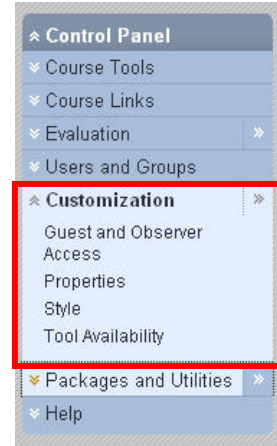


Blackboard Tutorial

Changing your Course Name and Properties

You are welcomed to change the name of your course, just so long as you remember your Course ID number for the system administrators. To begin, in your course go to the Customization section of your Control Panel. Select Properties.



The first section is labeled Name and Description. By default, your current course name will appear, but you can delete it and type in the name you prefer. The description is optional.

A screenshot of the '1. Name and Description' section. It features a text input field for 'Course Name' containing 'Blackboard Basics_C' and a larger text area for 'Description' containing 'Learn the basics of Blackboard'. A small 'abc' icon is visible at the bottom right of the description area.

The second section allows you to classify your course. This tool is typically used to identify large groups of classes, usually seen in universities, but is not used at Saint Anselm College

A screenshot of the '2. Classification' section. It contains two dropdown menus: 'Subject Area' set to 'Education' and 'Discipline' set to 'Higher Education'.

The next two sections allow you to modify the availability and course duration. By default, the course is available and continuous. It is highly recommended you keep it this way.

A screenshot showing two sections: '3. Set Availability' and '4. Set Course Duration'. The 'Set Availability' section has a question 'Make this course available to users?' with 'Make Course Available' and radio buttons for 'Yes' (selected) and 'No'. The 'Set Course Duration' section has a 'Duration' label with radio buttons for 'Continuous' (selected) and 'Select Dates'. Below are checkboxes for 'Start Date' and 'End Date' with corresponding date pickers, and a radio button for 'Days from the Date of Enrollment' with an input field.

Categorizing your course is the same as Classification in that it is an optional feature, but not necessary for you to focus on.

5. Categorize Course

Items to Select		Selected Items
AY (Academic Year) ADVISING (Advising) AHP (Allied Health Program) 2:1 (Biology) 6:1 (Chemistry) 14:1 (Classics) 4:1 (Computer Science) 15:1 (Criminal Justice)	> <	
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>		<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

Finally you can set the Language Pack. In some instances, you can change the primary language from English to another one. By default, it is English.

6. Select Language Pack

Select the Language Pack that will be used for buttons, titles, and other text supplied by the system. Enforcing the Language Pack will override individual users' language choices.

Language Pack

Enforce Language Pack

Once you're ready, you can click Submit and you will see your changes.