

# MODIFY COURSE NAME **Online@UT**

If you are teaching multiple courses or just want to customize the course names, follow the instructions below.

## **STEPS TO MODIFY YOUR COURSE NAME**

1. Click on the **Control Panel**.
2. Find Course Options in the bottom left corner of the Control Panel.
3. Click **Settings**.
4. Click **Course Name and Description**.
5. Find the change name area and type in the name and description of your course.

### **\*Tips for course names:**

- If you are teaching with more than one section, add meeting time to course name
  - *Example:* ITCComputMWF8-8:50
- Include department acronym when renaming a course name
  - *Example:* Intro\_Instructor\_Comput
    - ITC486IntroToInstr.Comp