How to add the CCPD module to your course

A step-by-step guide with images

September 2017
1. After logging into your Mercer Canvas account, click on the **Commons** button in the left menu.

2. Uncheck the **Show Public Resources** button to turn off the Public Resources and narrow the view to Mercer University options only.
3. Locate and click on the CCPD course module.
4. **A:** Find the course that you would like to import the CCPD module into and check the box beside that course name.

**B:** Then click the green **Import into Course** button.
5. **A:** A notification will appear at the top of the page indicating that you successfully imported the module into your course.

**B:** Click on the **Courses** button in the left menu.
6. Select the course that the module was imported into from the Courses menu.
7. Click the **Modules** button from the left menu.
8. The CCPD module should be visible amongst the other modules for the course.
How to update the CCPD module

CCPD will edit the module occasionally to ensure content integrity and usefulness.

After such edits by CCPD, it is necessary for all faculty to update the module previously imported.

Canvas Commons makes this process very easy.
Updating the CCPD Module

1. Go to Canvas Commons.

2. If a module you have previously imported has been updated by the author, your Canvas Commons will show a dialog box like this. It will also indicate an update by giving you the number of updates here.
3. Click the “View Update Notes” button.
4. The next screen will provide a description of the update. To accept the update the module, click the update button.

Once you click the update button, the module will be updated in all of the courses where you have imported the module. A message will appear that indicates a successful update.
It is important to go to Canvas Commons periodically to check for updates. At this time, this is the only indicator and place where you will learn about updates to items you have imported from Commons.
Thanks for adding the CCPD module to your course.

Please contact Kim Meredith if you have any questions: meredith_kc@mercer.edu or 678-547-6584.