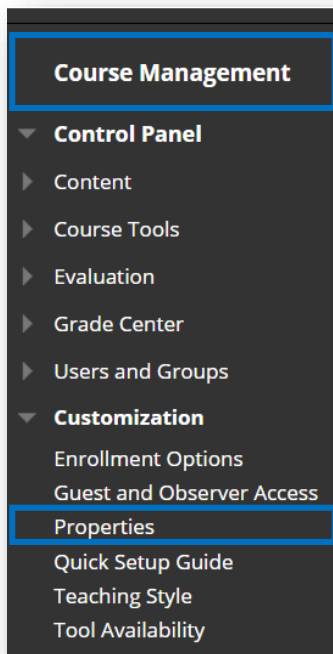


# HOW TO CHANGE A COURSE NAME

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**



**Properties**  
*Properties control the functional settings of your course. Fields marked with an asterisk are required. [More Help](#)*

\* Indicates a required field.

**NAME AND DESCRIPTION**

\* Course Name

Course ID MASU1-1740-PHYS211-05031

Description  
  
Character count: 23

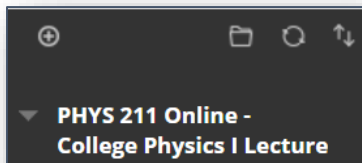
Click **Submit** to proceed. Click **Cancel** to go back.



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)

**NAME AND DESCRIPTION**

\* Course Name

Course ID



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