

Manage Pricing

Introduction:

This process outlines how to manage pricing for each course type within your district.

Note: If a district is only offering the online course to students within its district, the district can satisfy the 21f requirements of providing *MVU* with the course syllabi information in a form and method prescribed by the department by completing only the [add course syllabi](#) and course review steps. By opting not to [create a course offering](#) with [terms](#) and [pricing](#), however, the course syllabi and review will not appear in the Local District Catalog search interface available through Michigan's Online Course Catalog (micourses.org).

Details:

1. Click the **Course Management** tab.



2. Choose **Managing Pricing** from the left menu.

- A. To create a new pricing category:

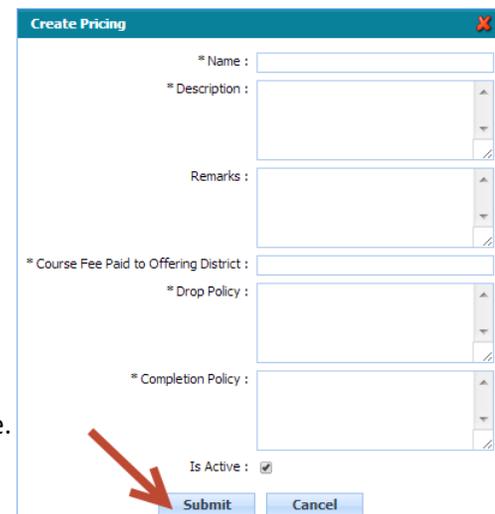
- i. Click the **Add New** button. 
- ii. Populate the required fields.
- iii. Click the **Submit** button.

- B. To modify the pricing category:

- i. Click the Edit  icon next to the appropriate category name.
- ii. Modify the appropriate field(s).
- iii. Click the **Submit** button to save the changes.

- C. To remove the pricing category:

- i. Click the Delete  icon next to the appropriate category name.
- ii. When prompted to confirm this action, click the **OK** button.



Create Pricing

* Name :

* Description :

Remarks :

* Course Fee Paid to Offering District :

* Drop Policy :

* Completion Policy :

Is Active :

Submit **Cancel**

Course Management		Add New 				
Edit 	Delete 	Name	Course Fee	Description	Is Active	
		13-14 Trimester	\$300.00	Trimester length course cost for the 2013-2014 school year.	<input checked="" type="checkbox"/>	
		13-14 Semester	\$400.00	Semester length course cost for the 2013-2014 school year.	<input checked="" type="checkbox"/>	

Add New

Revision History

Version	Date	Description	Author	File
1.0	5-Nov-13	Document Created	Jennifer Derry	ManagePricing.docx