

Course Header & Actions

Learn about the course header and the actions available to you from inside your course.

Step 1: Explore the header.

In the header for a course, you will see the Course Name, Section, Campus, and Available Dates. To the right you will see icons for Switch Course, Student View, Favorite/Unfavorite, as well as an actions (3 dots) menu. These options are part of the header and are available no matter which tab you are on in the course.

The screenshot shows the SIMnet interface for a course titled "Microsoft Office Intro 101". The header area is highlighted with a red box and contains the course name, section "Spring 2026 MS101", default status, and dates "02/06/2026 - 06/30/2027". To the right of the header are icons for "Switch Course", a chat icon, a star icon, and a three-dot menu icon. Below the header, the "Course Overview" section displays four statistics: 3 Integrity Violations, 10 Idle Students, 2 Inactive Students, and 3 Credentials Issued. The "Assignment Schedule" section shows "Upcoming", "Current", and "Past" tabs, with a message stating "No upcoming scheduled" and "You have 9 current and 28 past assignments". The right sidebar contains sections for "Student View" (Library, View Assignments), "Users" (Instructors: 6, Students: 14), "Reports" (Course Overview Report), and "Offers" (eCommerce, Inclusive Access).

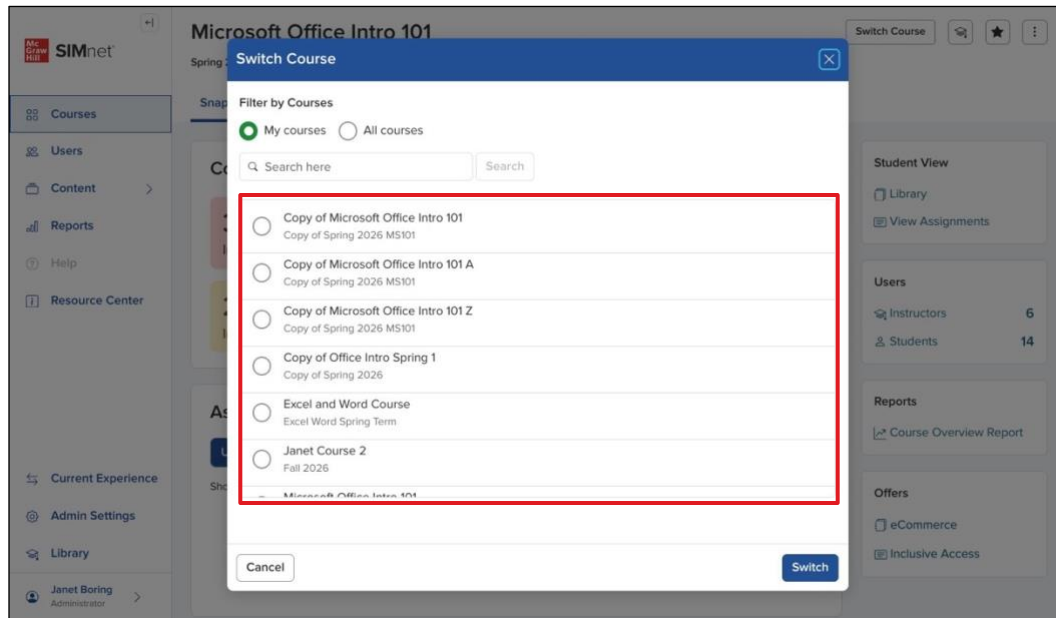
Step 2: Click on Switch Course.

Clicking on Switch Course allows you to conveniently and easily switch to a different course.

This screenshot is identical to the previous one, but the "Switch Course" button in the top right corner of the header is highlighted with a red box to indicate the action to be taken.

