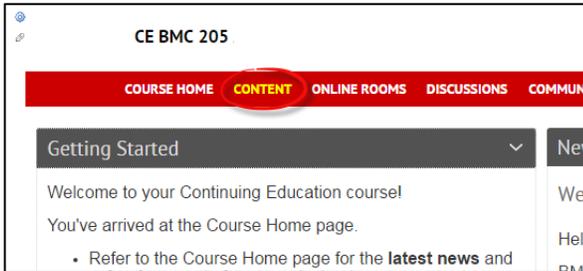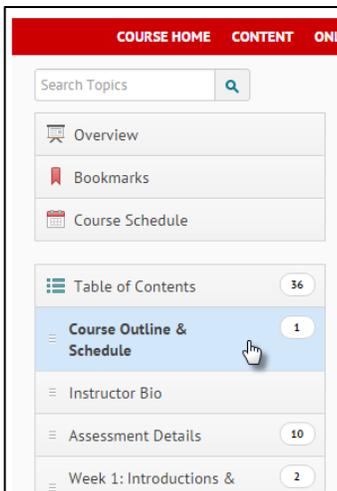# Update a Course Outline

The following tutorial will help you delete an old course outline, then upload an approved course outline to your new section.

Step 1: Go to your course in D2L, and click **Content** in the red navigation bar.


**Step 2:** Select **Course Outline and Schedule** from the Table of Contents.

Note: The following modules are mandatory for ContEd courses:

1. **Course Outline & Schedule**: This is where you place your course outline (which includes a schedule).
2. **Instructor Bio**: This is where you place your bio and photo.
3. **Assessment Details**: This is where you place information about your graded assignments.
4. **Week 1, Topic 1 or Day 1:** Add modules for each week, topic or day in your course (depending on the course format). Include related content in each module.
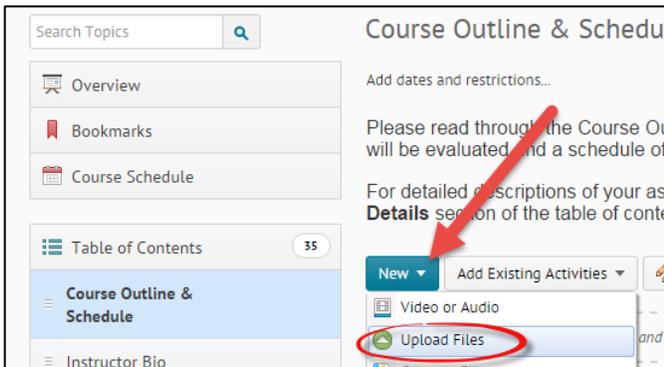
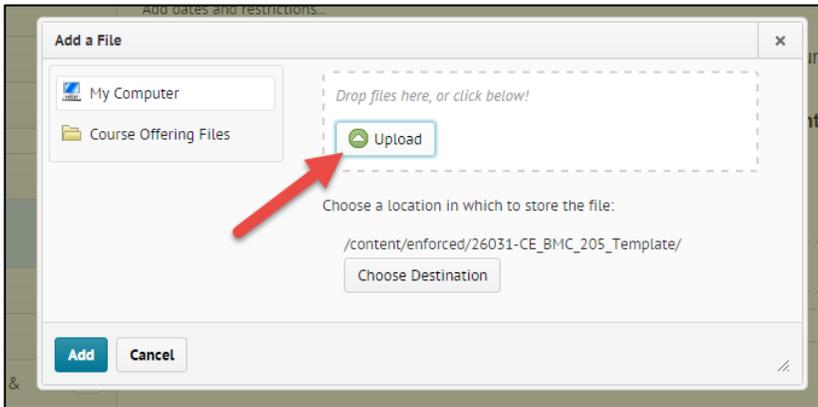**Step 3:** Click the black triangle to the right of your old course outline then select **Delete Topic**.
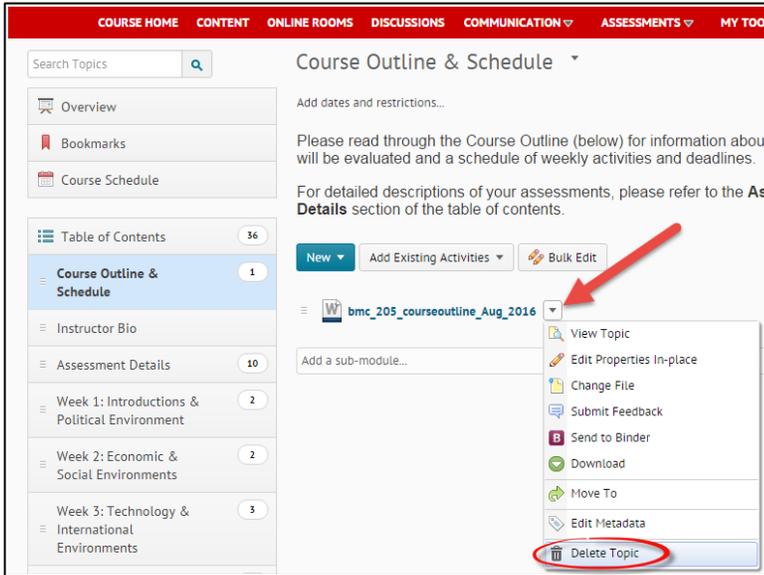
Step 4: Click **Remove the topic from Content but keep the associated file or activity in the course**. This option will store a backup of the file in Edit Course > File Manager. To permanently delete the file, select the second option.
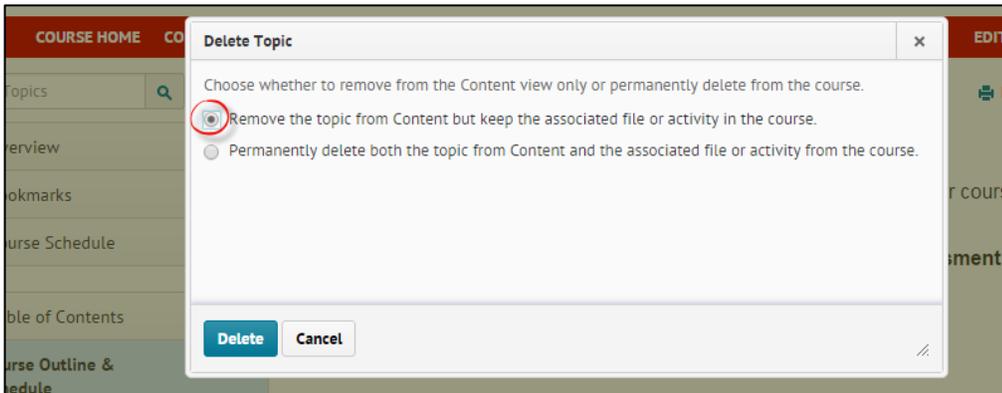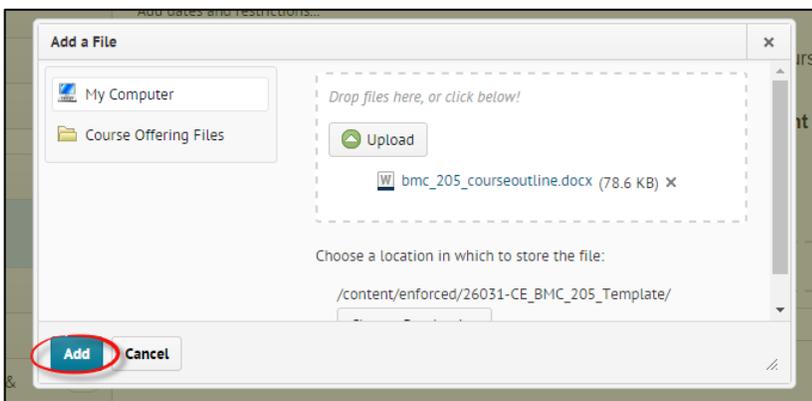

