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.

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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.

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Class List :: 2016-2017 - M DST03-05 - APPLIED DESIGN SKILLS AND TECHNOLOGIES 3												
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Groups	Description APPLIED DESIGN SkILLS AND TECHNOLOGIES 3											
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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.

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