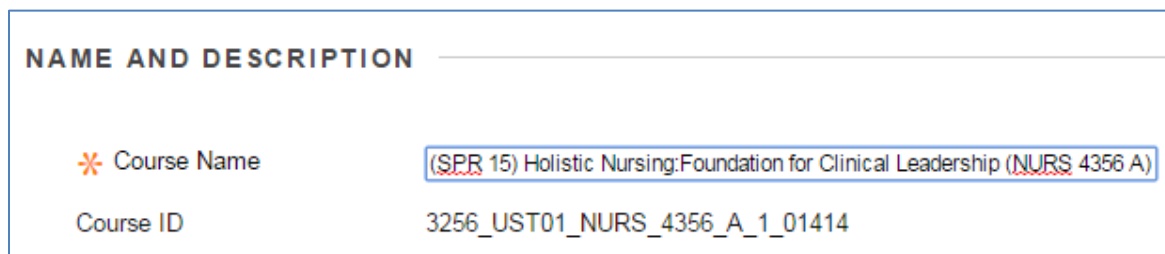
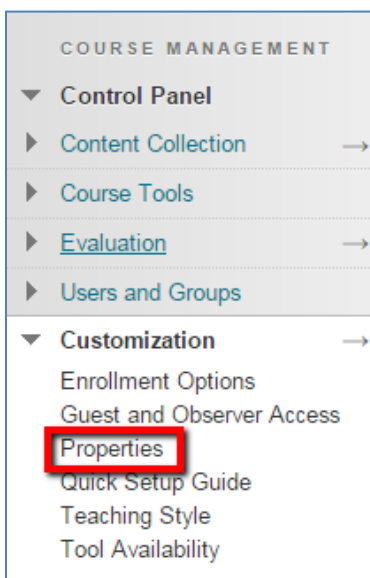


How Do I Find a Course's Course ID?

The Course ID comes in handy when you need to distinguish between two or more sections of the same course. This is especially helpful when submitting course requests for the upcoming term and indicating which section you wish to recycle.

To find a course's Course ID:


1. Navigate to the course via either Global Navigation or the link in the Course List module.
2. Expand the **Customization** Control Panel, and select **Properties**.
3. The Course ID appears in the first section, entitled **Name and Description**.



If necessary, you can click and drag to select the text of the Course ID and press Control+C (Command+C for Macintosh) to copy it to the Clipboard. Then click at the insertion point of a document, email message, or course request form, and press Control+V (Command+V) to paste the ID.

You may also wish to display the Course IDs for your current courses in the Course List module. To begin that process, point to the top-right corner of the module, and click the **Settings** icon. This takes you to

the Personalize Course List page. In the Course ID column, check the checkbox for any course for which you would like to display the ID, and then click **Submit** to save the changes.

▼ **Course List** 

Courses where you are: Instructor Manage Course List Module Settings

Training Course 04

Training Course 05

Training Course 13

EDIT COURSE LIST

Select the attributes to be displayed for each Course. Selecting Select All will display all attributes for the Course. If none of the columns are selected, the Course

Courses you are teaching:

↕	Select All/Unselect All	Course	Course Name	Course ID	Instructors
	<input type="checkbox"/>	training04: Training Course 04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↑	<input type="checkbox"/>	training05: Training Course 05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	training13: Training Course 13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>