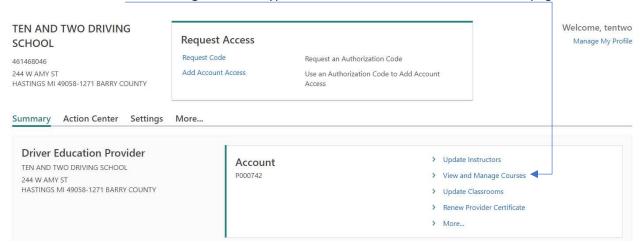
Manage Courses

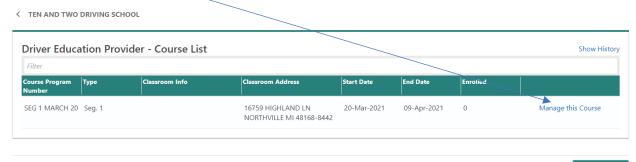
Instructors have the ability to modify and manage course details.

To manage course details in e-Services:

1. Select the View and Manage Courses hyperlink from the Provider e-Services home page.



2. Select the Manage this Course hyperlink for the applicable course.



Add a Course

- 3. A list of activities an Instructor can provide is displayed.
 - Modify this Course Allows Instructors to make changes to the selected course.
 - **Report Student Results** Allows Instructors to report student classroom or behind the wheel results.
 - Change Student Results Allows Instructors to change student classroom or behind the wheel results.
 - View Completion Certificates Allows Instructors see the generated Segment 1 or Segment 2 completion certificates for the students under 18 years old.
 - Close Course Allows Instructors to complete the selected course once all students course results have been entered.
 - Cancel Course Allows Instructors to cancel the selected course if no student results have been reported.
 - **View Enrolled Students** Allows Instructors to see a list of students who are already enrolled in the selected course.
 - Add Students Allows Instructors to add students to the selected course.
 - Remove Students Allows Instructors to remove students from the selected course.

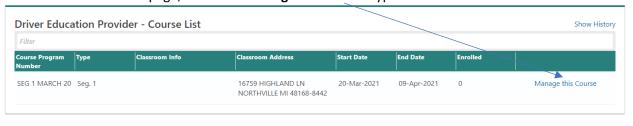
SEG 1 MARCH 20	
3/20/2021 - 4/9/2021	
Course	
Modify this Course	Make changes to this scheduled course.
Report Student Results	Report student classroom or behind the wheel results
Change Student Results	Change student classroom or behind the wheel results
View Completion Certificates	See the generated Segment 1 or 2 completion certificates for those under 18-years of
Close this Course	Mark course as complete once all student results have been entered.
Cancel this Course	Cancel course if no student results have been reported
Students	
View Enrolled Students	See which students are already enrolled in this course.
Add Students	Add students to this course.
Remove Students	Select students to remove from this course.

Modify Course

Once a course has been added on e-Services, the course details can be modified until the course is completed. This activity allows Instructors to edit the course start and end date, course schedule, classroom location, instructor, and instructor type.

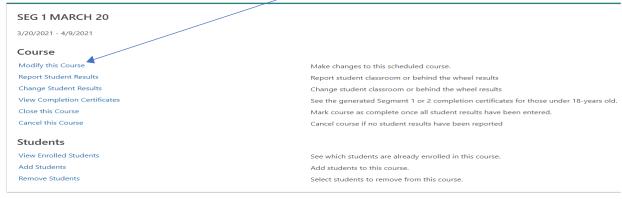
To modify a course on e-Services:

1. From the course list page, select the **Manage this course** hyperlink.



Add a Course

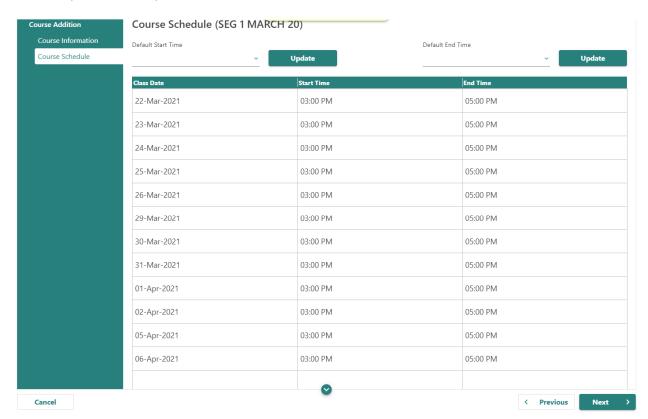
2. You will then be directed to a new page with all of the options an instructor has for the course they selected. On this page, select the **Modify this Course** hyperlink.



3. This will take you back to the course information page where you can modify the projected start and end times. Once this section is completed, move on to the next section by selecting the **Next** button.



4. Next you can modify the class schedule.



5. Then the classroom location.



6. And the instructor.



7. Once you have completed modifying the course you will be taken to a summary screen where you changes will be reflected. If the information is accurate, select the submit action button.



8. After the submit button is selected on the summary page you will be taken to a confirmation page. This page confirms the changes have been made.