Step 5: Now that you've delete the old file you can upload the new outline. Click **New** then select **Upload Files** from the dropdown menu.

Step 6: Click **Upload** and locate the file you want to upload. Select Open.
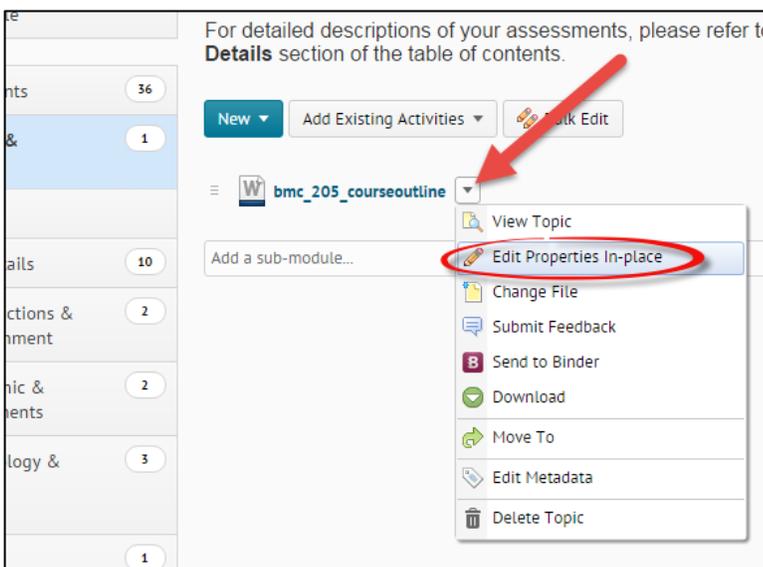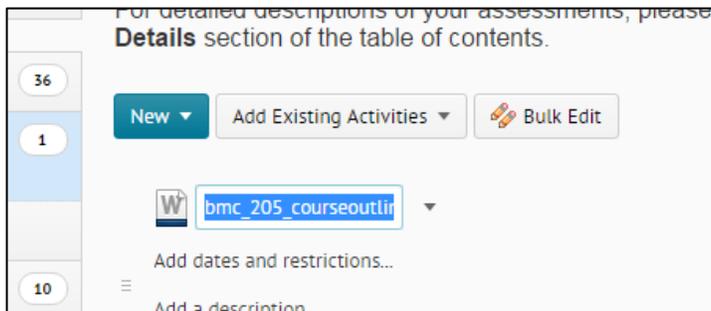

Step 7: Click **Add**.

You have now added the updated course outline.

Step 8: To edit the file name, select the black triangle to the right of the file name and click Edit Properties in-place.

Step 9: Click on the name of the file to edit it and type in the new file name.

For more tutorials, please go to: https://www.ucalgary.ca/contedinstructors/online-learning

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