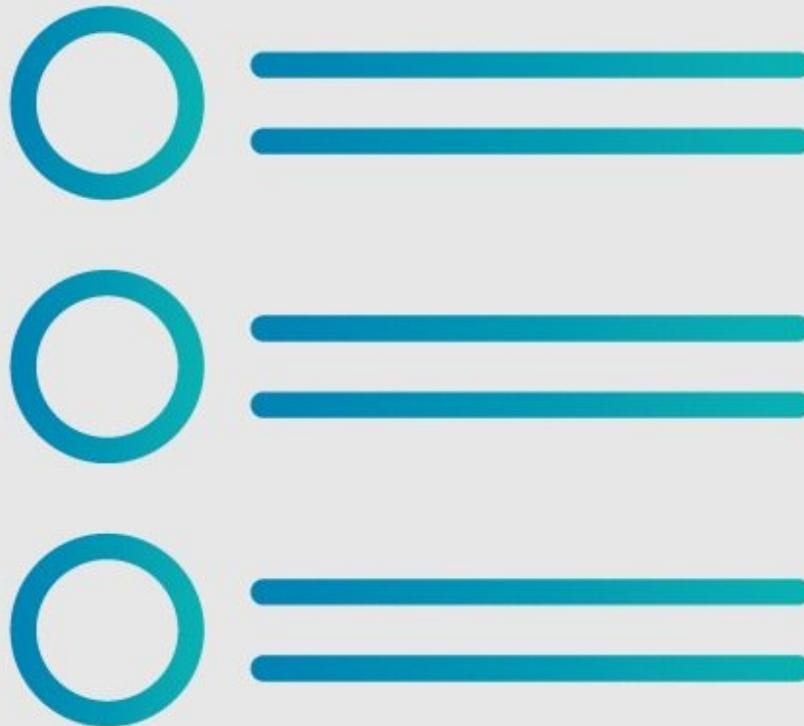




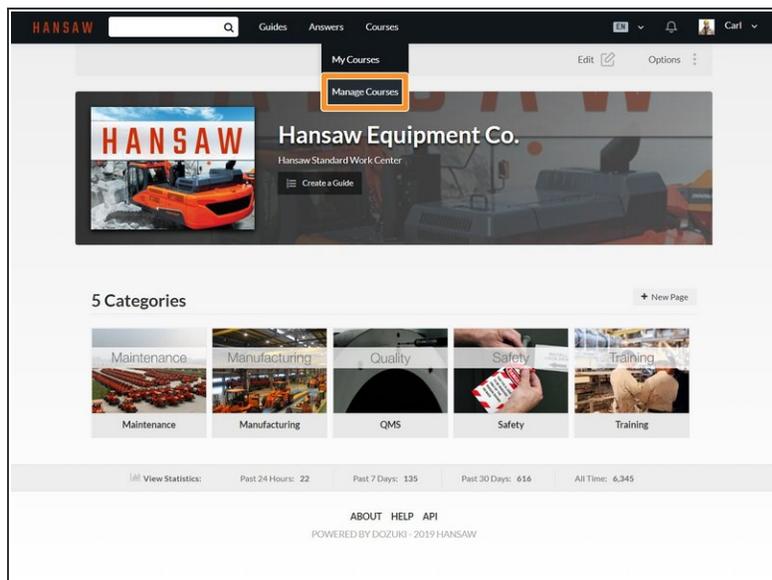
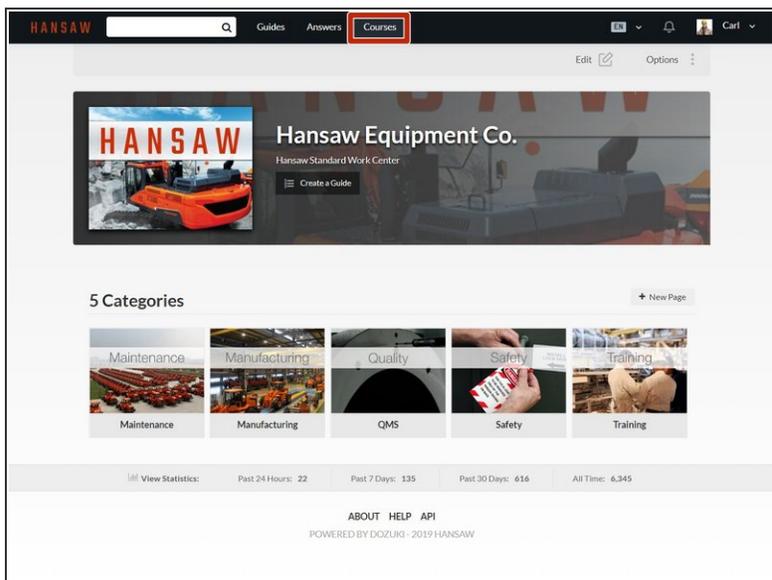
How to View Existing Courses

Learn how to view existing courses.

