

How to Edit a Semester Item

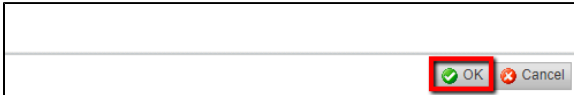
Follow these step-by-step instructions for editing a semester item in Web Press.

Step-by-step guide

1. Select the **Open MSU Semester Items** dot.
2. Select the **Edit semester heading** dot.
3. Input the appropriate heading text into the **Semester heading** field.



4. Select **OK**.



5. Select the **Edit total hours** dot.
6. Input the total number of credit hours for the courses in this semester in the **Total hours this semester** field.



7. Select **OK** to finish.



Related articles:

- [How to Enable JavaScript in Firefox](#)
- [How to Log In to Your University Blog](#)
- [How to Request a Standard Website](#)
- [How to Edit a Faculty and Staff Directory Profile](#)
- [How to Grant Overrides in My Missouri State as an Instructor of a Course](#)



Next step

Once you have finished editing your semester item, remember to [submit and release](#) your changes.