Overview of Course Tool Portal and Back End

Video Tutorial on Editing - https://astate.mediaspace.kaltura.com/media/AOS+Course+Scheduler+-+Edit+Course+Info+and+Assign+Parent+Program/1_f545h3ui

SOP: Updating Course Program Associations in Slate

1. Access Slate and Locate Course Record

- Open Slate for Student Success (studentsuccess.astate.edu/manage)
- In **Records - Courses**, use **Partial Match** to search for the course. (Subcode and Number e.g., ACCT-20103 or ACCT).
- Select the correct course record.

2. Verify Course Record

    - Confirm course data on the dashboard. (Title, Subject Code, Course Number, Permit/Pre-req Required, and assigned Parent Programs)
    - Navigate tabs:
        - **Course Information**

- **View and edit course information and relationships**

        - **Course Schedule**

- **View/edit/delete individual course sections from the parent course**

        - Select a section (e.g., 10A) if applicable.

3. Enter Edit Mode

- On the **Course Information** tab click **Edit** or the **Paper and Pencil Icon.**

4. Configure Program Visibility

    - Locate **Select Programs** under the **Programs** section:

    - **View UG (checkbox)**
    - **View Grad (checkbox)**

- **etc.**

- Click checkbox to expand program lists as needed:

5. Select Programs

- In **Parent Programs (multi-select list)**:
    - Use **Ctrl + Click** to:
        - Select multiple programs
        - Deselect previously selected programs

- Do NOT single-click without Ctrl (this will overwrite selections).
- Repeat for:
    - Undergraduate programs (UG)
    - Graduate programs (Grad), etc.,

6. Validate Selections

- Confirm:
    - Selected programs remain highlighted
    - No unintended deselection occurred

- Scroll through full list to verify:
    - Required programs are selected
    - No extra programs are included

7. Save Changes

- Click **Save**
- Refresh page to confirm list

8. Final Check (Optional)

- Navigate back to **Dashboard**
- Reopen record and verify:
    - Course Information reflects updates
    - Program associations are correctly stored

Revision #1
Created 2026-04-02 20:24:59 UTC by Kristopher Keys
Updated 2026-04-02 20:33:40 UTC by Kristopher Keys