

Course Coordinator Distribution Removal

Make sure you have the Course Coordinator Role, Semester, and Department Set. To edit or remove distribution:

1. Click on SLO & Assessments
2. Click on Assessments
3. Click on the Assessment Results
4. Check the checkbox of the assessment designated for removal
5. Click on Edit Distribution (or click on Remove if you want to remove distribution to all sections.
6. Click on Modify Distribution
7. Check the correct course and semester is selected, then click on Edit
8. Click on the Selected Section(s) on the left for distribution removal – they are then placed in the Available Sections on the right-hand column
9. Click on Close
10. Click on Save
11. You should see a new screen with the removed sections in red. Click on Save again
12. You will see a last notification screen. If you want to remove the section(s) from the distribution, click on Yes.