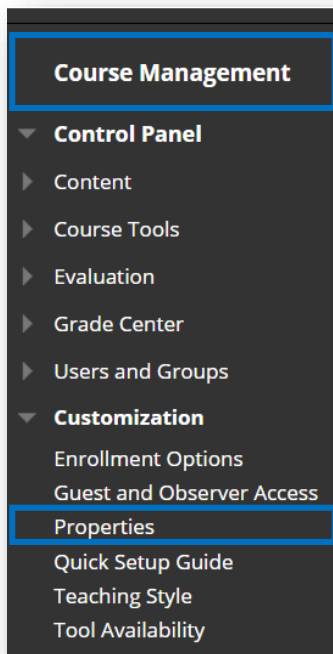# HOW TO CHANGE A COURSE NAME

Take these steps:

In the course shell > **Course Management** Menu > **Customization** > **Properties** > in the Name and Description, find the **Course Name** > Make your changes > Click **Submit**

Instructors can change the Course Name but not the Course ID.

Course Name

Instructors can change the course name as long as it includes the Course prefix (PHYS), number (211) and name (College Physics I Lecture).
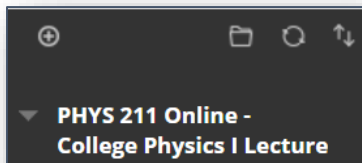
Course ID

Automatically assigned by Campus Connection when the course shell is created.

- The Course ID cannot be changed by anyone
- The Course ID is dictated by the following naming convention:
- Institution ID-Term-Course prefix and number-Class/Section number (example below)