How to add the CCPD module to your course

A step-by-step guide with images

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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.
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.