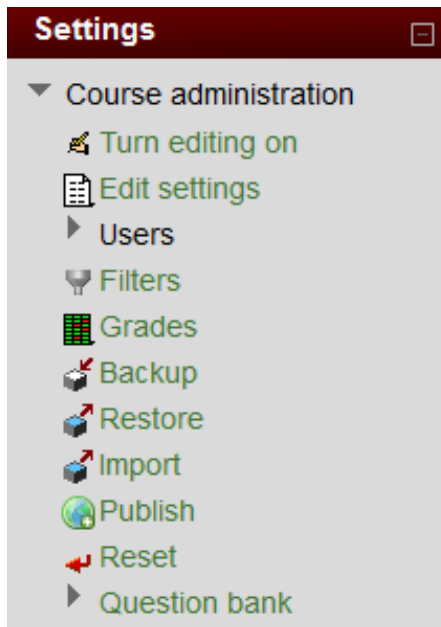


## Managing your course

The Course Administration section of the Settings block allows teachers to manage different aspects of their course.



Edit Settings - this takes you to the Course settings page. You can rename the course, change its format from Weekly to Topic or alter the number of sections .etc

Users –can enroll new users

Filters - can enable or disable any allowed Filters for your course.

Grades - allows to view, add and edit your students' Grades.

Backup/Restore - these links allow you to make copies of your course or bring in courses backed up elsewhere.

Import - can import activities into your course here.

Publish - can publish your course to one of the Community hubs here.

Reset –allows removing all old user information at the end of an academic year or session in order to start afresh.