Using the Course Editor
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Using the Course Editor

The C1 Course Editor can be used in tandem with the CSV upload files to modify course information. This utility can be used to Edit or Delete term, course, section, instructor and student information in C1 but cannot be used to create new terms, courses, sections, or to add students or instructors.

Deleting instructors or students does not delete their accounts or any other courses that may be associated with their accounts.

The editor is set up to collapse data based on the term-course-section hierarchy, as seen in figure 1. Depending on the formatting of the institution’s upload files, the sections may or may not be collapsed. The use of identifiers such as a Banner “CRN” in the CRSEID will cause the individual course sections to be listed as discreet courses (see figure 2) rather than collapsed into multiple sections of the same course.

![Figure 1. Multiple sections of the same course collapsed](image1)

![Figure 2. Multiple sections listed by CRN](image2)
Editing Terms, Course, and Sections

Administrators can edit term information once a term has been created by uploading the CSV file. Terms have a unique identifier (TERM) which cannot be modified. All other fields are editable. Any changes to the Term, Course or Section information will need to be corrected in the Student Information System, the data extract scripts, or in the CSV files used to create the courses. The edits may be un-done by any subsequent uploads of course or roster files.

1. In the Admin account, click on the Course Admin tab.

2. Click the Course Editor link.

3. Click the edit link associated with the term you wish to modify.
4. Modify the TERMNAME, TERMBEGIN or TERMEND as needed and click the Save Term link.

Administrators can navigate to specific courses and sections to modify the attributes of each section if necessary.

1. Navigate to the course section you wish to edit by clicking on the collapsed list of courses next to the appropriate term.

2. Click the edit link under the Actions column to modify a particular course.
3. Modify the CRSECODE, CRSENAME, CRSEDESC, COLLEGE, DEPARTMENT and/or CREDITHOURS as needed and click the **Save course** link.
Deleting Students or Instructors from Courses

The Course Editor can be used to remove instructors and “drop” students from courses. Any changes to the roster should be corrected in the Student Information System on campus or in the CSV files used to create the courses, or the deleted/dropped users will be re-activated.

The second instructor listed on this course, Jasmine Ramirez, needs to be removed.

The Course Editor allows Administrators to remove students and instructors from Courses without uploading CSV files.

4. In the Admin account, click on the Course Admin tab.

5. Click the Course Editor link.
6. Click on the collapsed list of courses next to the appropriate term to navigate to the course section from which you wish to delete the user.

7. On the next page, select on the Course you wish to edit by clicking the number showing the collapsed number of sections of the course. You also can use the search function to find a specific course quickly.
8. If you are deleting the instructor, click on the number in the INSTR column. If you are deleting a student, click on the number in the STUD column.

9. Click the **Delete** button to remove the instructor or student.

If the instructor is listed as “D” in the status column, they cannot access the course. The instructor’s name may still appear on the **Courses** page in the admin account.
LiveText Support Team
If further questions arise regarding the application, contact LiveText at:

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