How to Create & Edit Timeline Sessions

Instructors have the ability to change or make additions to the Timeline by clicking the Edit feather at the top of the page. When editing the Timeline, the page will split into two frames. The upper frame displays the contents of the page with Edit and New icons and the bottom frame is used to make corresponding changes.

Create a New Session

1. Log in to WebStudy, access your course, and click the Timeline tab.
2. Click Show Edit at the top of the screen.
3. Click New to add a new Session. The New button appears above any existing sessions.
4. Enter details of the session by completing the fields.
   a. select Yes or No to display session to students
   b. enter a date for session
   c. enter an activation date
   d. enter a deactivation date
   e. select Yes or No to make the previous session a prerequisite
   f. select the order for the session
   g. enter a session title
   h. enter a session description
i. select coursework (e.g., materials, tests, assignments) to include by clicking each item. Hold the CTRL key to include multiple titles.

5. Click Post It.

---

**Edit a Session**

1. Log in to WebStudy, access your course, and click the **Timeline** tab.
2. Click **Show Edit** at the top of the screen.
3. Click **Edit** associated with the Session to be changed.

4. Change details of the session by editing the fields.
   a. select Yes or No to display session to students
   b. change the session date
   c. change the activation date
   d. change the deactivation date
   e. select Yes or No to make the previous session a prerequisite
   f. modify the order for the session
   g. change the session title
   h. modify the session description
   i. modify coursework to be included in session

   **Hold down the control key (CTRL) to select more than one item in each group**

5. Click **Post It**.