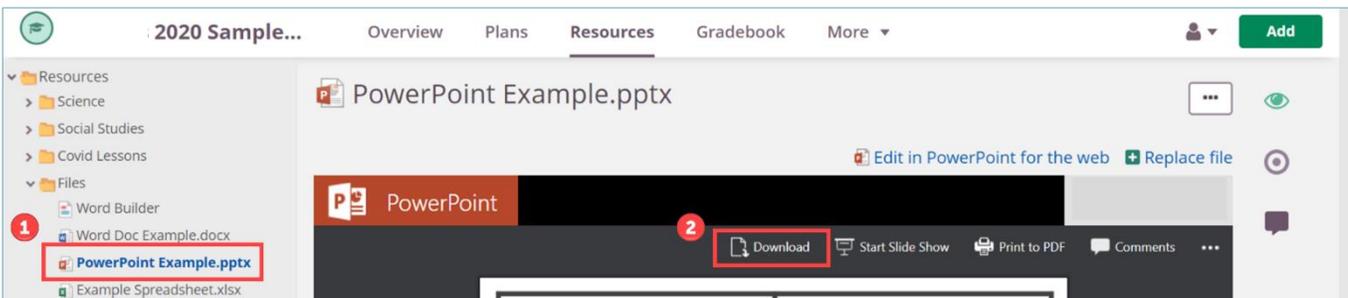
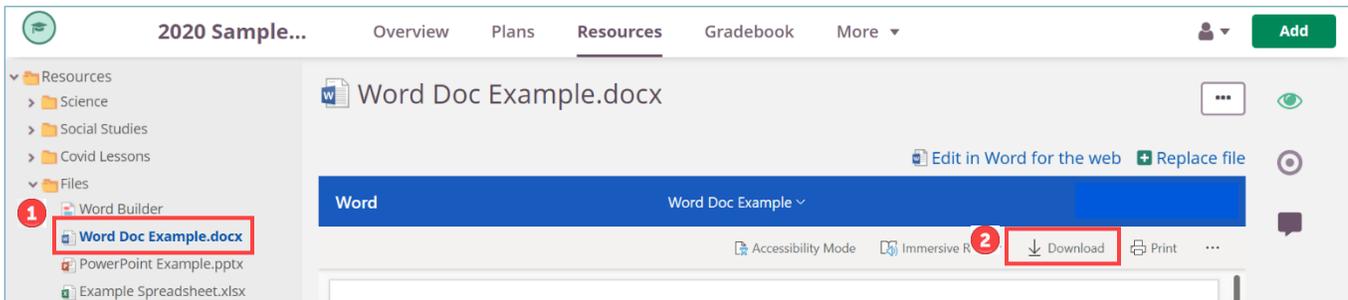


Saving Word, PowerPoint, and Excel Files

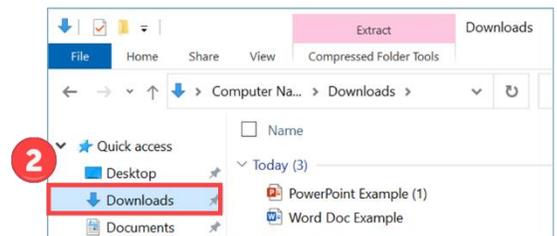
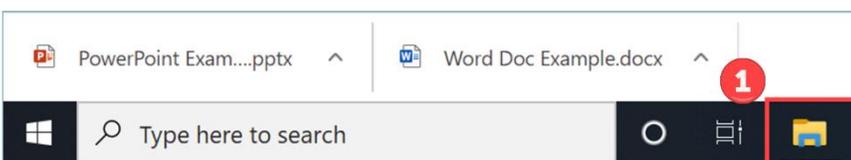
You will need to locate and download copies of any Microsoft Word, PowerPoint, or Excel files that you created in the HUB.

Microsoft Word & Microsoft PowerPoint

1. Open the Word or PowerPoint documents you wish to copy to the downloads folder. Then click the **Download** button.

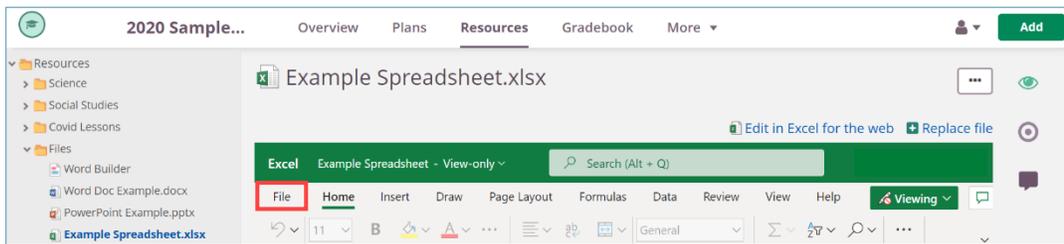


2. Access the PowerPoint and Word documents from the downloads bar or by opening the **File Explorer**. You will be able move the files from the downloads to other folders, Google Drive or Microsoft OneDrive.

