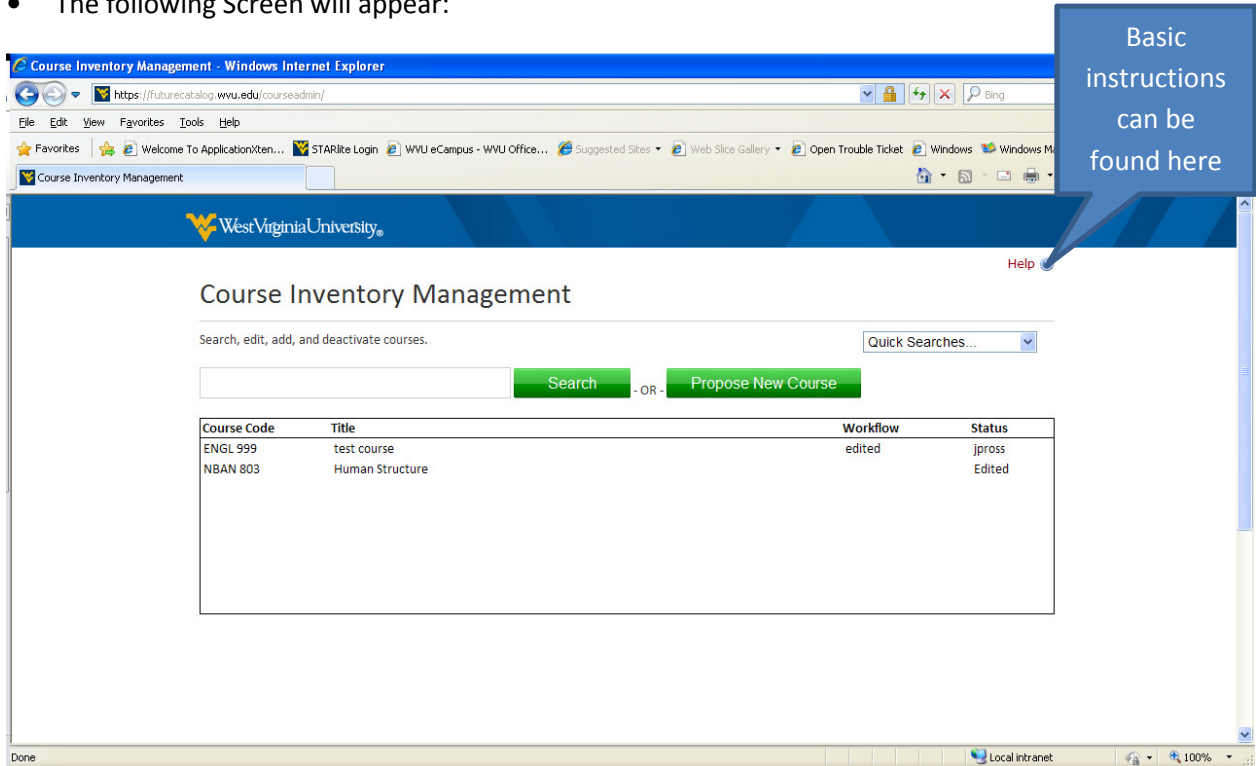


## Adding/Changing/Deleting a New Course

What do I need to do?

- Go to [futurecatalog.wvu.edu/courseadmin](https://futurecatalog.wvu.edu/courseadmin)
  - You will be asked for User Name (a.k.a. Master Id or MyID) and Password
  - A small box will appear in the middle of the screen stating that you are not fully logged in please click on the red button within this box.
- The following Screen will appear:



Basic instructions can be found here

Course Inventory Management

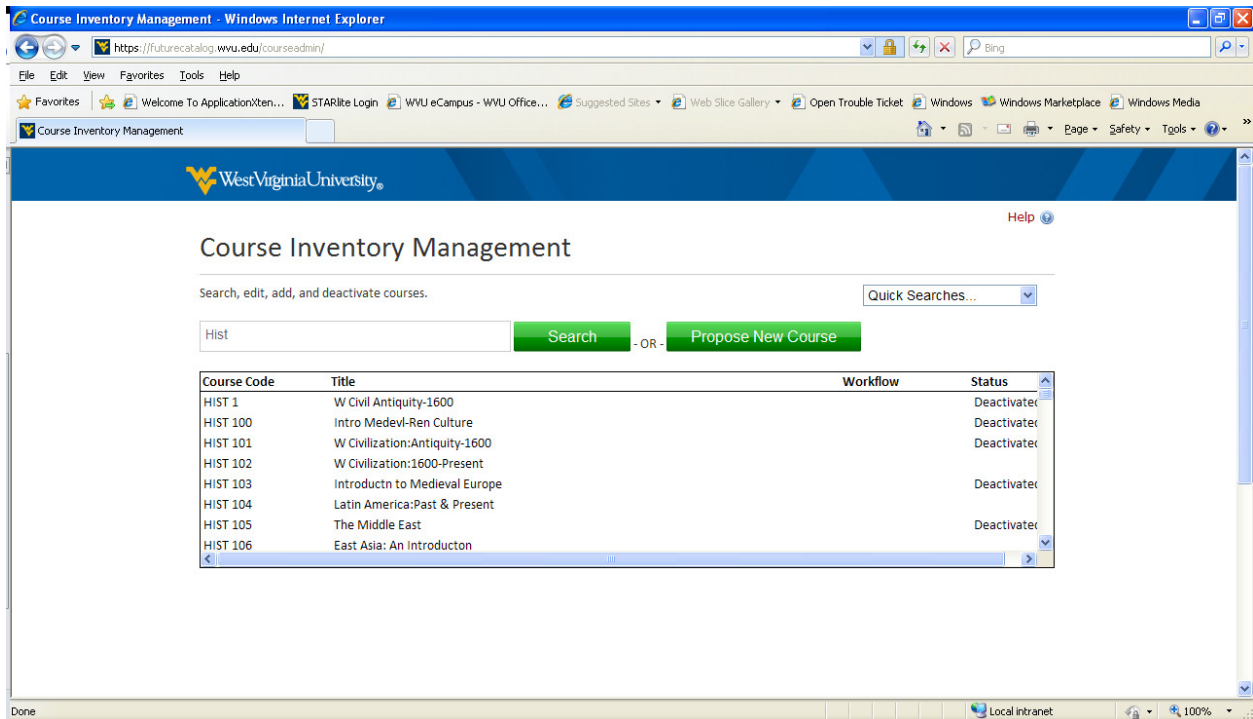
Search, edit, add, and deactivate courses.