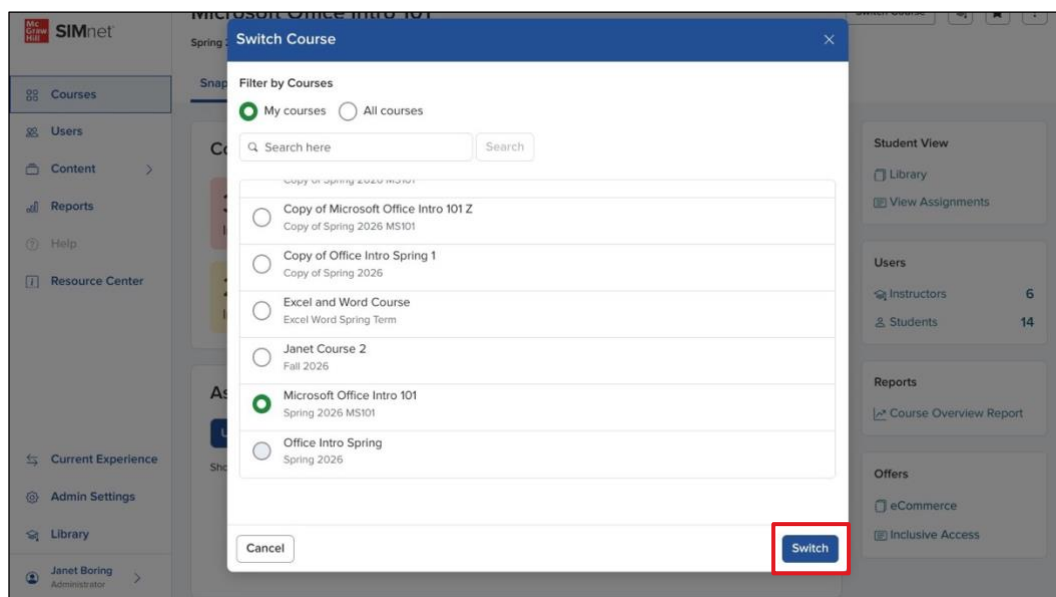
Step 3: Select the course you want to view.

In the pop - up window you will select the course you want to view. If you're an admin, you will have the option to filter by My courses or All courses. You can search for a specific course by name or browse the list to select the course that you would like to switch to.



Step 4: Click Switch.

Select the course and click Switch in the lower right corner of the window.



You will be taken to the selected course and the tab you were on in the previous course.

Step 5: Click on the Student View to see the student assignment view.

This allows you to view and complete any assignment from a student perspective.

The screenshot shows the 'Assignments' page for the 'Office Intro Spring' course. The interface includes a search bar, status filters (All, Overdue, Due Soon, Submitted), and type filters (Folders, Lessons, SIMbooks, Exams, Projects, SIMpath, Resource). The main content area displays a grid of folders and resources, including 'Week 2 Assignments', 'Week 1 Assignments', 'Week 2 folder', 'Excel', 'Word', 'Data Analytics', 'PowerPoint', 'Janet's Test Resource', 'Outlook - Chapter 02 - Email Special Features', and 'Outlook - Chapter 03 - Contacts'. Each resource has a due date of JUL 4 at 11:59 PM.

Step 6: Click on the star to favorite or unfavorite your course.

This allows you to view and complete any assignment from a student perspective.

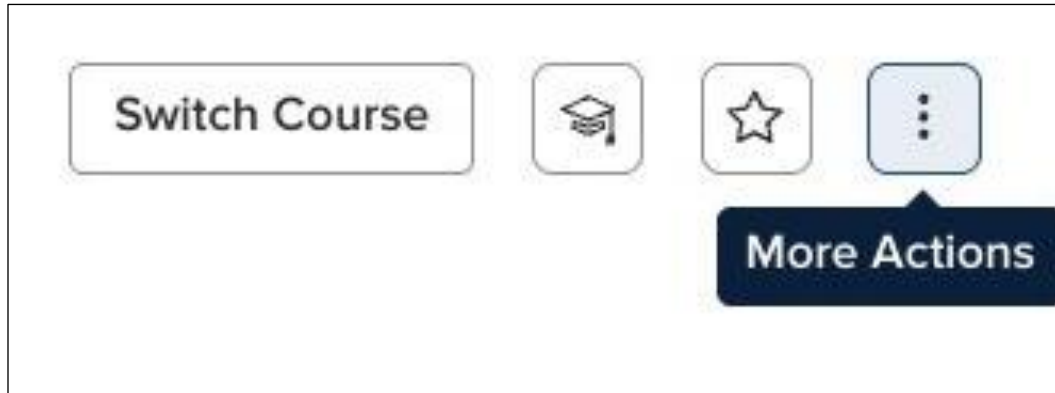


You'll receive confirmation that the action was successful. If you star a course, it appears at the top of your list in the main Courses List.

