

# Updating a Course Definition

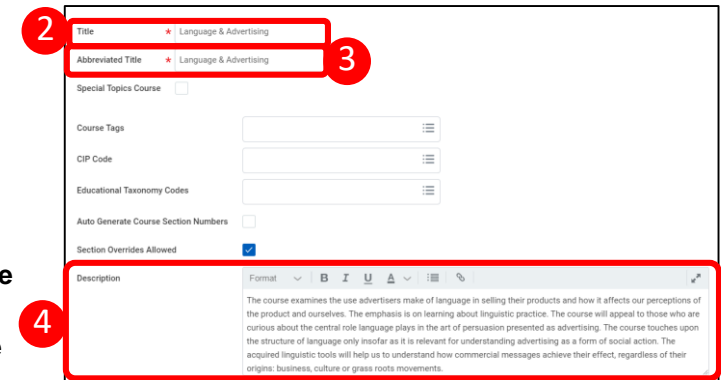
UR Student allows you to change various aspects of an existing course. Start by accessing the Course Definition and making any necessary updates.

## 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

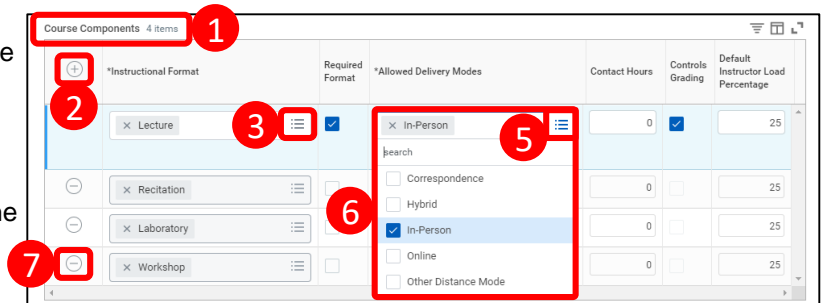


The screenshot shows the course definition form. Red boxes and numbers highlight the following fields: 2. Title field, 3. Abbreviated Title field, and 4. Description field. The description text reads: "The course examines the use advertisers make of language in selling their products and how it affects our perceptions of the product and ourselves. The emphasis is on learning about linguistic practice. The course will appeal to those who are curious about the central role language plays in the art of persuasion presented as advertising. The course touches upon the structure of language only insofar as it is relevant for understanding advertising as a form of social action. The acquired linguistic tools will help us to understand how commercial messages achieve their effect, regardless of their origins: business, culture or grass roots movements."

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

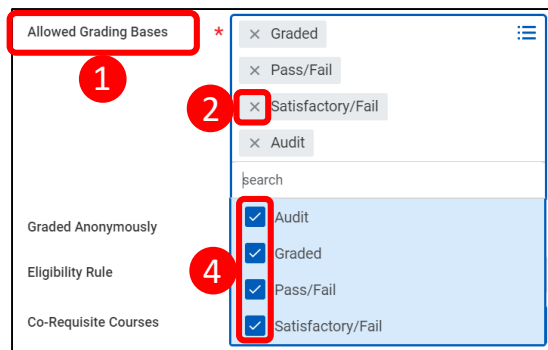


The screenshot shows the Course Components table. Red boxes and numbers highlight the following elements: 1. Course Components header, 2. Plus icon to add a row, 3. More icon in the Instructional Format dropdown, 4. Selected 'Lecture' format, 5. More icon in the Allowed Delivery Modes dropdown, 6. Selected 'In-Person' delivery mode, and 7. Minus icon to remove a row.

# Updating a Course Definition (continued)

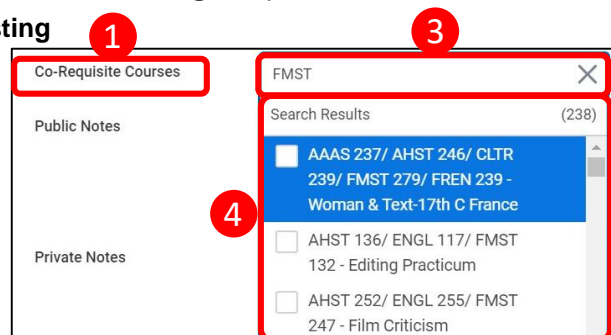
## Update the Grading Bases & Add a Co-requisite Course

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



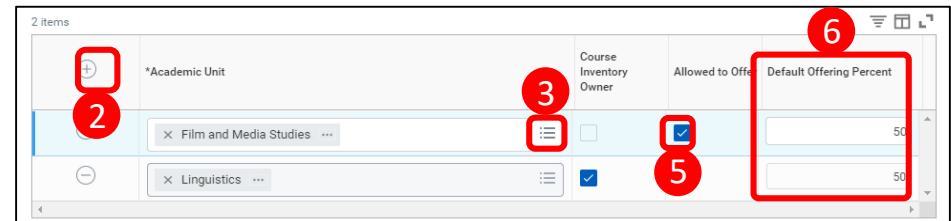
## Add a Co-requisite Course

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

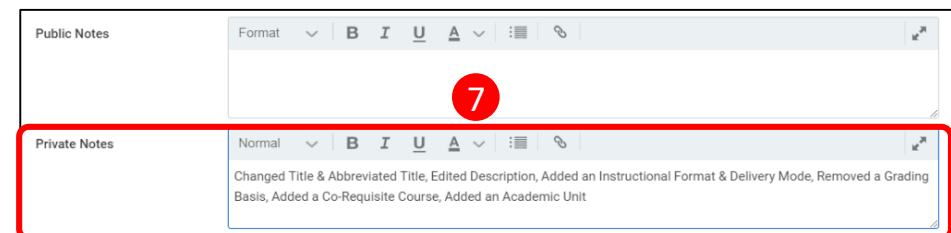


## For Registrar Use ONLY: Edit Academic Unit on a Course

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](mailto:UnivITHelp@rochester.edu)