

How to Edit an Existing Course in CourseLeaf

To edit a course:

1. Log on to [Course Management](#).
2. Search for the course you want to edit. You can search by course code (e.g. ART 115), by prefix using an asterisk after the prefix (e.g. ART*), or by a keyword in the title with asterisks before and after (e.g. *design*).
3. Click on the course you want to edit, then click the green Revise Course button.

Course Management

Search, edit, add, and inactivate courses.

To search for a partial title or keyword, use the wild card character * or % before and after your term. For example, *math*.

art* ☐ History - OR - Quick Searches... ▾

Course Code	Title	Date Submitted	Workflow	Status
ART 103	Understanding New Media Arts			
ART 106	Digital Tools			
ART 115	Basic Design: 2D Foundations			
ART 116	Basic Design: Color Foundations			
ART 117	Basic Design: 3D Foundations			
ART 119	Basic Design: 4D Foundations			
ART 131A	Drawing I			
ART 140A	Introduction to Digital Photography			
ART 141	Introduction to Photography			
ART 142A	Darkroom Photography I			

[Preview Workflow](#)

Viewing: **ART 115 : Basic Design: 2D Foundations**

Last approved: 07/13/21 1:51 am

Last edit: 06/03/21 10:20 am

History

- 1. Aug 5, 2014 by Stacey Holland (stimmins)
- 2. Feb 25, 2021 by jacqueline.ehlis

4. A new window will pop up with the existing CCOG info already filled out. Any item outlined in red indicates a required field.
5. Complete the information thoroughly.
 - a. For CCOG formatting details, see [CCOG Content and Formatting Guidelines](#). Pay extra attention to the Outcomes section.
 - b. As of fall 2026, the “Standard Prerequisites” are being updated, so please do **not** check this box. Instructions will be updated after official changes are made to relevant policies and processes;

Prerequisites ⓘ

☐ Standard Prerequisites - (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement.

Pre/Concurrent

6. When you are finished, scroll to the bottom of the page and click on one of the green buttons:
- Save and Submit** will start the approval workflow so the edits can go to the dean, Curriculum Committee, etc. so we can then get them approved by the state and published in the next available catalog.
 - Save Changes** will save what you've just done, and allow you to go back in and make more edits later if needed. Be sure to use the "Save and Submit" button when you are ready to get approvals for the edits you've made.
 - Be sure to **Save and Submit** all changes by the [required deadline](#) in order to ensure changes are implemented in the upcoming catalog year.

For further assistance using CourseLeaf, check for upcoming [Drop-In Sessions](#).