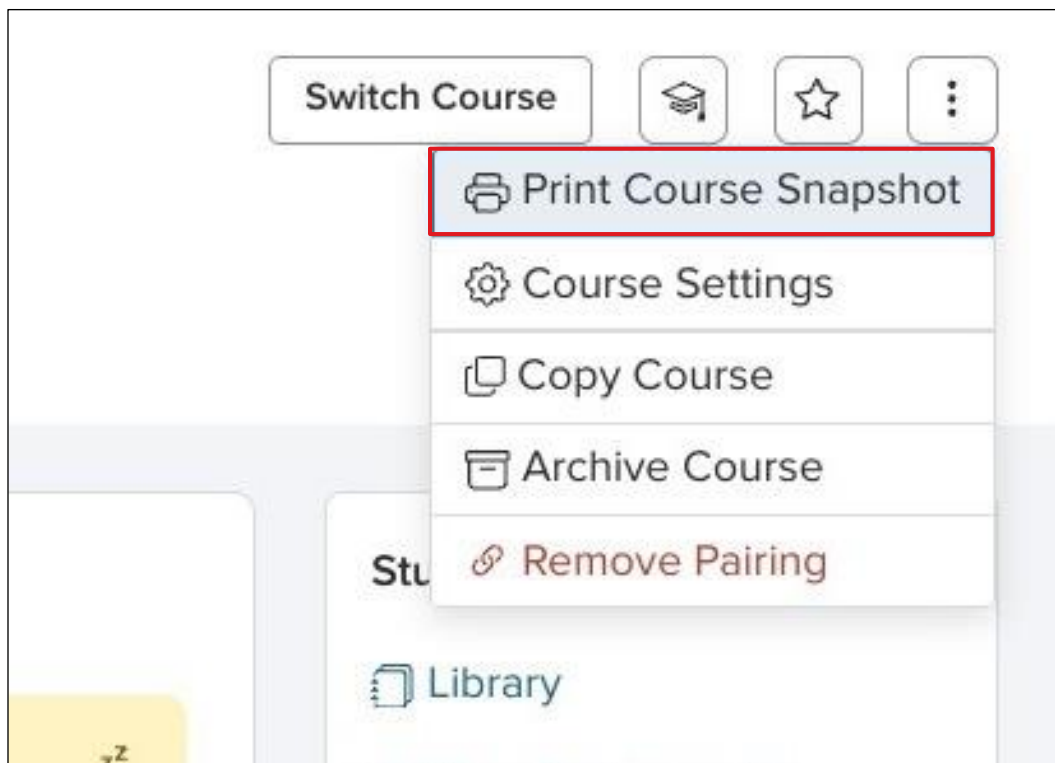
The screenshot shows the 'Course Overview' page for 'Office Intro Spring'. The page includes a sidebar with navigation links (Courses, Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, Library) and a main content area. The main content area displays course statistics (2 Integrity Violations, 5 Idle Students, 2 Inactive Students, 3 Credentials Issued) and an assignment schedule. A red box highlights a confirmation message: 'Course successfully favorited.' The right sidebar shows 'Student View' (Library, View Assignments), 'Users' (Instructors: 9, Students: 9), 'Reports' (Course Overview Report), and 'Offers' (eCommerce, Inclusive Access).

Step 7: Click on the More Actions menu (3 dots).

Clicking on the More Actions menu (3 dots) will show you additional actions you can take related to the specific course that you're in. These vary depending on your role in SIMnet.

**Step 8: Click Print Course Snapshot**

Print Course Snapshot will pull up a print screen with the assigned instructors, students, and assignments for a course, as well as any credentials earned.



Step 9: Click Print to print out the snapshot.

Print

LTIA SIMnet Test Course
Campus: Default
Course Courtesy Access Length: 14 Days

Assigned Instructors

User Name	Last Name	First Name
Jose	Robles Garcia	Jose
Jose	Robles Garcia	Jose
Jose	Robles Garcia	Jose
Jose	Robles Garcia	Jose
Torger	Wuellner	Torger
Torger	Wuellner	Torger

