DOZUKI

How to View Existing Courses

Learn how to view existing courses.

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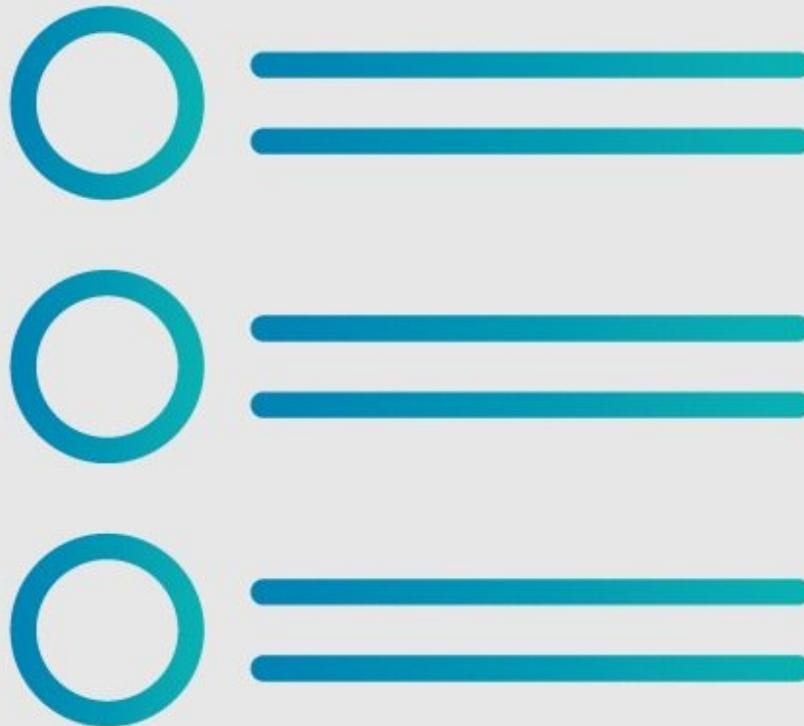
## Step 1 — How to View Existing Courses
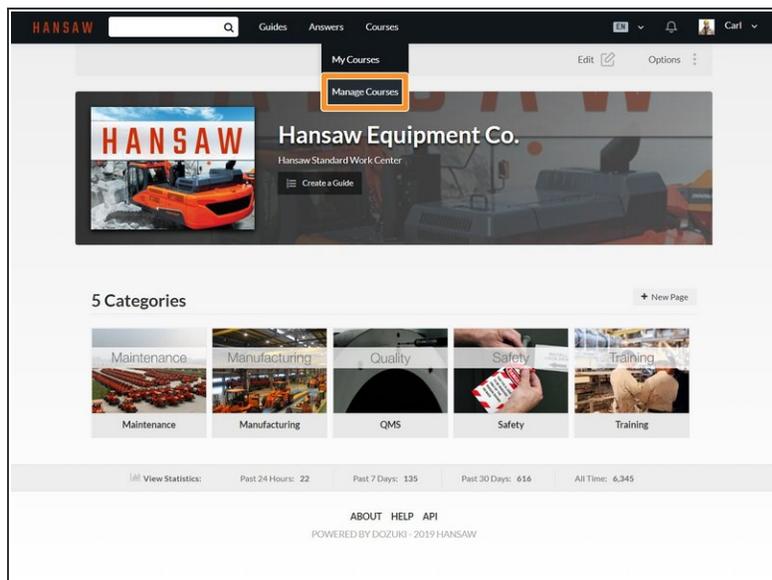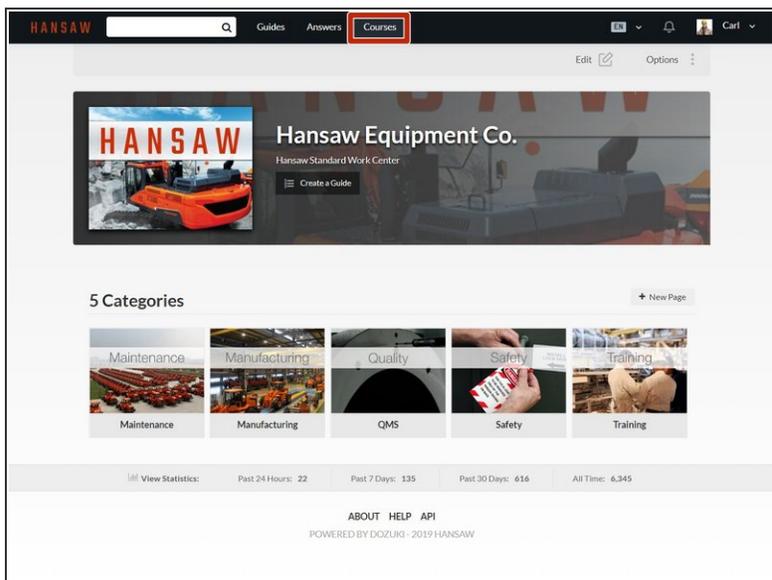
- Click on **Courses** in the site header.

- Select **Manage Courses** in the drop-down menu.

