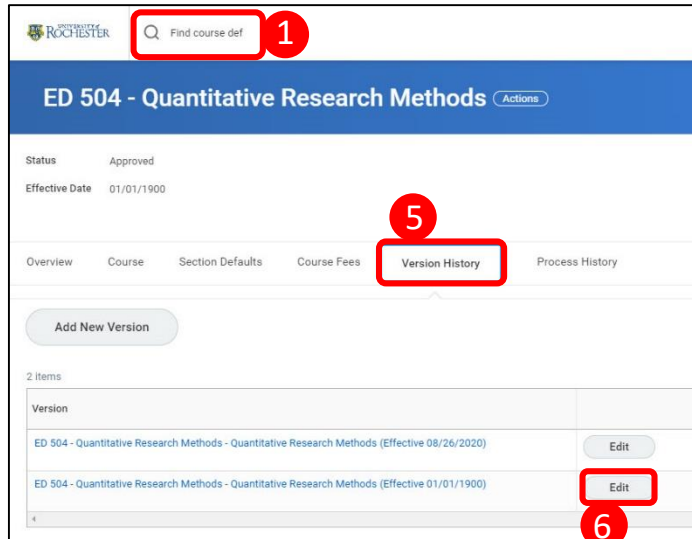


Updating a Course Definition

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

Find a Course Definition 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. Click **Edit**
7. Make changes, including Effective Date, then Submit



Find course def **1**

ED 504 - Quantitative Research Methods Actions

Status: Approved
Effective Date: 01/01/1900

Overview Course Section Defaults Course Fees **Version History** Process History **5**

Add New Version

2 Items

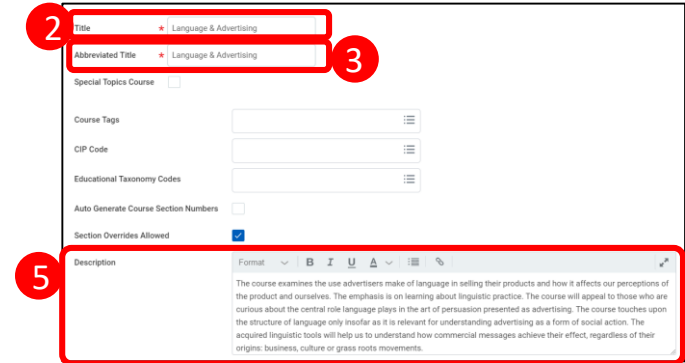
Version	Actions
ED 504 - Quantitative Research Methods - Quantitative Research Methods (Effective 08/26/2020)	Edit
ED 504 - Quantitative Research Methods - Quantitative Research Methods (Effective 01/01/1900)	Edit 6

Add a New Version to a Course Definition

1. Follow steps 1 to 5, above
2. Click **Add New Version**
3. Follow steps to **Create New Course**
4. Then **Submit**

Update Course Title & Course Description

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



2 Title Language & Advertising

3 Abbreviated Title Language & Advertising

Special Topics Course

Course Tags

CIP Code

Educational Taxonomy Codes

Auto Generate Course Section Numbers

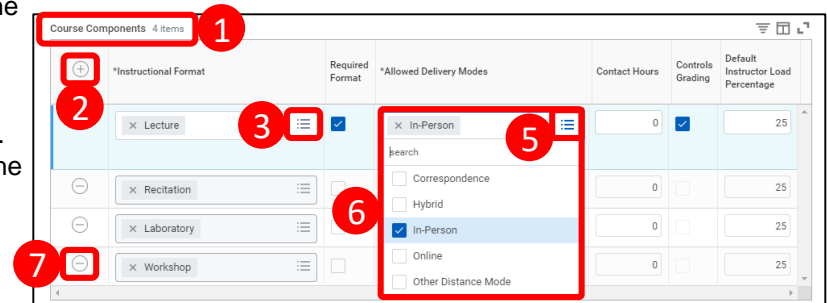
Section Overrides Allowed

5 Description

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 origin: business, culture or grass roots movements.

