

Steps for Editing a Section in NetConnect

*Course Creators **May Edit a Section** in NetConnect **after Approval***

*Course Creators **May NOT Edit a Course** in NetConnect **after Approval***

- Select **Propose a Course** (at top of screen)
- Type section name/number in search box for **Section**
- Select **Search**
- From the list, select the Section you would like to revise
- Next to the Section name, in the Actions dropdown, select **Manage**
- From the list, select the section you wish to edit and select **Edit**
- Scroll to the bottom, select **Edit**
- You may now edit the section information (*See Document **Create a Course and Section** in Resources area of NetConnect*)
- At the bottom select **Save**
- At the bottom select **Done**