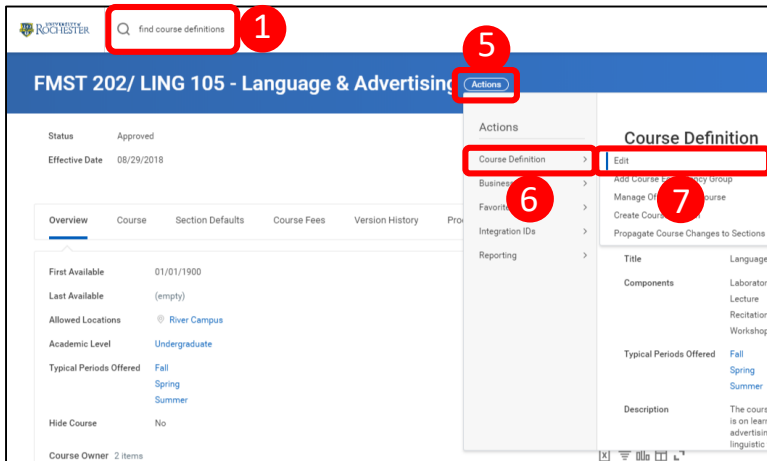


Updating a Course Definition

UR Student allows you to change various aspects of an existing course. Start by accessing the Course Definition and making any necessary updates.

Find a Course to Update

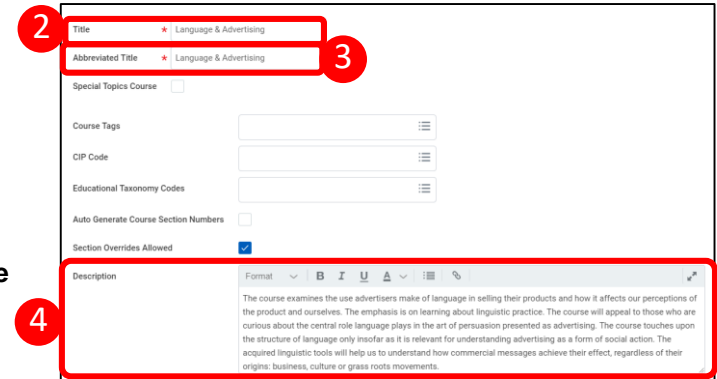
1. From the Home page, search **Find Course Definitions**
2. Click **Find Course Definitions** link
3. Search for the course you want to update
4. Click the **course title**
5. Click **Actions** (in blue header, next to course title)
6. Hover over **Course Definition**
7. Click **Edit**



8. Click **calendar** icon to select today's date
9. Click **OK**

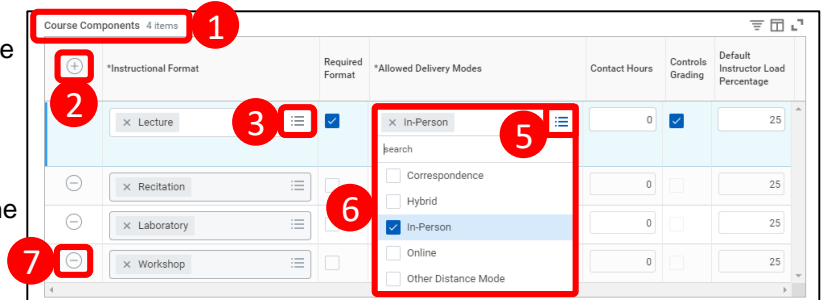
Update Course Title & Course Description

1. From the Course page, scroll down to **Title** field
2. Edit **Title** field
3. Edit **Abbreviated Title** field
4. Scroll to **Description** field
5. Edit **Course Description**
6. Scroll down to **Private Notes** field
7. Add a note in **Private Notes** field around updated course title and description. Sign and date the Private Note