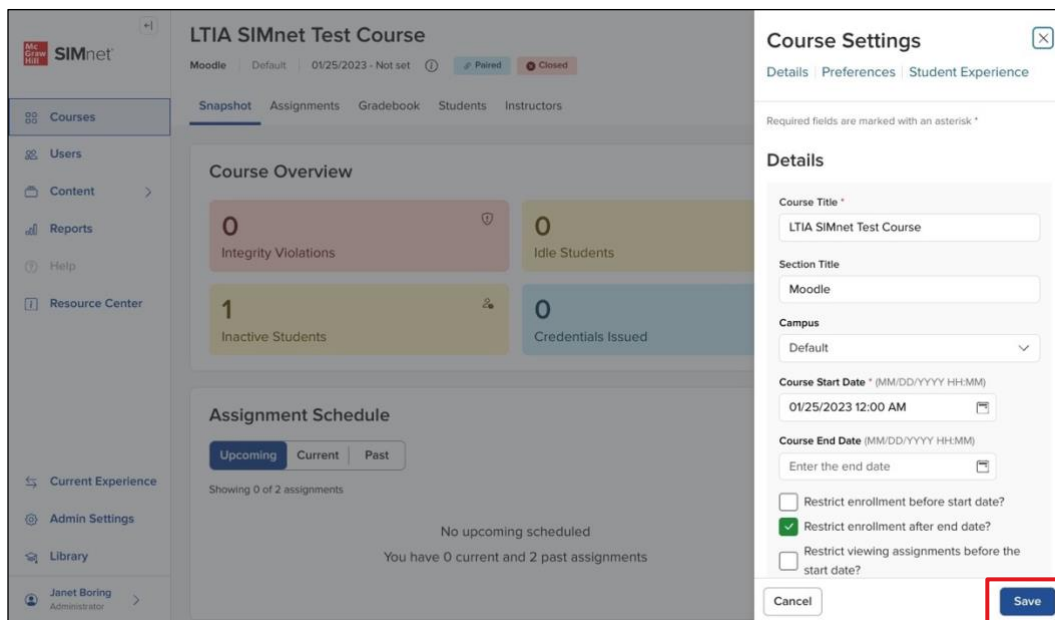
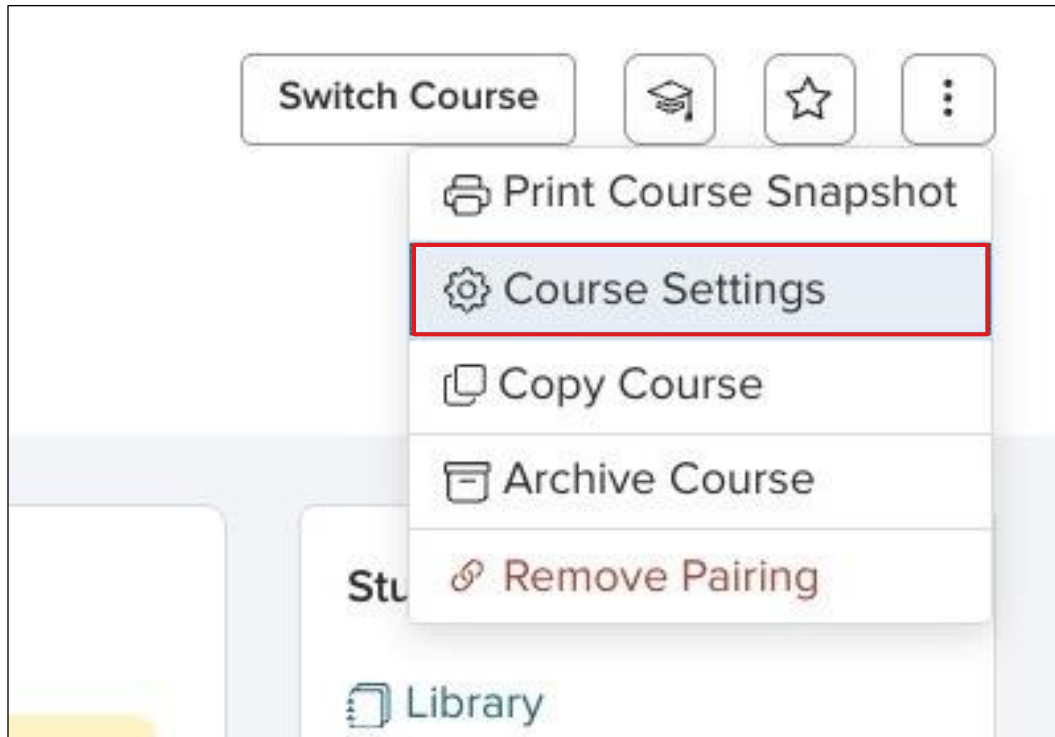
Assigned Students

Step 10: Click Course Settings.

Clicking on Course Settings will open the side panel to allow you to edit the settings for that specific course.

There is a separate article available explaining the different course settings.

If you make any changes, be sure to click **Save**.

