Quick Guide: Renaming Courses

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

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

Step 4: Click **Edit Section**.

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

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