Add or Remove an Instructional Format

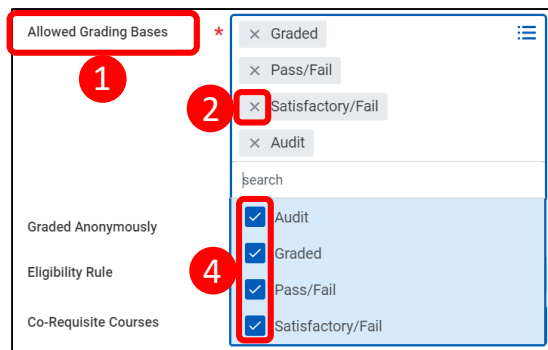
1. From the course page, scroll to **Course Components**
2. Click **Plus** icon to add a row, if necessary
3. Click **More** icon in Instructional Format field
4. Select **desired format** from the list
5. Click **More** icon in **Allowed Delivery Modes** field
6. Select **desired delivery mode(s)** from the list
7. Click **Minus** icon to remove an Instructional Format and Delivery Mode, if necessary
8. Add a note in the **Private Notes** field around Instructional Format change. Sign and date the Private Note



Updating a Course Definition (continued)

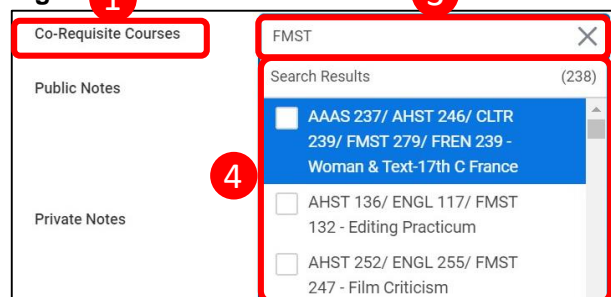
Update the Grading Bases & Add a Co-requisite Course

1. Scroll to **Allowed Grading Bases** field
2. Click **grey "x"** next to the grading bases to be removed, if necessary
3. Click **More** icon to add grading bases
4. Select **grading bases** to be added
5. Add a note in the **Private Notes** field around changed grading bases. Sign and date the Private Note



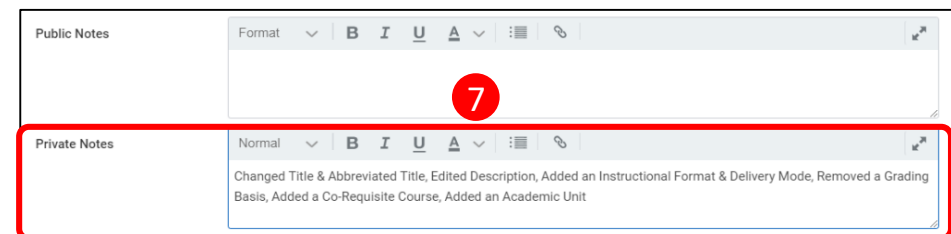
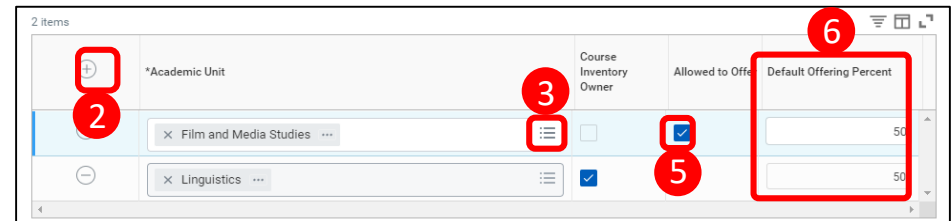
Add a Co-requisite Course

1. Scroll to **Co-Requisite Courses**
2. Click **Co-Requisite Course** field
3. Type **Co-Requisite Course Listing** and press **Enter**
4. Select **Course Listing**
5. Add a note in the **Private Notes** field around co-requisite course. Sign and date the Private Note



Edit Academic Unit on a Course

1. Scroll to **Academic Unit** table
2. Click **Plus** icon to add a row, if necessary
3. Click **More** icon in **Academic Unit** field
4. Select desired **Academic Unit**
5. Click **Allowed to Offer** checkmark
6. Edit **Default Offering Percent** for each Academic Unit, if necessary
Note: Total Default Offering Percent must add up to 100%
7. Add a note in the **Private Notes** field around Academic Unit change. Sign and date the Private Note



For UR Student Support

<https://tech.rochester.edu/urstudent>

Quick reference cards, videos, training guides and FAQs
Details on in-person support and Office Hours

For General IT Support

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