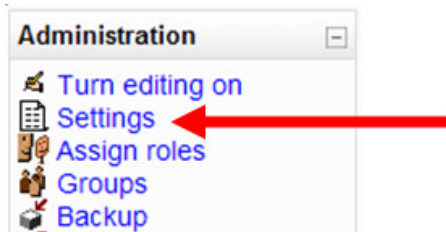


## How to update Course Description on Moodle

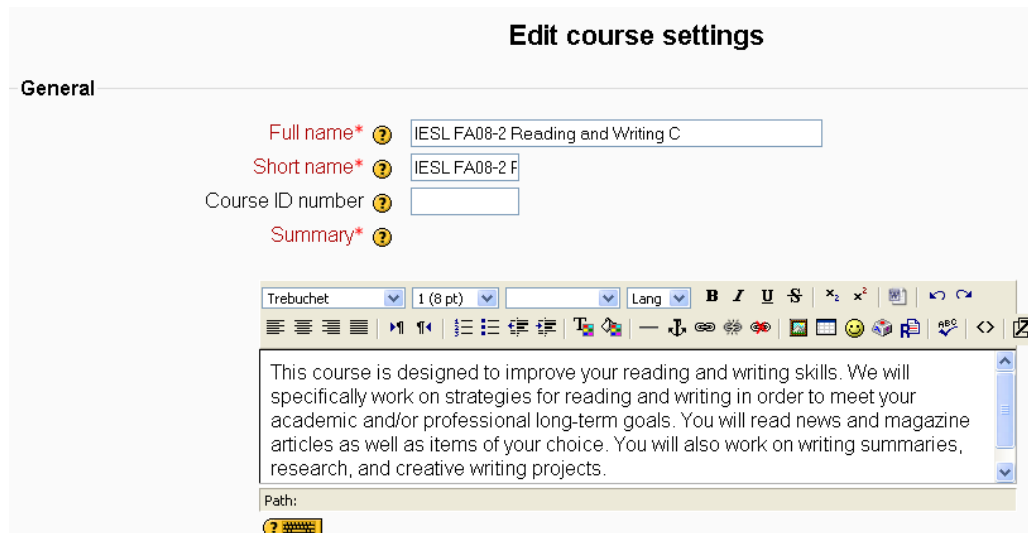
1. Click on “Settings” in your administration panel on the left of your main Moodle page.
2. The "Summary" is where you would copy and paste or type your course description.

### Step-by-Step:

Go to **Administration** on the left hand of your main Moodle page and click on **Settings**.



The "Summary" is where you would copy and paste or type your course description.

A screenshot of the Moodle "Edit course settings" page. The page is titled "Edit course settings" and has a "General" section. The "Full name\*" field contains "IESL FA08-2 Reading and Writing C". The "Short name\*" field contains "IESL FA08-2 F". The "Course ID number" field is empty. The "Summary\*" field is a rich text editor containing the text: "This course is designed to improve your reading and writing skills. We will specifically work on strategies for reading and writing in order to meet your academic and/or professional long-term goals. You will read news and magazine articles as well as items of your choice. You will also work on writing summaries, research, and creative writing projects." Below the summary field is a "Path:" field with a small icon.