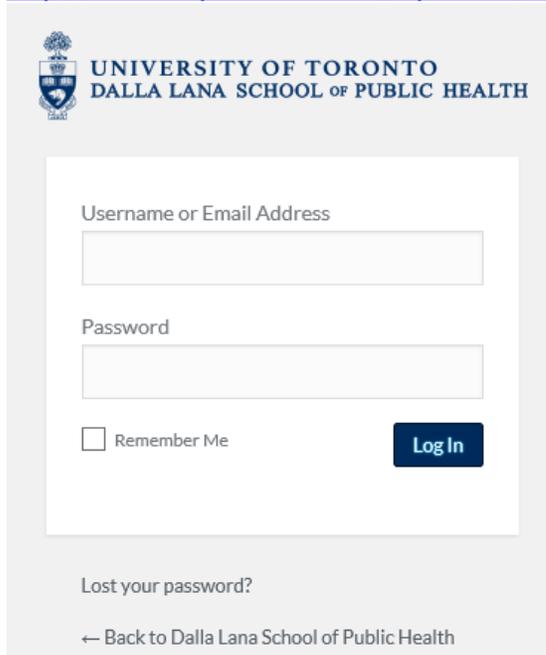


Faculty can now manage Course Details, Course Description and Course Objectives

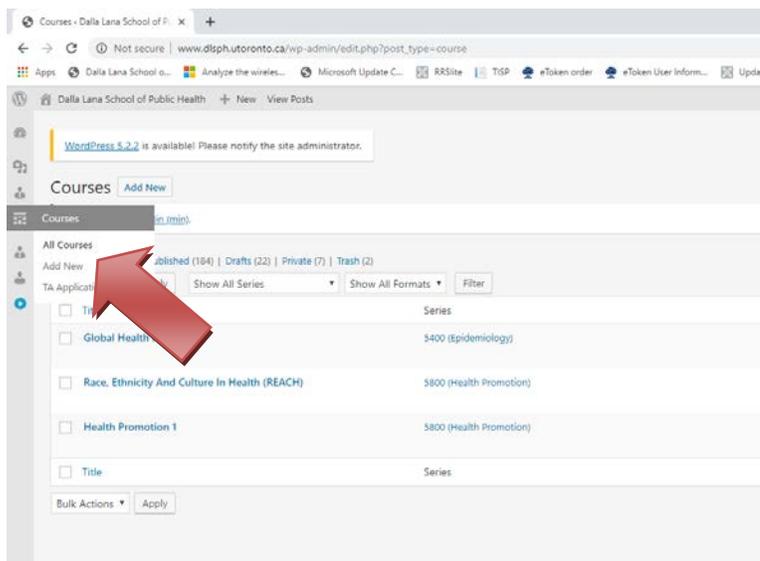
HOW TO:

1. Click the link, Login with your username and password to School website:
http://www.dlsph.utoronto.ca/wp-admin/edit.php?post_type=course



The screenshot shows the login page for the University of Toronto Dalla Lana School of Public Health. At the top left is the university's crest and logo. To the right, the text reads "UNIVERSITY OF TORONTO" and "DALLA LANA SCHOOL OF PUBLIC HEALTH". Below this is a white login box with the following elements: a text input field labeled "Username or Email Address", a second text input field labeled "Password", a checkbox labeled "Remember Me", and a blue "Log In" button. Below the login box, there is a link for "Lost your password?" and a "← Back to Dalla Lana School of Public Health" link.

2. Then in the take-off menu items click “All Courses” to edit courses or “Add New” to add new course



The screenshot shows the WordPress admin interface for the 'Courses' section. The browser address bar shows the URL: www.dlsph.utoronto.ca/wp-admin/edit.php?post_type=course. The page title is "Courses - Dalla Lana School of P...". A notification banner at the top says "WordPress 5.2.2 is available! Please notify the site administrator." Below the notification, the "Courses" menu is visible with an "Add New" button. A red arrow points to the "All Courses" menu item. The main content area shows a list of courses with columns for checkboxes, course titles, and series names. The courses listed are: "Global Health" (Series: 3400 (Epidemiology)), "Race, Ethnicity And Culture In Health (REACH)" (Series: 3800 (Health Promotion)), and "Health Promotion 1" (Series: 3800 (Health Promotion)). At the bottom, there is a "Bulk Actions" dropdown and an "Apply" button.

Course Title	Series
<input type="checkbox"/> Global Health	3400 (Epidemiology)
<input type="checkbox"/> Race, Ethnicity And Culture In Health (REACH)	3800 (Health Promotion)
<input type="checkbox"/> Health Promotion 1	3800 (Health Promotion)
<input type="checkbox"/> Title	Series

3. Click the course title to edit

The screenshot shows a sidebar on the left with navigation options: Media, Faculty, Courses (selected), All Courses, Add New, and TA Applications. Below the sidebar are links for Faculty Profile, Profile, and Collapse menu. The main content area is titled 'Courses' and includes an 'Add New' button. A user profile icon and the text 'Switch back to Min (min)' are visible. Below this, there are filters for 'All (213)', 'Mine (2)', 'Published (184)', 'Drafts (22)', and 'Private (7)'. There are also 'Bulk Actions' and 'Apply' buttons, and a 'Show All Series' dropdown. A table lists courses with checkboxes, titles, and series names:

<input type="checkbox"/>	Title	Series
<input type="checkbox"/>	Global Health Research	5400 (Epidemiology)
<input type="checkbox"/>	Race, Ethnicity And	5800 (Health Promotion)

A red arrow points to the 'Global Health Research' title.

4. Click Update when finished editing

The screenshot shows the 'Edit Course' interface for 'Global Health Research'. The title 'Global Health Research' is at the top, with a 'Permalink' and an 'Edit' button. Below the title is a rich text editor with a 'Paragraph' dropdown and various formatting options. The 'OVERVIEW' section contains the text 'As the world becomes increasingly interdependent and the'. On the right side, there is a 'Publish' panel with a 'Preview Changes' button and the following information: Status: Published (with an 'Edit' link), Visibility: Public (with an 'Edit' link), Revisions: 8 (with a 'Browse' link), and Published on: Dec 4, 2015 @ 13:11 (with an 'Edit' link). A blue 'Update' button is located at the bottom right of the 'Publish' panel, with a red arrow pointing to it.