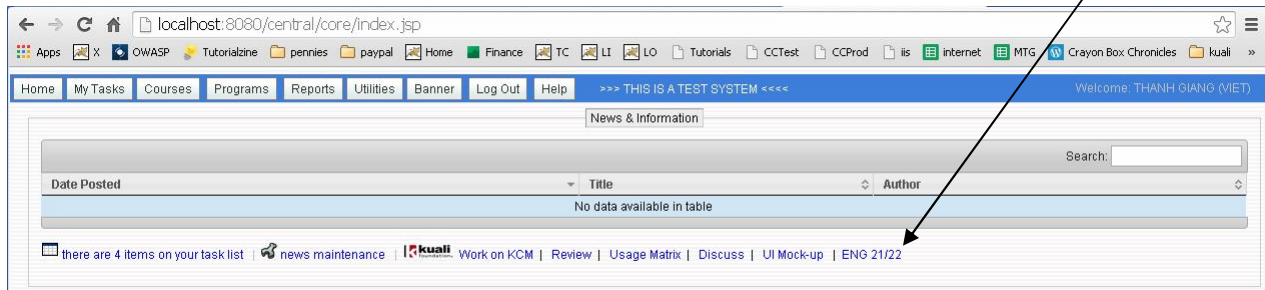


## Updating ENG 21 & 22 SLO

1. From the home screen, click 'ENG 21/22' located below the news and information table



2. Review the list of courses where ENG 21/22 are included. 'Last Date' refers to the date it was last touched, imported from Banner or approved.

Alpha	Num	Title	Term	Last Date	Processed By	Processed Date
ART	172	<a href="#">INTRODUCTION TO WESTERN ART II</a>		10/15/1999		
ART	175	<a href="#">SURVEY OF GLOBAL ART</a>	201410	02/06/2013		
ASAN	203	<a href="#">PHIL HIST CULTURE</a>	201010	05/29/2009		
ASAN	204	<a href="#">FILIPINOS IN THE UNITED STATES: THE HISTORY AND CULTURE OF FILIPINOS IN THE U.S.</a>	201010	08/03/2009		
BIOL	100	<a href="#">HUMAN BIOLOGY</a>	201010	05/29/2009		
BIOL	130	<a href="#">ANATOMY AND PHYSIOLOGY</a>	201110	01/05/2010		
BIOL	130	<a href="#">ANATOMY AND PHYSIOLOGY</a>	None 2008	04/08/2008		
BIOL	200	<a href="#">CORAL REEFS</a>	200910	05/23/2008		
BLAW	200	<a href="#">LEGAL ENVIRONMENT OF BUSINESS</a>	201410	02/28/2013		

3. Select a course (click link under title column) to work on. There are 3 options.
  - a. Cancel takes you back to the list of courses
  - b. Review and Continue takes you to the confirmation screen
  - c. Mark as done is used when no update or change is necessary

The screenshot shows the course update confirmation screen for 'ART 172 - INTRODUCTION TO WESTERN ART II (G52a8c9167688)'. The screen displays the course title and a text area containing the text 'ENG 21 or ENG 22 with a grade of C or better or equivalent'. At the bottom of the screen, there are three buttons: 'Cancel', 'Review and Continue', and 'Mark as Done'.

4. Following is the confirmation screen from ‘Review and Continue’. Click ‘Update’ to save your work or ‘Cancel’ to abort.

The screenshot shows a web application interface with a blue header bar containing navigation links: Home, My Tasks, Courses, Programs, Reports, Utilities, Banner, Log Out, and Help. To the right of the links is the text '>>> THIS IS A TEST SYSTEM <<<<' and further right is 'Welcome: THANH GIANG (VIET)'. The main content area has a light gray background and contains a white box with the following text: 'ART 172 - INTRODUCTION TO WESTERN ART II (G52a8c9167688)' followed by 'ENG 21 or ENG 22 with a grade of C or better or equivalent'. At the bottom of this box are two buttons: 'Cancel' (orange) and 'Update' (green).

5. If you click ‘Update’, the following screen appears. ‘Preview Outline’ displays the updated course outline. ‘Back to List’ returns you to the list of courses.

The screenshot shows the same web application interface as the previous one. The main content area now displays a green message box with the text 'Course data updated successfully.' Below this message box are two buttons: 'Preview Outline' (blue) and 'Back to List' (orange). The course information 'ART 172 - INTRODUCTION TO WESTERN ART II (G52a8c9167688)' and 'ENG 21 or ENG 22 with a grade of C or better or equivalent' remains visible above the message box.

**NOTE:**

Verify that each course update generates the correct output. It’s important since this process circumvents the normal workflow.