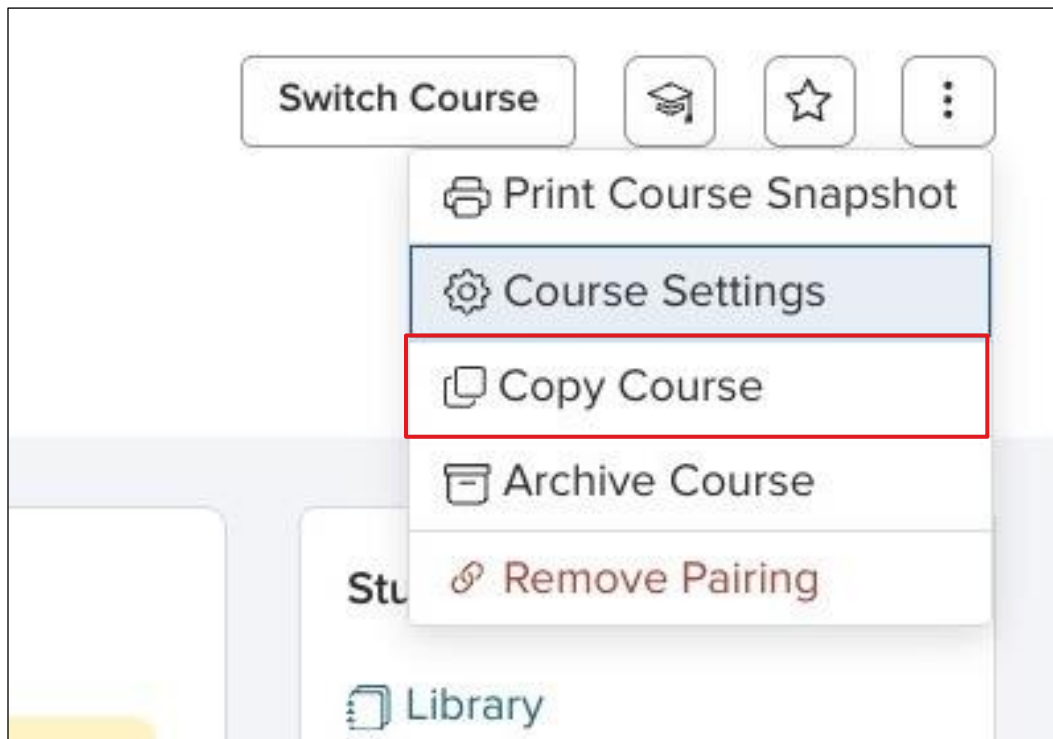


Step 11: Click Course Copy.

Copy Course allows you to make a copy of the course you are in. This can be very useful when you are starting a new term, for example.

If the course is on the same days, at the same time, and you don't plan on making many changes to your assignment schedule, copy course is a convenient way to not have to start your course from scratch.

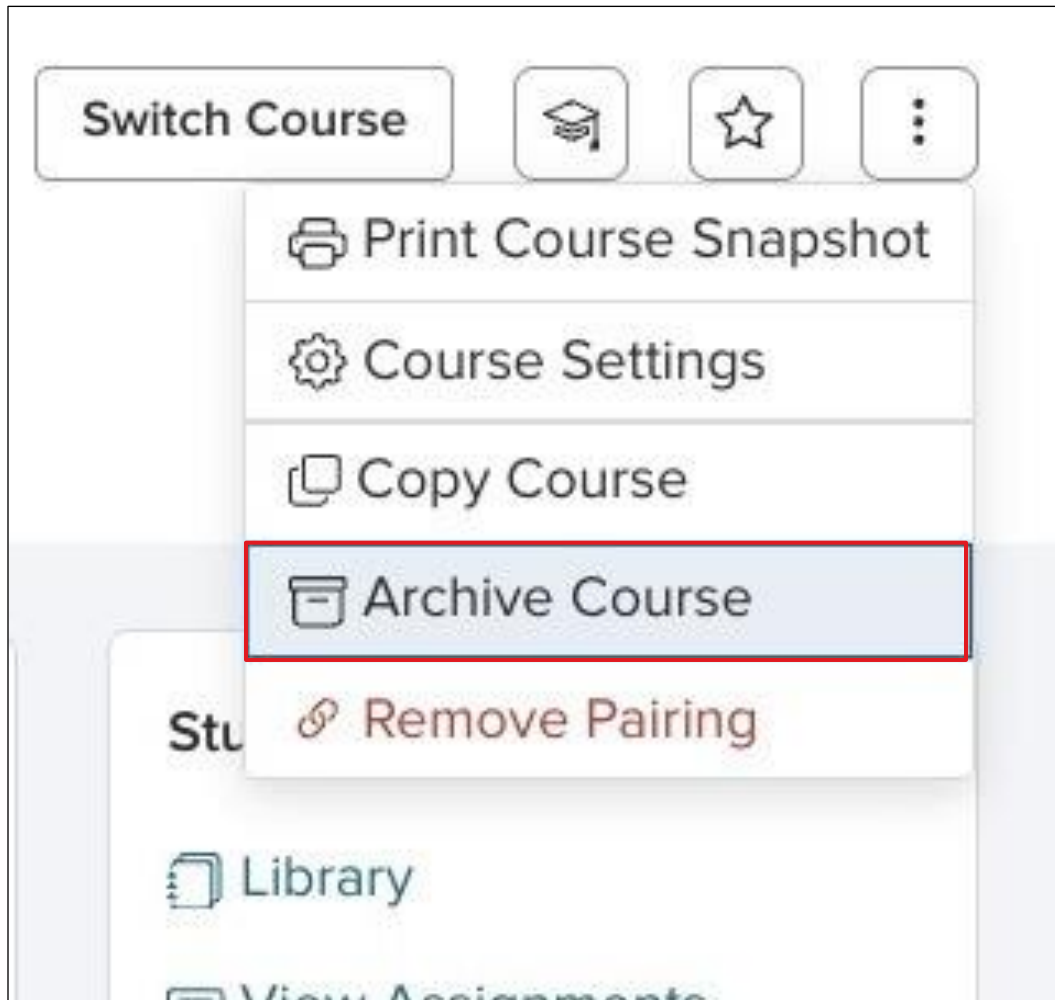
The instructions for copying a course are covered in a separate article.