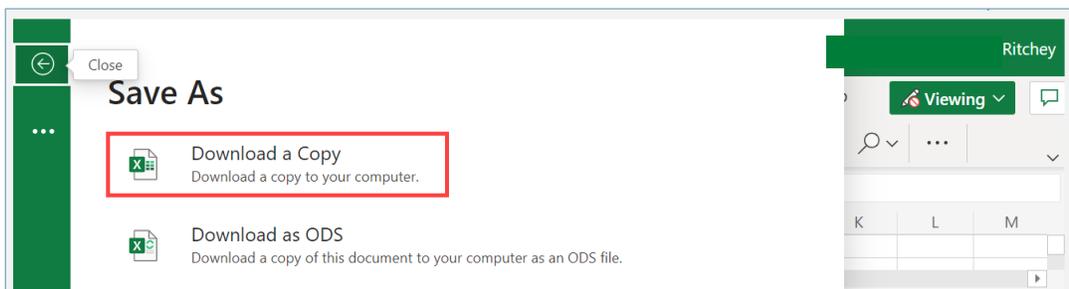


Microsoft Excel

1. Open the Excel spreadsheet you wish to copy to the downloads folder. Then click the **File** button.
Note: Excel files download differently than Word and PowerPoint documents.



2. Click on **Download a Copy**.



3. Open the **File Explorer** and then click on **Downloads** to see and move your Excel spreadsheet.

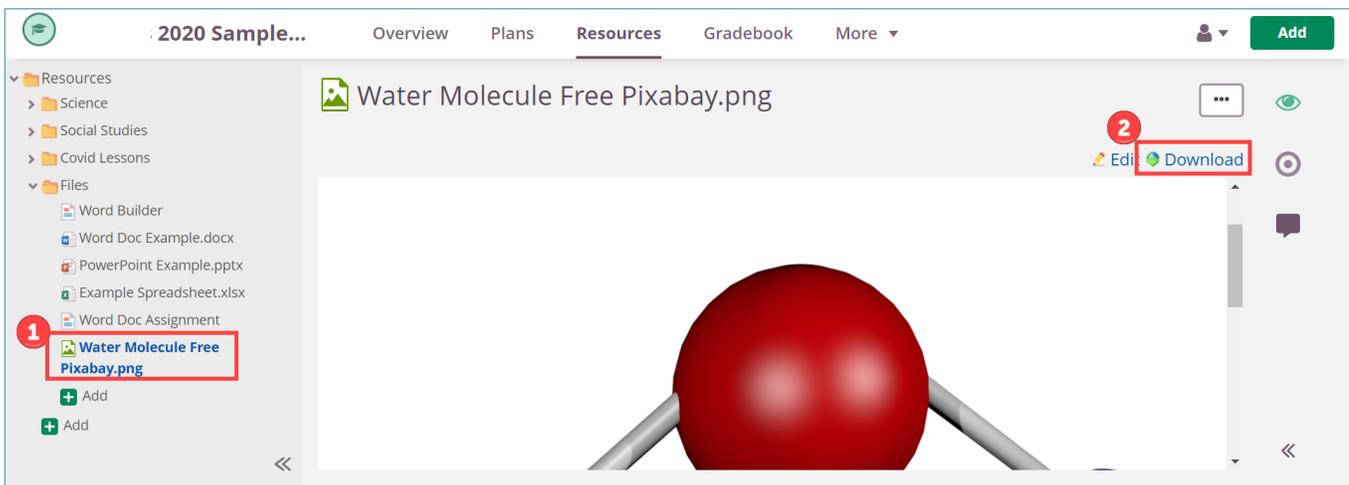


Saving Image Files

You can download any images you wish to save from the HUB.

Note: Make sure you only download images with correct copyrights and save the citation information as well.

1. Open the image file you wish to copy.
2. Click on **Download**.



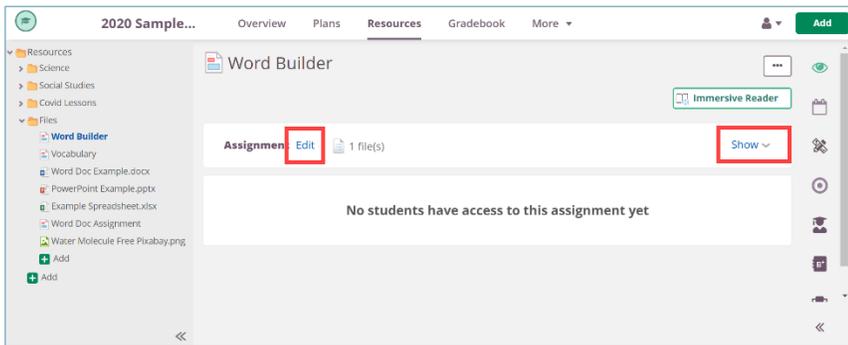
3. Open the **File Explorer** and then click on **Downloads** to see and move your image file.



