How to Change your Course Codes to More Friendly Names

The course names that you see will come up with names like **MPE-03-003, MSC-03-003,** when you would really like to see **Physical Education 3** and **Science 3**. Here are the instructions to change the course names and make them easier for you to recognize:

1. Click on the **Gradebook** top tab so that all your courses are showing. If your screen does not look like this, click on the **Gradebook** tab again.
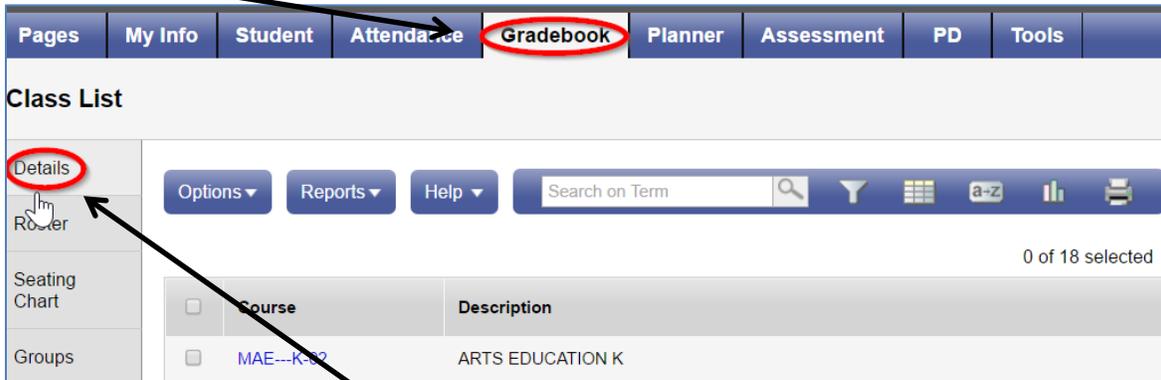
2. Without selecting any specific course, click on the **Details** side tab.

3. Click in the **Course Nickname** field and name the course how you want. If you have a split class or different grade levels, make sure to add the grade level.
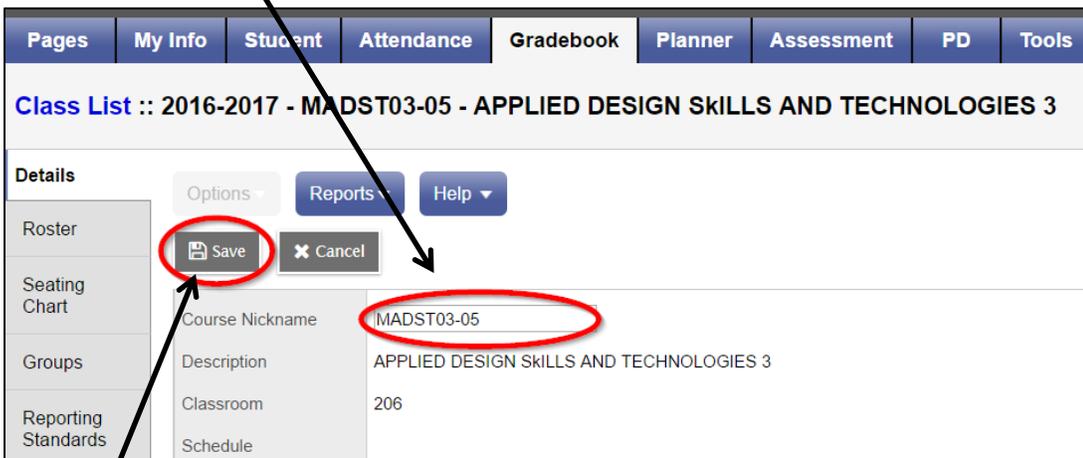
4. Click **Save** after you change the name of each course code name that you change.

5. Use the arrows on top to change to the next course and repeat the process.

6. Click on **Pages** up in the top left to see your courses with names that will make sense to you.