CAL POLY
SAN LUIS OBISPO

Curriculum Management

Course Inventory Management

Edit Course

Cal Poly State University
San Luis Obispo, CA 93407

Action Taken

Date	Who	Action	Pages
10/23/13	Susan Olivas	Document Created	
9/18/15	Shayna Bailey	Update	

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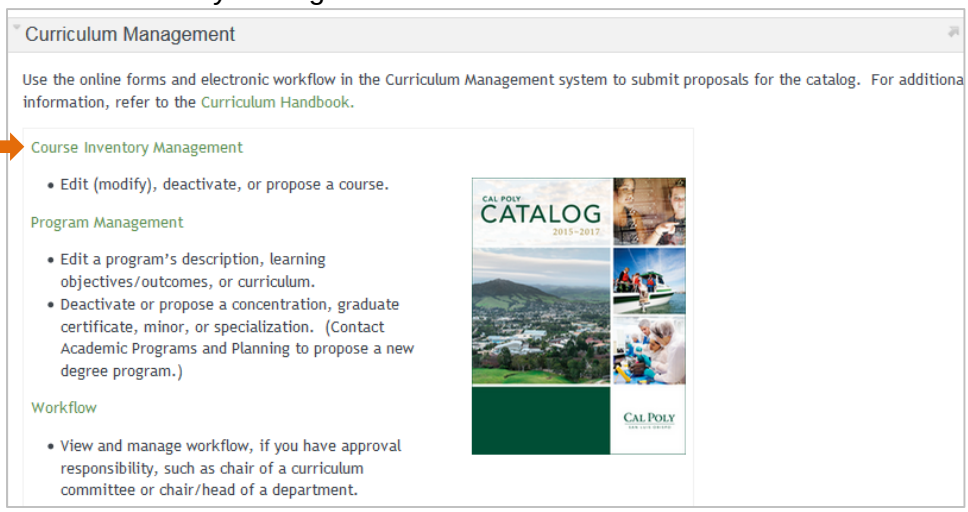
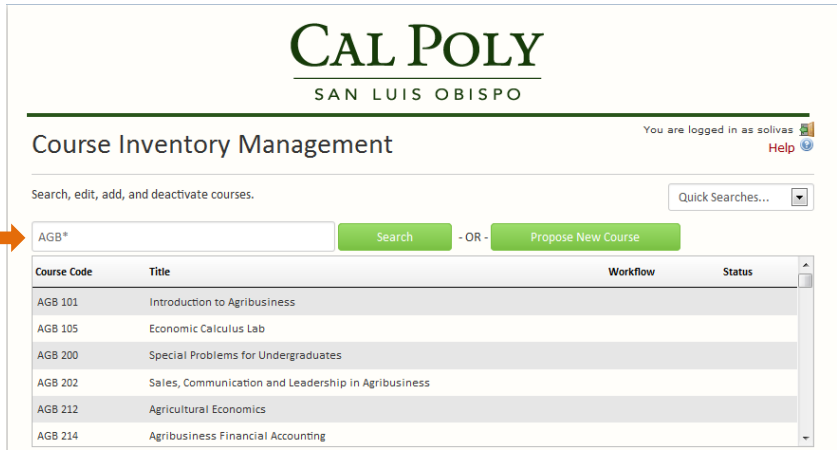
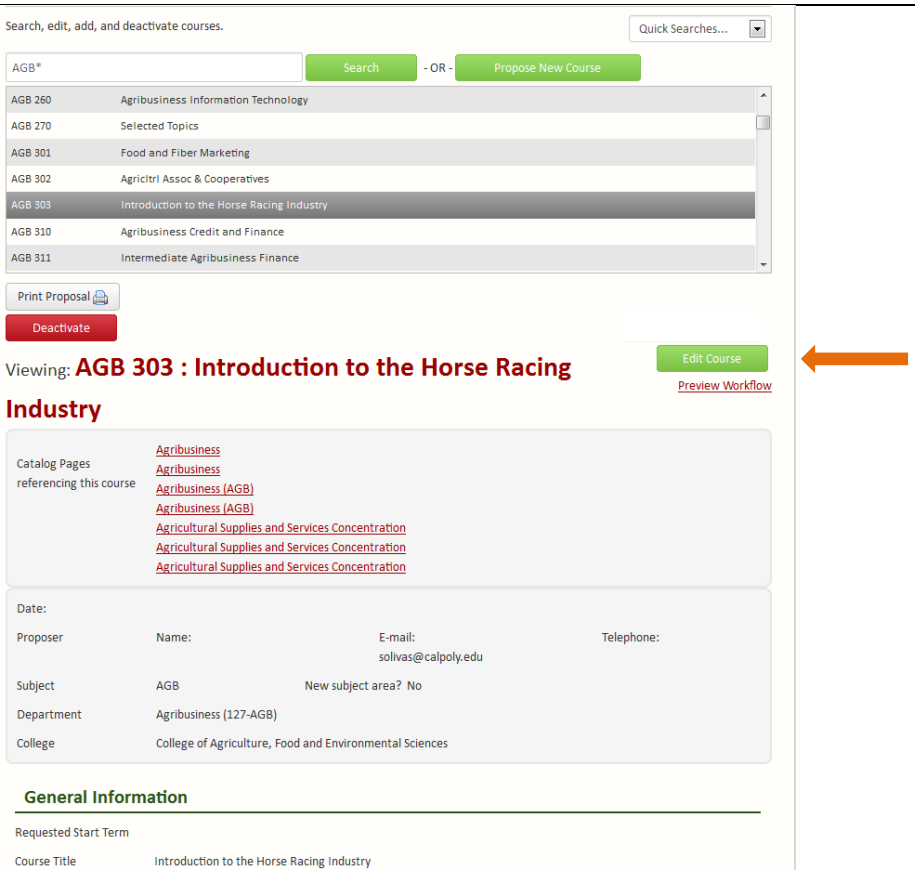
1 Overview

