

Program Editing

- 1- go to the classbuilder drive
- 2- click on Catalog Info
- 3- click on **Catalog Program Descriptions Drop Box**
- 4- click on Course Program Descriptions 2010-11
- 5- click on your departments file to open up your programs
- 6- after opening up your program files copy them into a word document.
- 7- Before you start to edit the program in word save it as a revision file. We do not want any changes made to the original program file.
- 8- Once you have saved the file turn on track changes and start to edit.
- 9- When you are finished editing save the revised document back to the classbuilder drive (Each of your programs should have two files on classbuilder the original (with NO changes made to it) and the revised file which will have all your editing marks.