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 **Menu** icon in Instructional Format
4. Select **format** from the list
5. Click **Menu** icon in **Allowed Delivery Modes**
6. Select appropriate **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



Course Components 4 items **1**

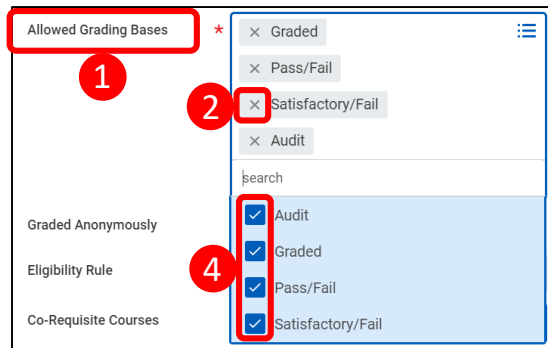
Instructional Format	Required Format	Allowed Delivery Modes	Contact Hours	Controls Grading	Default Instructor Load Percentage
2 <input type="checkbox"/> Lecture 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> In-Person 5	0	<input checked="" type="checkbox"/>	25
<input type="checkbox"/> Recitation	<input type="checkbox"/>	<input type="checkbox"/> Correspondence	0	<input type="checkbox"/>	25
<input type="checkbox"/> Laboratory	<input type="checkbox"/>	<input type="checkbox"/> Hybrid	0	<input type="checkbox"/>	25
<input type="checkbox"/> Workshop	<input type="checkbox"/>	<input checked="" type="checkbox"/> In-Person	0	<input type="checkbox"/>	25
		<input type="checkbox"/> Online	0	<input type="checkbox"/>	25
		<input type="checkbox"/> Other Distance Mode			

7

Updating a Course Definition (continued)

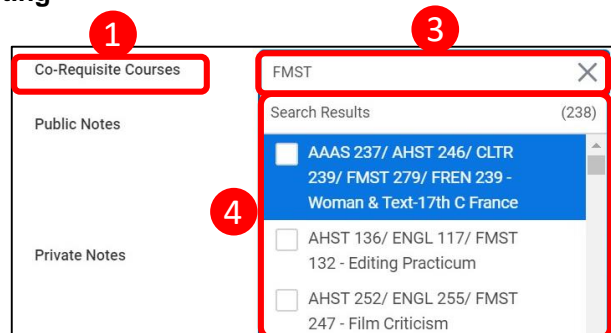
Update the Grading Bases

1. Scroll to **Allowed Grading Bases**
2. Click grey “x” next to the grading bases to be removed, if necessary
3. Click **Menu** 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



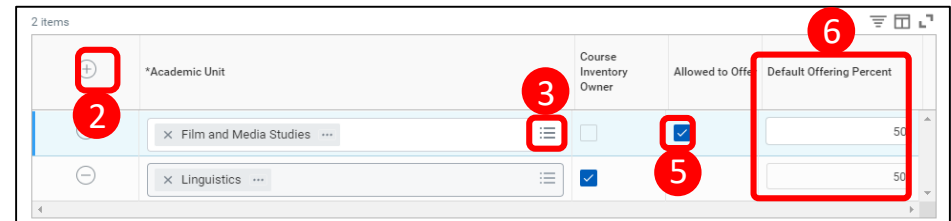
Add a Co-Requisite Course

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

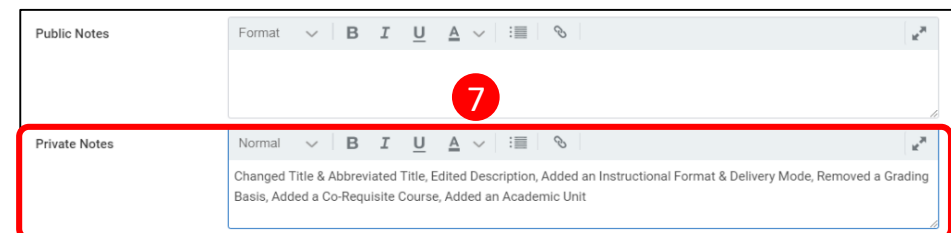


Edit Academic Unit on a Course

1. Scroll to **Academic Unit** table
2. Click **Plus** icon to add a row, if necessary
3. Click **Menu** icon in **Academic Unit**
4. Select desired **Academic Unit**
5. Click **Allowed to Offer** checkbox
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



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