A screenshot of the 'Copy Course' form in the SIMnet interface. The breadcrumb trail at the top reads 'Courses / LTIA SIMnet Test Course'. The page title is 'Copy Course'. A note states 'Required fields are marked with an asterisk *'. The left sidebar contains navigation links: 'Courses', 'Users', 'Content', 'Reports', 'Help', 'Resource Center', 'Current Experience', 'Admin Settings', and 'Library'. The user 'Janet Boring, Administrator' is logged in. The 'Details' section contains the following fields and options: 'Course Name *' with the value 'Copy of LTIA SIMnet Test Course'; 'Section Name' with the value 'Copy of Moodle'; 'Campus' with a dropdown menu set to 'Default'; 'Start Date * (MM/DD/YYYY HH:MM)' with the value '01/25/2023 12:00 AM'; 'End Date (MM/DD/YYYY HH:MM)' with the placeholder 'Enter the End Date'; and four checkboxes: 'Restrict enrollment before start date' (unchecked), 'Restrict enrollment after end date' (checked), 'Restrict viewing of course assignments before the start date' (unchecked), and 'Restrict viewing of course assignments after the end date' (unchecked). The 'Assignment Scheduling' section is partially visible at the bottom.

Step 11: Click Archive Course.

Archive Course allows you to remove any courses that are no longer active. It's best practice to archive your courses after the end of your term, so that you don't have a lot of courses in your main course list.

Clicking on Archive Course is going to archive the course immediately. You will get a message that the course has been archived. It will take you back to the courses list because now there is no longer an active snapshot for that course.



The screenshot shows the SIMnet interface with a sidebar on the left containing links for Courses, Users, Content, Reports, Help, and Resource Center. The main content area is titled 'Courses' and includes a 'Courses Summary' section with four colored boxes: 5 Integrity Violations (red), 12 Idle Students (yellow), 2 Inactive Students (yellow), and 3 Credentials Issued (blue). Below this is the 'Available Courses' section, which has tabs for 'My Courses' and 'All Courses', a search bar, and a 'Sort & Filter' dropdown. A red box highlights a green notification message in the top right corner: 'LTIA SIMnet Test Course has been archived. To view this course, go to Archive Courses to unarchive it.' The 'Available Courses' list includes 'Office Intro Spring', 'Microsoft Office Intro 101', and 'Excel and Word Course', each with a star icon and links for Snapshot, Assignments, Gradebook, and Student View.

If you need to unarchive or delete that course, you can click on Archived Courses from the main courses list.

This screenshot is similar to the first one, showing the SIMnet interface. In this view, a red box highlights the 'Archived Courses' button in the top right corner of the 'Available Courses' section, alongside the 'Import' and '+ Create' buttons. The rest of the interface, including the sidebar, 'Courses Summary' section, and 'Available Courses' list, remains the same as in the first screenshot.

You can Unarchive or Delete any course in the list. You can also select multiple courses and use the Bulk Updates feature.

