

**Goal: Rename your courses so it is easy to identify each course.
(You will need to rename the course in two places).**

Sample Dashboard:



Step 1: Click **Settings**.

- Conferences
- Collaborations
- Chat
- Attendance
- Office 365
- Class Notebook
- Newsela
- Settings**

Step 2: Change the **Name** of the course. (DO NOT change the Course Code). Click **Update Course Details**. ***Disclaimer: Whatever you name your Parent Course will be the Course name that all of your sections will see. You may want to name your parent course a generic course name. You will be able to differentiate this course in the section name in step 3.*

Course Details

Image:

Name:

Course Code:

Time Zone:

Update Course Details

Step 3: Click **Sections**. Click on the name of the course.

[Course Details](#) **Sections** [Navigation](#) [Apps](#) [Feature Options](#)

Course Sections

+U.S. HISTORY - H - Kelly - -1900-MP1-Kelly (26 Users, SIS ID: 633389) ✕

Step 4: Click **Edit Section**.

+U.S. HISTORY - H - Kelly - -1900-MP1-Kelly

26 Active Enrollments
SIS ID: 633389

Current Enrollments

[Anderson, Gwen](#)
Gwen Anderson
enrolled as a student

Edit Section
[Cross-List this section](#)
[Back to Course Settings](#)

Step 5: Rename the **Section Name**. Click **Update Section**.

Section Name:

SIS ID: 633389

Starts:

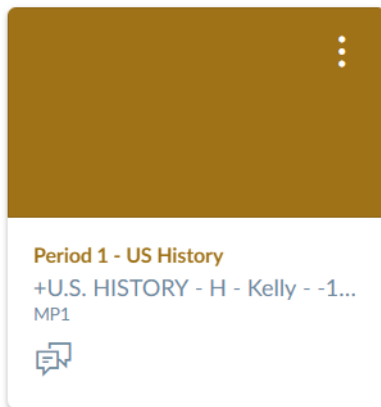
Ends:

Users can only participate in the course between these dates
This will override any term or course date settings.

Cancel

Update Section

Section 6: Click on your **Dashboard**. You should see the update.



A dashboard card with a brown header and a white body. The header contains three vertical dots. The body contains the text: "Period 1 - US History", "+U.S. HISTORY - H - Kelly - -1...", and "MP1". At the bottom left of the card is a speech bubble icon.