

Once a course has been uploaded on e-PD, you can edit, duplicate or cancel it. In order to do this, you need to click on **My Account** and then **Our Courses**. This brings up the courses you have uploaded.

Editing a Course

The **Edit** Button brings up the original course template that you uploaded and allows you to make changes. Once you have done them, please remember to click the yellow **Save** button afterwards.

The screenshot shows the 'Our Courses' page on the e-PD website. The page has a navigation bar with 'Home', 'Our Services', 'Courses', 'My Account', 'Contact Us', and 'Help'. Below the navigation bar is a search bar with the text 'Enter your search text here' and a 'Search' button. On the left side, there is a sidebar menu with 'Our Courses' highlighted. The main content area displays a table of courses with columns for 'My Courses', 'Location', 'Credit', 'Date', 'Booking Detail', 'Edit', 'Duplicate', and 'View Reviews'. The table contains several rows of course information, each with a checkbox, a course title, location, credit value, date, and buttons for 'Details', 'Edit', 'Duplicate', and 'View Reviews'. Arrows from the text above point to the 'My Account' and 'Our Courses' menu items, the 'Edit' button in the table, and the 'Duplicate' button in the table.

My Courses	Location	Credit	Date	Booking Detail	Edit	Duplicate	View Reviews
New Curriculum Framework Development for students in Junior, Middle and Secondary Schools (2014)	AMEX	200	05 Nov 2014	Details	Edit	Duplicate	View
Your School Improvement Through Active Learning & the 50/50 Learning Scheme CANCELLED	Brighton, AMEX Stadium	200	26 Sep 2014	Details	Edit	Duplicate	View
Webinar - Managing Academic Support Staff	Online webinar	25	10 Jul 2014	Details	Edit	Duplicate	View
GT Student Success and Progression (11, 12 and 13 students)	Milax Centre, Milax School	52	01 Jul 2014	Details	Edit	Duplicate	View
Home - The New National Curriculum: Basic achievement in KS2 schools	AMEX Stadium, Brighton	200	20 Jun 2014	Details	Edit	Duplicate	View
e-Learning Conference	Fontwell Park Racecourse	40	19 Jun 2014	Details	Edit	Duplicate	View
SEND - Train Teachers for E-learning courses for mainstream primary schools with SEND Support	County Hall, North, Hove	95	17 Jun 2014	Details	Edit	Duplicate	View

Duplicate a Course

If you have already uploaded one course and wish to run another one, but on a different date, click on the **Duplicate** button and the original template will be brought back and you can amend the date to the new one. Remember to click on the **Save** button when you have finished.

Cancel a Course

If you need to cancel a course, click on the **Edit Button** and type **COURSE CANCELLED** at the end of the Course Title and change the number of places to 0. This will prevent anyone else booking on it.