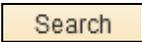
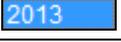
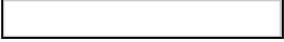
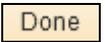


Edit an Existing Course

Step	Action
1.	Click the Main Menu button. 
2.	Click the Enterprise Learning menu. 
3.	Click the Catalog menu. 
4.	Click the Maintain Courses menu. 
5.	Click in the Course Long Name field. 
6.	Enter the desired information into the Course Long Name field. For example, enter a valid value such as Basketweaving .
7.	Click the Search button. 
8.	Click the Basketweaving for a New Generation link. 
9.	To modify an existing course, an administrator must add a new effective date row. To do this, click the Add a new row button. 
10.	After you click the Add a new row button, two things on the page will change. 1. The Effective Date will default to the current date. 2. You will see 1 of 2 at top, indicating you now have two Effective Date rows for this course.
11.	Click the Show next row button to view your original Effective Date . 
12.	Make note of your original Effective Date because you need to change it for your new version of this course.
13.	Click the Show previous row button. 
14.	Click the Choose a date button. 

Step	Action
15.	Click the Month list. 
16.	Click the June list item. 
17.	Click the Year list. 
18.	Click the 2012 list item. 
19.	Click the 26 link. 
20.	Now you can change any of the items on your Course. Click in the Description: Required field.
21.	Enter the updated information into the Description: Required field. Enter a valid value such as Don't forget to bring a photo ID.
22.	Click the Security link. 
23.	Click the Edit Learner Group Security link to modify your learner group security. 
24.	Click the Learner Group Prompt button. 
25.	Click in the Learner Group Description field. 
26.	Enter the desired information into the Learner Group Description field. Enter a valid value such as All Stat.
27.	Click the Look Up button. 
28.	Click the All State Learners link. 
29.	Click the Done button. 
30.	Click the Save link. 
31.	Congratulations! You have completed the Edit an Existing Course topic. End of Procedure.