OCEAN 2.0 – To change the pre-requisites on an existing course

The option to change a course is on the main OCEAN screen. Click on Change an existing course:

To select the course to change:

Type in the letters of the course prefix in the box and a drop down list will appear with a list of all the courses for that prefix.
If you type a space then begin to type the number of the course you can reduce the length of list.

When you spot or scroll to the course you want you can select it.

You will now enter the course change screen where all the attributes of the course are listed in separate panels.
From this page you can make all the changes needed to a course including dual listing by clicking on the dual list button at the top or a cross linked course by clicking on the multiple button in the course offering panel. These changes will be dealt with separately in other help guides. This guide will just deal with changing the pre-requisites for the course, but the same basic process applies to all other changes as well.
For all course changes you need to explain why you want to make the change and the earliest date you want the change to become effective.

Next you need to move to the pre-requisites panel.

There is separate navigation panel on the right hand side of the screen that you can use to jump to a particular panel of section. You can click on the item in the navigation panel you want to go to or you can scroll down the screen until you reach it.
Assuming you are adding a class, first type or select from the drop down list the course. Again, type the prefix and maybe part of the number and the drop down list should show the course or courses to choose from.
Now the course is added to the list of Prerequisite Courses you need to change the text in the Prerequisite Description to what you want to apply. See the ICC guidelines for information on how to apply AND and OR and parentheses to this text.
This document does not include a demonstration of how to remove a prerequisite or how to add a no credit option but hopefully it should be clear what the steps are to do that.

Whatever you want to change it needs to be in the Prerequisite Description and all courses referred to in that description need to be in the Prerequisite Course panel or in the No Credit If panel which is just below it.

If you are finished with making changes click on Save Course and if all is well the screen below will not appear. If this screen appears and you cannot work out why, make sure to click on temporarily save for later in the pink box. Then ask for help. Do not navigate away without first saving your work with at least this temporary save or you will lose what you have done.

If all is well then the screen on the next page should appear- Hooray.
From this screen you can submit it to the review process, delete it, or you may edit it some more.

Note for edits done at this screen there is no navigation box on the right hand side. However, if you try to save something that creates an exception then the pink box of doom will appear and if you cannot figure out why click on temporarily save for later in the pink box. Then ask for help. Do not navigate away without first saving your work with at least this temporary save or you will lose what you have done.

The screen should now show this: