EDIT AN EXISTING COURSE
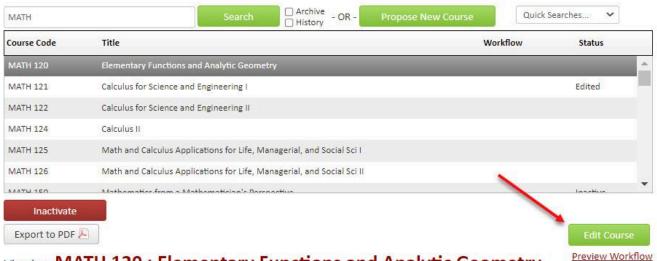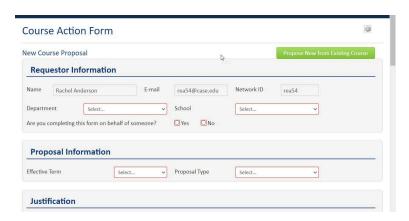
1. Go to futurebulletin.case.edu/courseadmin/

2. Login using Single Sign-On (SSO)

    a. If you do not have access, please email courses@case.edu

3. Find the Course Action Form of the existing course

    a. For directions, go to: Find an Existing Course's CAF

4. With the program selected on the dashboard, click **Edit Course**

5. Select the **Type of Change** for the edit

    a. **Non-Substantive Change** allows for edits to the section titled "Additional Course Information" which includes:

        i. Default Values for Section Size and Components

        ii. Final Exam

        iii. SIS Consent (Instructor or Department)

        iv. Course Topics

    b. **Substantive Change** allows for edits to all course information

6. Fill in all required fields on the form (outlined in red)

7. As you work through the required information on the form, you can select a number of options at the bottom of the form when closing out if you are not ready to submit the form.
    a. **Cancel** (1) - Selecting "Cancel" (or closing the pop-up window) will lose all progress in the session.
        i. For new forms that have not been saved, it will not create a record of the proposal in the dashboard.
        ii. For new forms that have been saved and returned to, it will not save further changes made to the form since the last time it was saved in the system
    b. **Save Changes** (2) - Selecting "Save Changes" will save the form in its current state and add the PAF to the dashboard (if saved for the first time). Selecting "Save Changes" will close the pop-up window.

8. If the form is complete and ready to submit through school and university workflows, select **Start Workflow** (3).

a. Selecting "Start Workflow" will save the form in its current state and kick-off the workflow process. The workflow process generates automated emails to the next user listed for review and approval.

b. For directions on viewing the workflow of a CAF, go to:

    i.   [Preview Workflow for a Course (*prior to submission*)](#) or

    ii. [Monitor Workflow Progress for a Course *(after submission)*](#)