Step 2
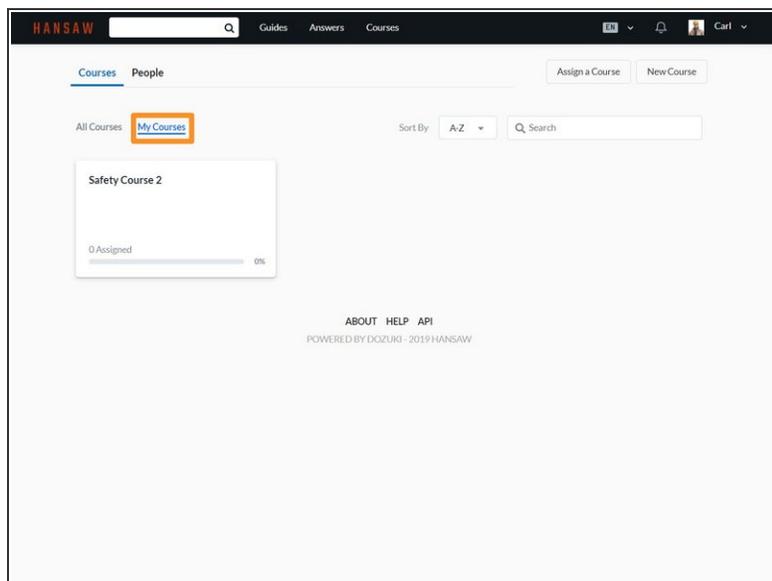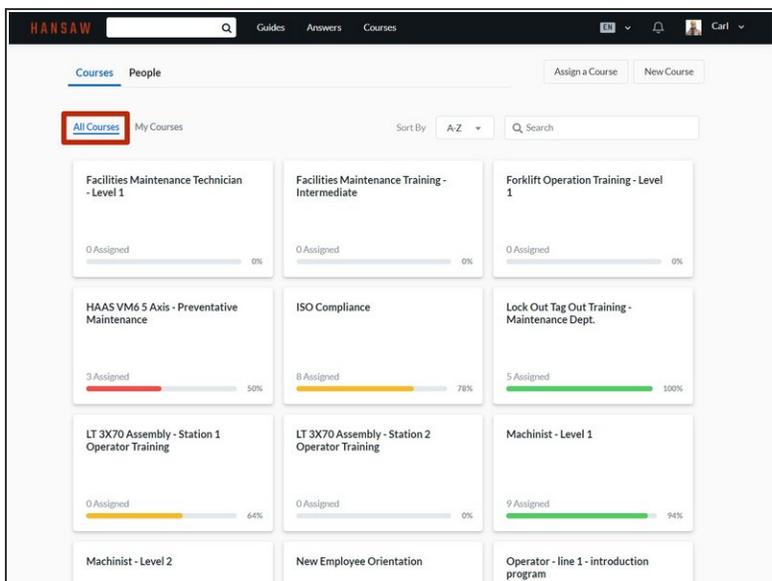
- Click on the **All Courses** tab to view all available courses.

- Click on the **My Courses** tab to view courses that you have created.

Step 3
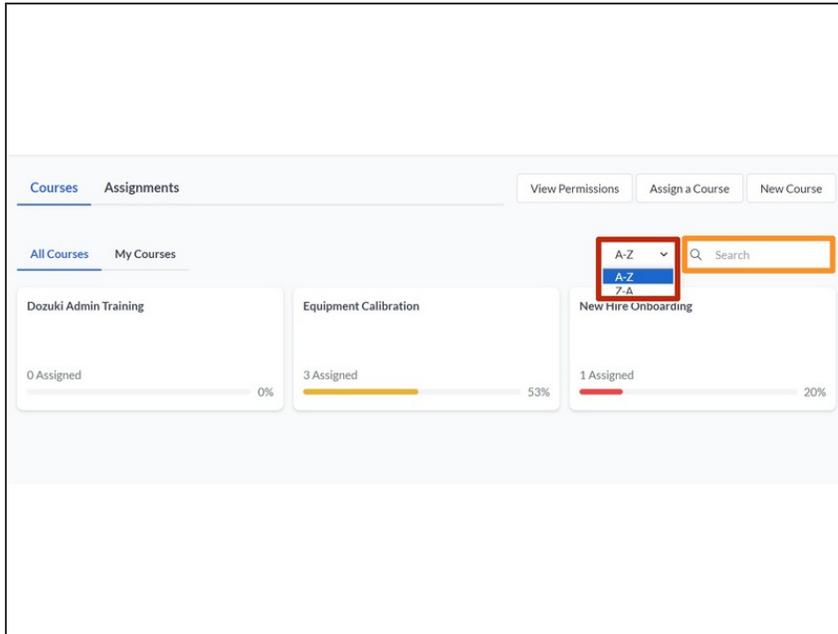
- Use the drop-down menu to toggle an A-Z or Z-A alphabetical order for courses to be displayed in.

- Use the search field to narrow down displayed courses by title

This document was generated on 2024-04-01 02:36:45 PM (MST).

Step 4 — Viewing Permissions

① You can view the permissions of users or teams at any time from the **Manage Courses** page.

● Click **View Permissions** along the top of the page.

 ● A modal appears showing a list of users and their permissions

 ① Permissions are organized **View > Assign > Edit > Manage,** with **Manage** being the default privilege available to admins.

● Type into the search bar to bring up a list of users and/or teams to set permissions for, then click on the desired user/team

 ⊠ Only one user or team can be added at a time.

● After adding a user, you can change or remove their permissions by clicking on the drop-down menu displaying their current permission level.