To edit course, the online Edit Course form is used.

2 Opening the Edit Course Form

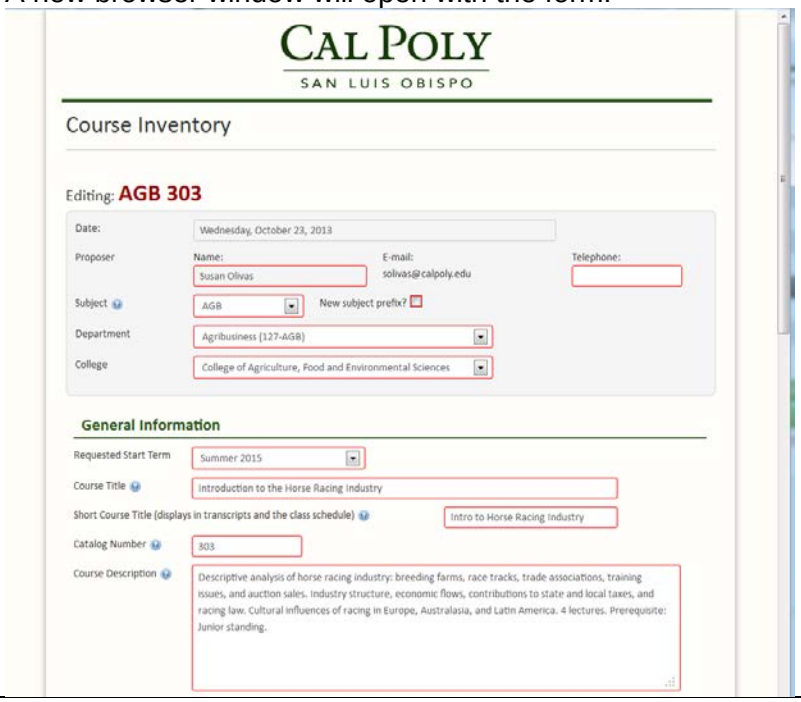
Step 1	In the Curriculum Management portlet in the Academics tab of the portal, select Course Inventory Management. 
Step 2	In the Search field of the Course Inventory Management module, enter the course to be edited. If needed, use an asterisk (*) as a wild card key before and/or after the value. Select the Search button. 
Step 3	Select the course in the Search Results. Information about the course will display below as well as buttons to access the forms for editing a course or for deactivating a course.



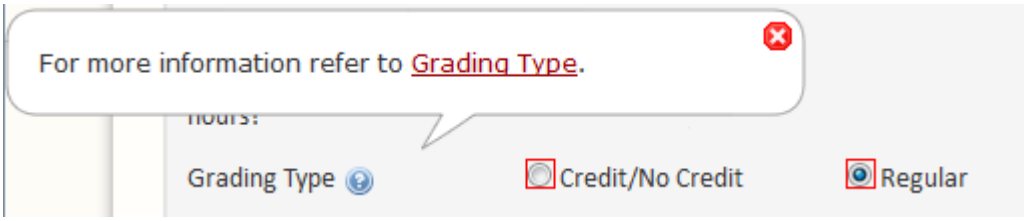
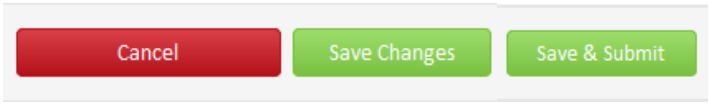
Step 4

Select the Edit Course button.

A new browser window will open with the form.



3 Editing a Course

Step 1	Complete all required fields in the form, which are outlined in red. Some of the fields will be auto-populated. For assistance with completing the form, select to display the 'help bubble' next to a field. The help bubble provides instructions or links to resources. 
Step 2	Save changes by selecting the Save Changes button at the bottom of the form. Changes will be saved and the form will close. To re-open the form, select the Edit Course button in the Course Inventory Management home page. Once the form is completed, select the Save and Submit button at the bottom of the form, so the proposed changes are submitted into electronic workflow for the catalog.