Quick Searches...

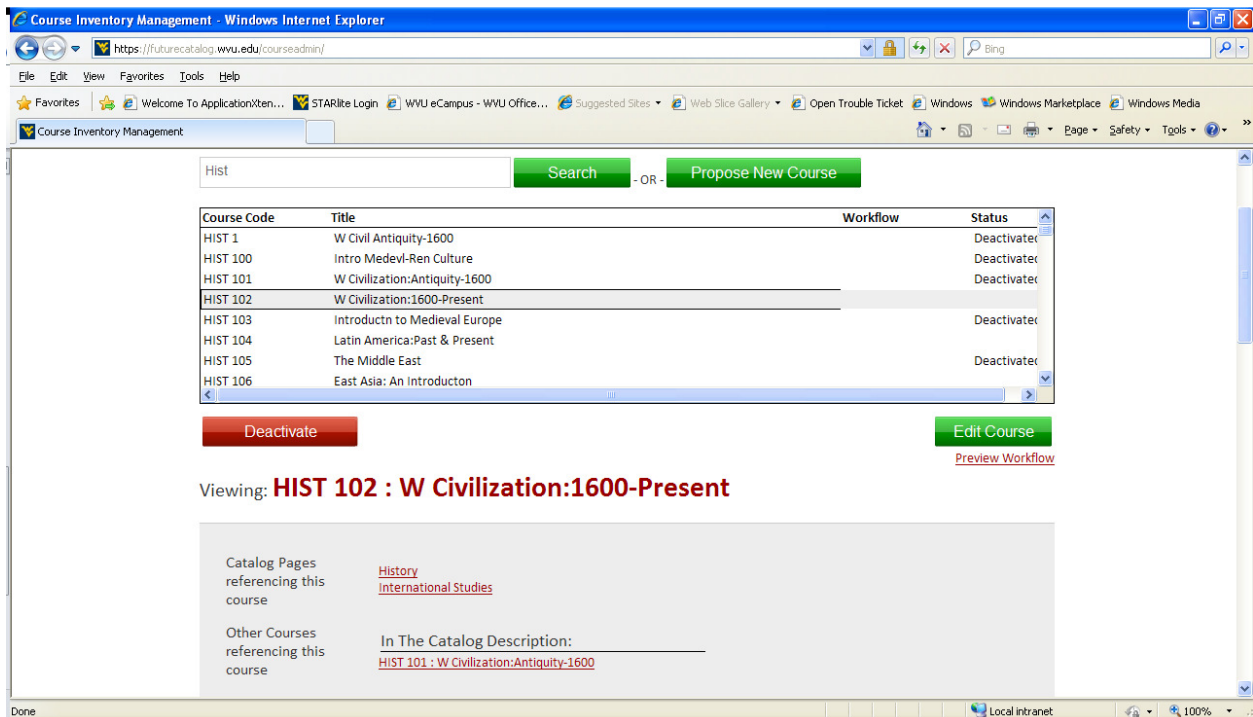
Search -OR- Propose New Course

Course Code	Title	Workflow	Status
ENGL 999	test course	edited	jpross
NBAN 803	Human Structure		Edited

- You can submit a New Course proposal by clicking on the Propose New Course button
- If you need to make a change to an existing course or deactivate a course you will need to:
  - In the box to the left of the Search button at minimum you will need to enter the subject code (i.e., ENGL, CHEM, CE, EE, etc.) if you are working on a specific course and know the course number go ahead and list the number as well.
  - If you search by subject here is a sample of what you will see:



- Scroll down through the courses and select the course you want to take action on.
- Please note that any course that the Status is “Deactivated” – you will not be permitted to edit.
- Here is a sample of what the screen will look like:



- To deactivate a course click on the red deactivate button

- To make a change to an existing course select the green edit course button.
- Once on the edit or proposal pages follow the instructions on the page.