The screenshot shows the 'Archived Courses' page in SIMnet. On the left is a sidebar with navigation links: Courses, Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, and Library. The main area displays a table of archived courses. The table has columns for Course Title, Section Title, Campus Name, Course Start Date, Course End Date, and Actions. The 'Actions' column for the third row (Advanced Computing 20003) has a dropdown menu with 'Unarchive Course' and 'Delete Course' options highlighted by a red box.

Course Title	Section Title	Campus Name	Course Start Date	Course End Date	Actions
Advanced Computing	20001	Default	02/28/2011	—	⋮
Advanced Computing	20002	Default	02/28/2011	—	⋮
Advanced Computing	20003	Default	02/28/2011	—	⋮
Aman Feb 20 Test Course	Beta Test @	Default	02/20/2026	03/13/2026	⋮
Aman Test Course 22 JAN	Test Section	Default	01/21/2026	—	⋮
Aug 28	—	Default	02/28/2011	—	⋮
Avula_Course_2	B	Default	02/13/2026	—	⋮
Challenge	June 2008	Default	02/28/2011	—	⋮
Copy of Atlanta	Vlad 2	Default	02/28/2011	—	⋮

If this is a course that you are confident deleting because you no longer need it and you no longer need records of the student assignments or grades, you can choose to delete the course. Just remember that deleting a course is permanent. Click **Delete** if, you are sure.

This screenshot shows the same 'Archived Courses' page, but with a confirmation dialog box open. The dialog box is titled 'Delete Course' and contains the text: 'Are you sure that you want to delete this course? This action can't be undone.' There are two buttons at the bottom: 'Cancel' and 'Delete'. The 'Delete' button is highlighted with a red box.

Once you delete a course, it's no longer available in either the archived courses or the main courses list.

The screenshot shows the SIMnet interface with a sidebar on the left containing links for Courses, Users, Content, Reports, Help, and Resource Center. The main area is titled 'Archived Courses' and features a table with columns: Course Title, Section Title, Campus Name, Course Start Date, Course End Date, and Actions. A green success message in the top right corner states 'Advanced Computing was successfully deleted.' The table lists several archived courses, including 'Advanced Computing' (20001 and 20003), 'Aman Feb 20 Test Course', 'Aman Test Course 22 JAN', 'Aug 28', 'Avula_Course_2', 'Challenge', 'Copy of Atlanta', and 'Copy of August 2008 Flex Testing Class'.

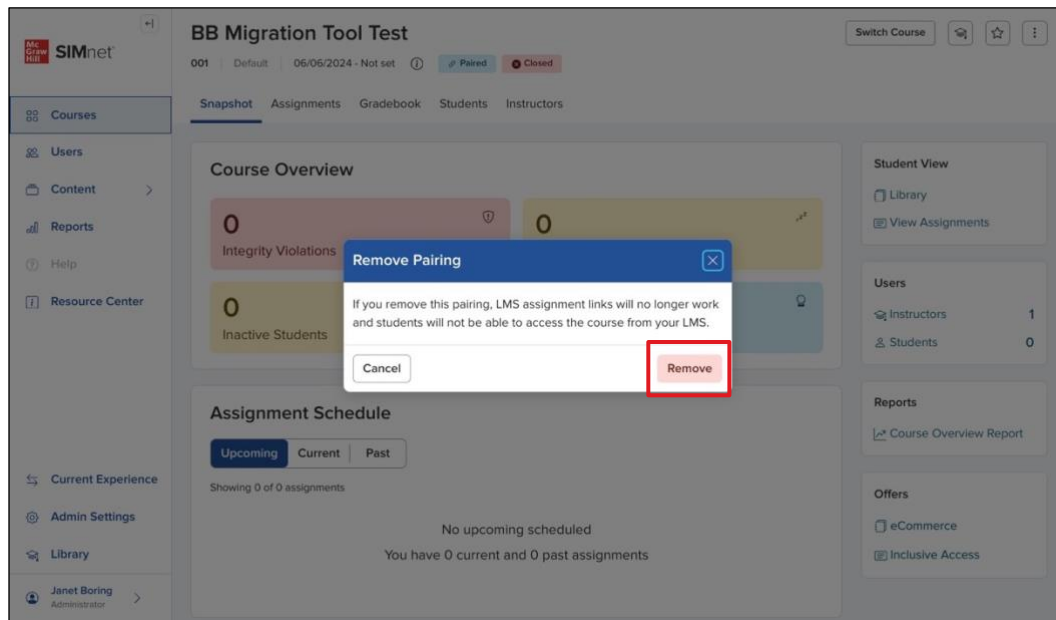
Course Title	Section Title	Campus Name	Course Start Date	Course End Date	Actions
Advanced Computing	20001	Default	02/28/2011	—	⋮
Advanced Computing	20003	Default	02/28/2011	—	⋮
Aman Feb 20 Test Course	Beta Test @	Default	02/20/2026	03/13/2026	⋮
Aman Test Course 22 JAN	Test Section	Default	01/21/2026	—	⋮
Aug 28	—	Default	02/28/2011	—	⋮
Avula_Course_2	B	Default	02/13/2026	—	⋮
Challenge	June 2008	Default	02/28/2011	—	⋮
Copy of Atlanta	Vlad 2	Default	02/28/2011	—	⋮
Copy of August 2008 Flex Testing Class	Regression	Default	02/28/2011	—	⋮

