Learning Center Session: Understanding LAP Updates
Updating Your Course

This includes all content shared in the commons:

- LAP modules
- Preloaded courses
- Assignments
- Quizzes
How Do You Know When To Update?

- Dashboard provides a general list of available updates
- This list does not necessarily reflect what you have downloaded in your courses
- If LAP was downloaded using a former LAP number, delete the LAP before importing into the course
How Do You Know When To Update?

Available updates that you have downloaded into a course is displayed in the Commons.
How Do You Know When To Update?
The Updates tab shows the number of updates available based on what you have downloaded into a course.
About Updating…

- Using the **Update** button will *replace* the current content in your course.
- Any changes that you have made to the content will be lost.
- If you want to keep personal changes you made to a content, dismiss the update and use an alternate method to update the content.
- If content was imported into more than one course, you must select the courses that you want to update.
- New items added to a LAP will move to the bottom of the module in your course after the update (you may need to rearrange the order once the update is complete).
Updating Your Content

*View Update Notes* provides the date of the update, which course(s) the content is located in and the option to update.
Updating Your Content

Clicking on the content name (blue letters) allows you to preview the material and see details and version notes of the content:

- **Preview** – Displays the content material
- **Details** – Provides information about the content, author, the grade/level, and keyword tags for that content
- **Version notes** – Lists the different updates for that content
EI-009 You've Got Personality (Personality Traits in Business)

Modules (1)
- Assignments (2)
- Pages (13)
- Quizzes (7)
- Files (16)

EI-009 You've Got Personality (Personality Traits in Business)

So What?

What Do You Know?
- EI-009 Pretest
- 10 Questions: 10 points

Personality Traits (A)
- Your personality
- Types of traits
Updating the Content

To accept the update, click on Import/Download
Updating the Content

Select the course name(s) for each course that you want to update.

Click on Import into Course to begin the update.
Alternative Update Method

- If you do not want to lose personal changes that you have made to content, follow these steps:
  - Import the updated content into a new course shell
  - Use the course import tool to copy or import specific content that you want to integrate into your existing course
Alternative Update Method

- Open the course you want to update
- Click settings
Alternative Update Method

Click Import Course Content
Alternative Update Method

- Under Import Content, choose the following:
- Content Type: Select Copy a Canvas Course from the drop-down menu
- Search for a Course: Start typing course name and choose the course that you are copying content from
- Click Select specific content radio button
- Click the Import button
Alternative Update Method

Click the Select Content button to display the list of content that can be imported.
Alternative Update Method

- Click on the right arrow to expand the content areas
- Check the boxes of the content you would like to import
- Once you click on the selected content, the importing process begins
Alternative Update Method

- Once selected content is imported, the current job will display “completed”
- Once the selected content has been imported, you may need to arrange the content
Alternative Update Method

- After importing is complete, refresh your screen and navigate to the area where you imported content.
- You may need to arrange the content to fit the needs of your course.
Need Help with The Learning Center?

Visit the FAQ section on the Learning Center

- Go to mbaresearch.org
- Select Learning Center under Quick Links
- Select FAQ under Already signed up?