Edit Course Name, Date, Status
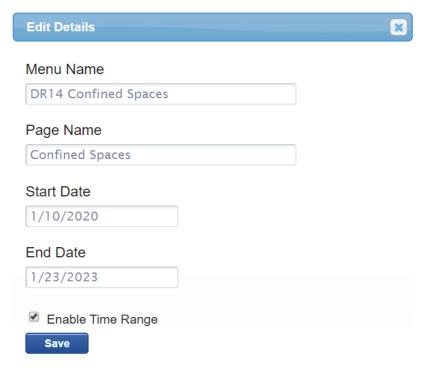
Edit Course Name or Date

1. Log in with an account type mentioned above.

2. Select the **wrench tool** from the product menu on the left side of your home page.

   Mandatory Training
   Health & Safety   +
   Informetica Example Assets
   WHMIS

3. Select the name of a product to change title/menu titles and publishing dates.

   Edit Details

   Menu Name
   DR14 Confined Spaces

   Page Name
   Confined Spaces

   Start Date
   1/10/2020

   End Date
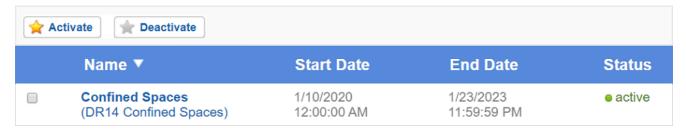   1/23/2023

   ☑ Enable Time Range
   Save

4. **Save**.

Change Course Status

1. Log in with an account type mentioned above.

2. Select the **wrench tool** from the product menu on the left side of your home page.

3. Select the box to the left of the course name.

4. Select **Activate** or **Deactivate** as applicable at the top of the list.

 A couse must have an active status before you can work it and let enroled users view it.