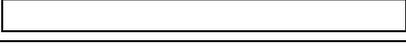
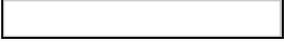
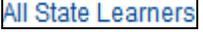


## Edit an Existing Course in SLMS

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Enterprise Learning</b> menu. 
3.	Click the <b>Catalog</b> menu. 
4.	Click the <b>Maintain Courses</b> menu. 
5.	Click in the <b>Course Long Name</b> field. 
6.	Enter the desired information into the <b>Course Long Name</b> field. An example, enter a valid value such as <b>Customer Service</b> .
7.	Click the <b>Search</b> button. 
8.	Click the <b>Delivering Customer Service in NYS</b> link. 
9.	To modify an existing course, an administrator must add a new effective date row. To do this, click the <b>Add a new row</b> button. 
10.	After you click the <b>Add a new row</b> button, two things on the page will change. 1. The <b>Effective Date</b> will default to the current date. 2. You will see <b>1 of 2</b> at top, indicating you now have two Effective Date rows for this course.
11.	Click the <b>Show next row</b> button to view your original <b>Effective Date</b> . 
12.	Make note of your original <b>Effective Date</b> because you need to change it for your new version of this course.
13.	Click the <b>Show previous row</b> button. 
14.	Click the <b>Choose a date</b> button. 

Step	Action
15.	Click the <b>Month</b> list. 
16.	Click the <b>June</b> list item. 
17.	Click the <b>Year</b> list. 
18.	Click the <b>2012</b> list item. 
19.	Click the <b>26</b> link. 
20.	Now you can change any of the items on your Course.  Click in the <b>Description: Required</b> field.
21.	Enter the updated information into the <b>Description: Required</b> field. Enter a valid value such as <b>Don't forget to bring a State ID.</b>
22.	Click the <b>Security</b> link. 
23.	Click the <b>Edit Learner Group Security</b> link to modify your learner group security. 
24.	Click the <b>Learner Group Prompt</b> button. 
25.	Click in the <b>Learner Group Description</b> field. 
26.	Enter the desired information into the <b>Learner Group Description</b> field.  Enter a valid value such as <b>All Stat.</b>
27.	Click the <b>Look Up</b> button. 
28.	Click the <b>All State Learners</b> link. 
29.	Click the <b>Done</b> button. 
30.	Click the <b>Save</b> link. 
31.	<b>Congratulations! You have completed the Edit an Existing Course in SLMS.</b>