

## Editing module/unit/course titles and making your module/unit/course active

Once your module/unit/course is ready for delivery, you will have to make it active/live so students can access it. At this point, you could also edit the module/unit/course title to make sure that students know which academic year a module/unit/course belongs to.

Start, by going to 'Course Tools' and selecting 'Course Admin' from the drop-down menu (Figure 1).



Figure 1

Once you are in the 'Course Admin' area, find the link that says 'Course Offering Information' and click on it (Figure 2).

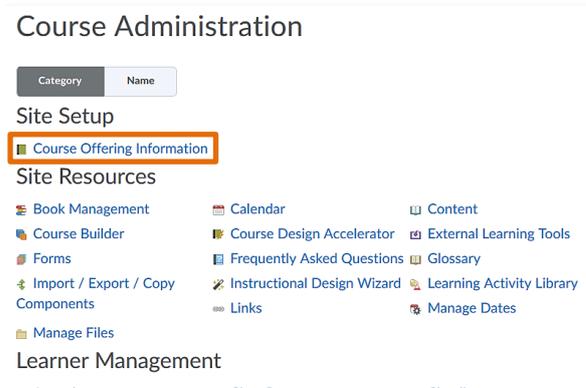


Figure 2; 'Course Admin' area by category

Once you are in the 'Course Offering Information' overview area, you will be able to amend the Course Offering Name displayed to you (Figure 3). The title of the module/unit/course must always be the official title of the module/unit/course, e.g. the one that students see on any AP or university documentation. The only exception are reverse notations, e.g. you could change 'History of basketmaking' to 'The history of basketmaking'. Please use sentence case, not initial capitals, e.g. 'The history of basketmaking', not 'The History of Basketmaking'.

If you wish to indicate that your module/unit/course is a 2019/20 module/unit/course, simply add this information to the current module/unit/course name (Figure 4).


 A screenshot of a form titled 'Course Offering Name \*'. It contains a text input field with the word 'sandbox' entered. To the right of the field is a small question mark icon.

Figure 3


 A screenshot of the same form as in Figure 3, but now the text 'sandbox 2019/20' is entered in the input field.

Figure 4

Continue to scroll down about half-way until you find an item called 'Active'. Check the box next to 'Course is active' (Figure 5).

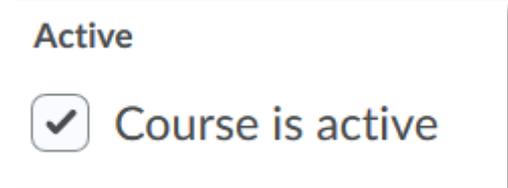


Figure 5

Slightly further down the page, you will see that the box next to 'Course has start date' is checked and that the start date entered is the official Semester 1 start date of September 9<sup>th</sup>. If you leave the start date as is and click the blue 'Save' button, students will get access to the module/unit/course on September 9<sup>th</sup>. If you would like students to have access right away, you will need to uncheck the box next to 'Course has a start date'. Alternatively, you could also edit the start date. (Figure 6)

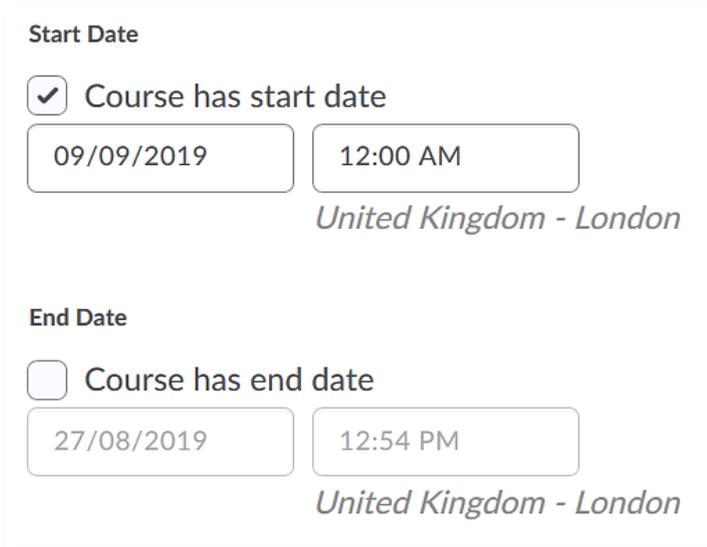
A screenshot of a form with two sections: "Start Date" and "End Date". The "Start Date" section has a checked checkbox next to "Course has start date", followed by two input fields containing "09/09/2019" and "12:00 AM", and the text "United Kingdom - London" below them. The "End Date" section has an unchecked checkbox next to "Course has end date", followed by two input fields containing "27/08/2019" and "12:54 PM", and the text "United Kingdom - London" below them.

Figure 6