Written By: Dozuki System

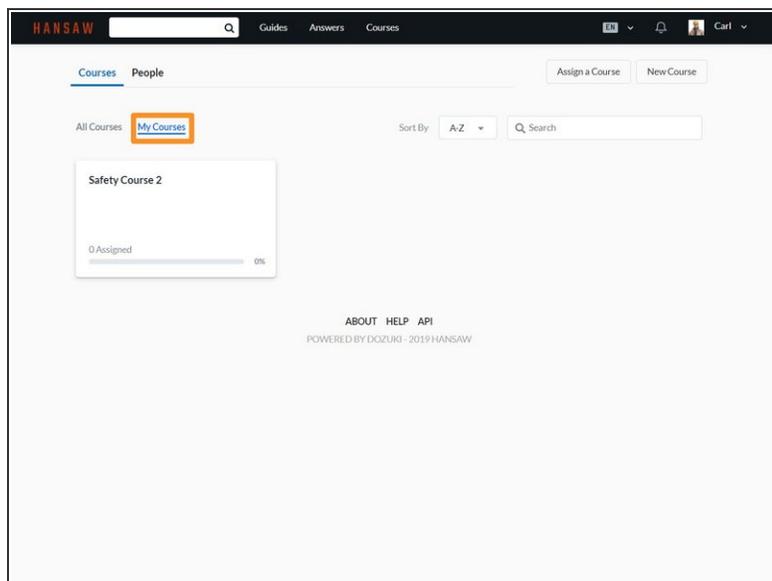
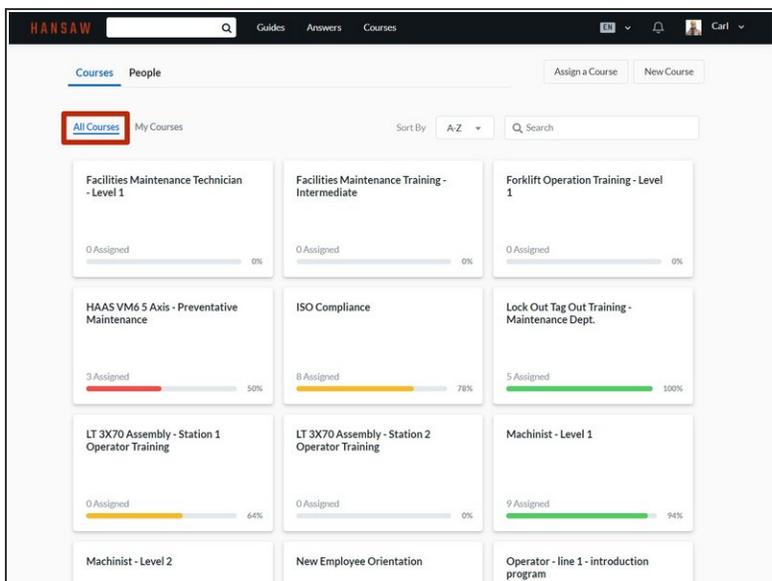


Step 1 — How to View Existing Courses



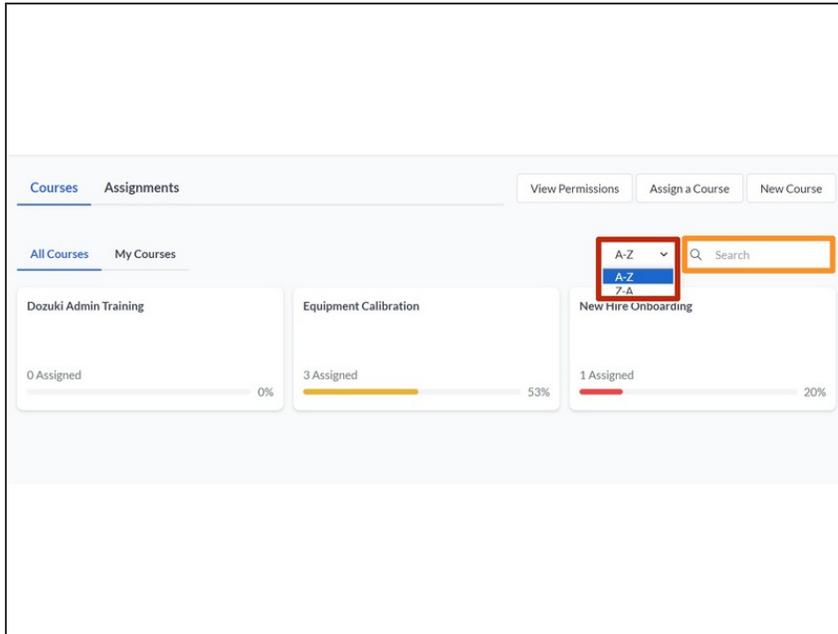
- Click on **Courses** in the site header.
- Select **Manage Courses** in the drop-down menu.

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

Step 4 — Viewing Permissions

The screenshot shows the Dozuki interface with the 'View Permissions' modal open. The modal is titled 'Course Permissions' and has a search bar for 'User or Team' with an orange border. Below the search bar is a list of users and teams with their current permissions:

User or Team	Current Permission
Admin	Can Manage
Isambard Brunel	Can View
William Cruickshank	Can Assign
Carl Roberts	Can Edit
Richard Arkwright	Can Edit

A yellow box highlights the permission dropdown menu for the 'Can Edit' level, showing options: Can View, Can Assign, Can Edit (selected), Can Manage, and Remove 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.