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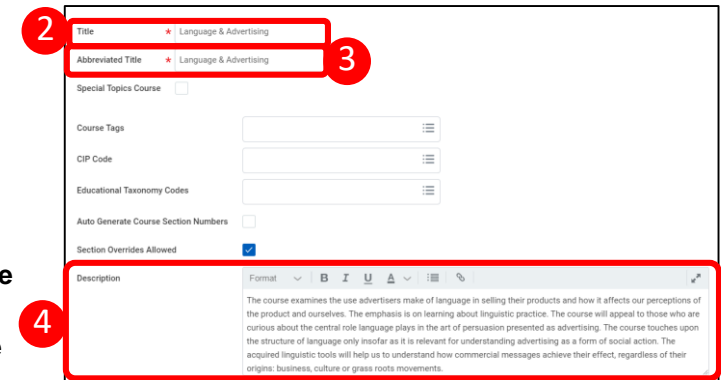
UR Student allows you to change various aspects of an existing course. Start by accessing the Course Definition and making any necessary updates.

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 **Version History**
6. Identify the **08/26/2020 Version**
7. Click **Edit**

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
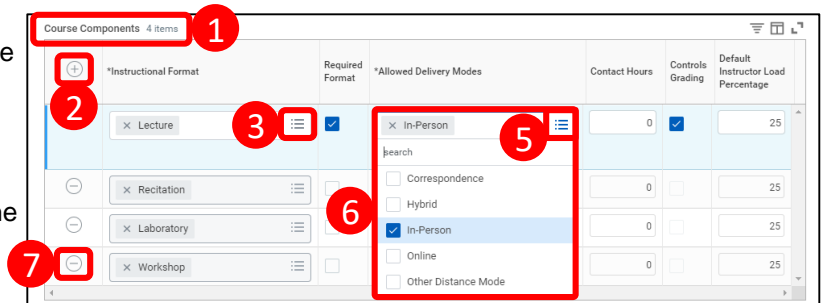7. Add a note in **Private Notes** field around updated course title and description. Sign and date the Private Note

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
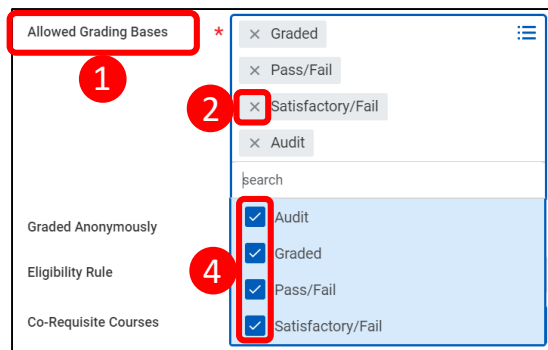
Update the Grading Bases & Add a Co-requisite Course

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
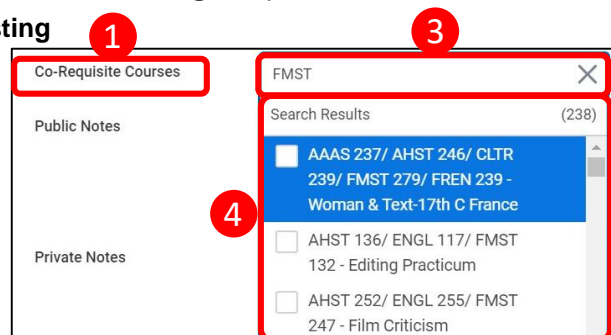

For Registrar Use ONLY: Edit Academic Unit on a Course

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%
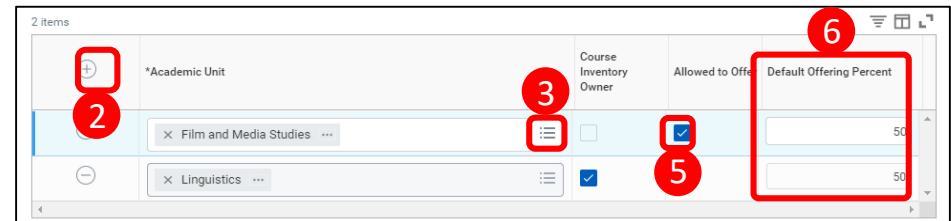
7. Add a note in the **Private Notes** field around Academic Unit change. Sign and date the Private Note

For UR Student Support
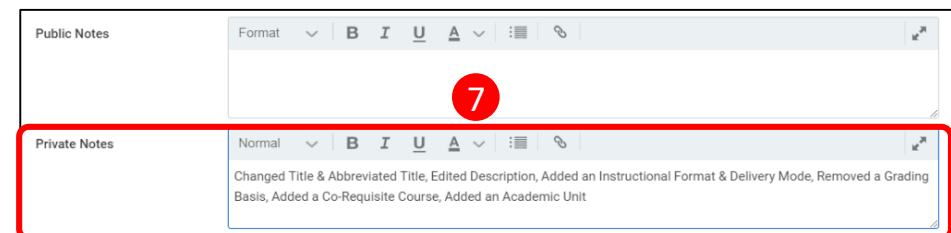
https://tech.rochester.edu/urstudent
Quick reference cards, videos, training guides and FAQs
Details on in-person support and Office Hours

For General IT Support
University IT Help Desk
(585) 275-2000
UnivITHelp@rochester.edu