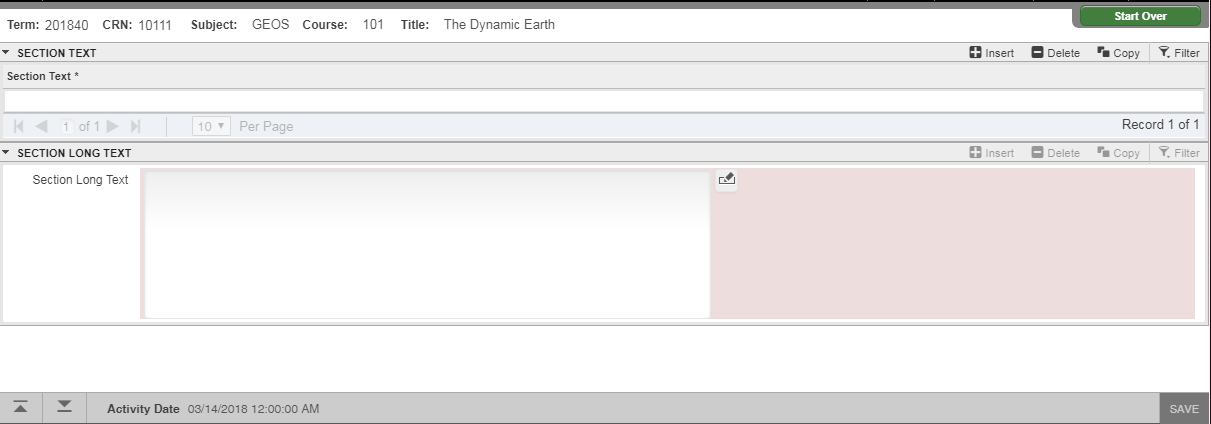
**Adding a description for a course (SSATEXT)**

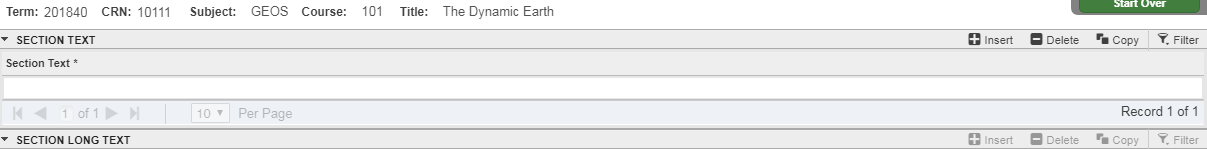
1. Enter **SSATEXT** in the Search Bar
2. Enter the **Term** and **CRN** that you would like to add a description to
   1. Press “**Go**” or “**Next Section**” to access the body of the page
   2. Your cursor will start in the **Section Text** section(outlined in green below)



1. Begin typing your description in the first line

**\*Each line has a character limit of 60\***

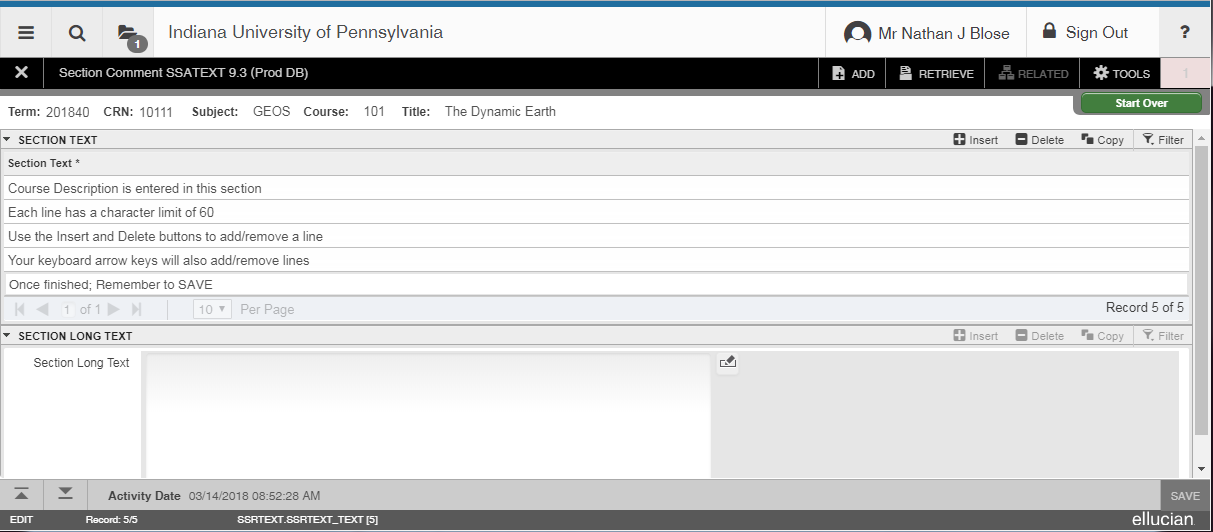
1. To add or remove lines;
   1. Insert and Delete buttons (outlined in green below)
   2. Keyboard arrow keys



1. Once finished entering the description, **SAVE**

**\*NOTE: Do NOT use the bottom “Section Long Text” section\***

**\*Quick Reference\***



**Do NOT use this section, only enter the description above.**