

**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** link
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**

**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.

**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.
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

![Allowed Grading Bases](image)

**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

![Co-Requisite Courses](image)

**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

![Academic Unit](image)

**For UR Student Support**

[https://tech.rochester.edu/urstudent](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