How to update the CCPD module in your course

A step-by-step guide with images

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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.
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.