Step 12: Click Remove Pairing.

Remove Pairing allows you to unlink the course from your LMS.

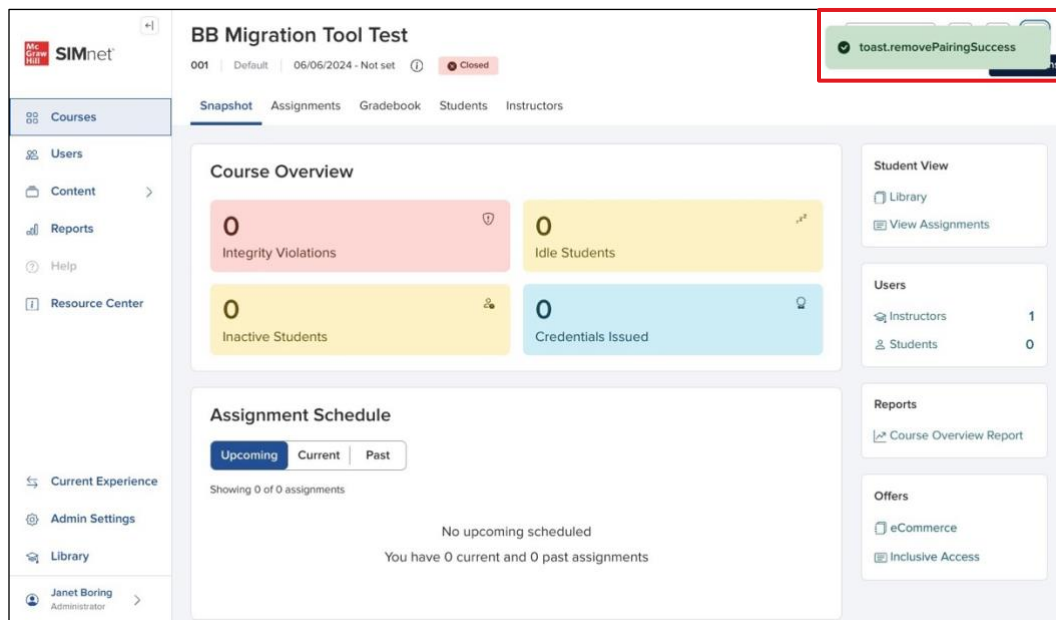
The screenshot shows a dropdown menu for course actions. The menu options are: Print Course Snapshot, Course Settings, Copy Course, Archive Course, Remove Pairing (highlighted with a red box), and Library. The 'Remove Pairing' option is accompanied by a red icon of two interlocking rings.

If you remove the pairing, any LMS links for the course will no longer work. You will have to re-pair from your LMS if you do this by mistake. Click **Remove** to complete the process.



The screenshot shows the SIMnet interface for a course titled "BB Migration Tool Test". A modal dialog box titled "Remove Pairing" is displayed in the center. The dialog contains the following text: "If you remove this pairing, LMS assignment links will no longer work and students will not be able to access the course from your LMS." Below the text are two buttons: "Cancel" and "Remove". The "Remove" button is highlighted with a red rectangle. The background interface shows a sidebar with navigation options like Courses, Users, Content, Reports, Help, and Resource Center. The main content area displays "Course Overview" with statistics for Integrity Violations (0), Inactive Students (0), and Idle Students (0). It also shows an "Assignment Schedule" section with tabs for Upcoming, Current, and Past assignments.

You will receive confirmation that the pairing was removed.



The screenshot shows the SIMnet interface after the pairing has been removed. A green toast message is visible in the top right corner, indicating success: "toast.removePairingSuccess". The background interface is the same as the previous screenshot, showing the course overview and assignment schedule. The "Remove Pairing" dialog box is no longer present.