Saving Google Workspace Files

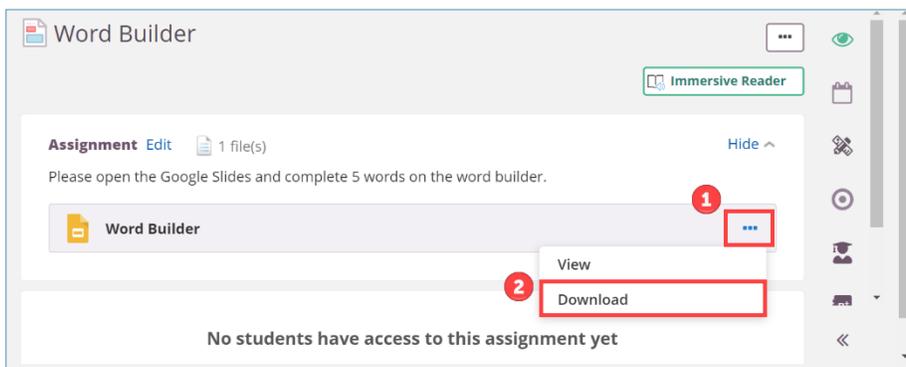
Download a Google Workspace File as a PDF

1. Open an Assignment with a Google Workspace file attached to it. Click on **Edit** or **Show**.

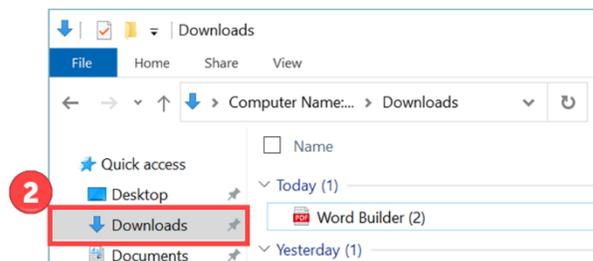
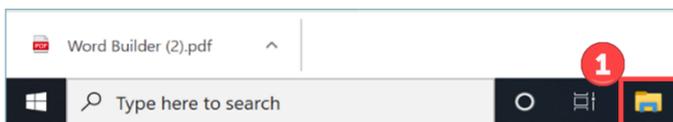


2. Click on the **ellipsis** and then click on **Download**.

Note: Downloading a Google Workspace file will convert it into a PDF file.



3. Open the **File Explorer** and then click on **Downloads** to see your Google file as a PDF.

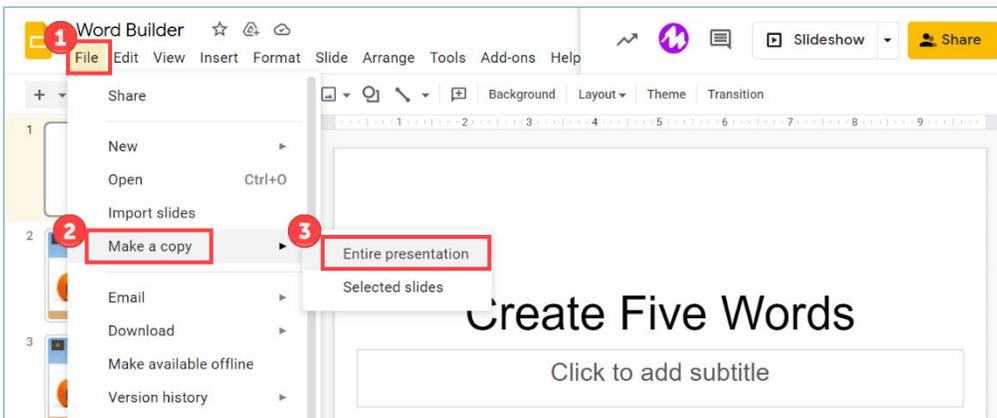


Copy a Google Workspace File to Your Google Drive

1. You can make a copy of any Google Workspace file in the HUB by clicking **View**.



2. Clicking View will open a webpage with the Google file. Click **File, Make a copy**, and then **Entire Presentation**.



3. Rename the document and then click on the arrow to choose a folder for the file. Choose a file folder and then click **Select**. Finally, click **OK** to save the new copy in your folder.

