

CHAPTER 8—COURSE SETTINGS

Overview

Course Settings, such as availability, access and enrollment are also managed on the Course Options area of the Control Panel.

In this chapter

This chapter contains information on the following sections:

SECTION	DESCRIPTION
Course Name and Description	Modify the name and description of the course.
Course Availability	Select the availability of a course.
Course Duration	Determine the length of the course.
Enrollment	Determine how users will enroll in the course.
Guest and Observer Access	Chooses whether or not this course is available to guests and observers.
Categorize Course	Add the course to a category in the Course Catalog.
Course Entry Point	Select an entry point for the course.

COURSE NAME AND DESCRIPTION

Overview

Instructors change the name, description, and subject type of a course.

Find this page

Follow the steps below to open the Course Name and Description page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Name** and **Description**.

Fields

The table below details the fields on the Course Name and Description page.

FIELD	DESCRIPTION
Course Title/Description	
Course Name	Enter the name of the course. This name will appear as the course name throughout the Blackboard Academic Suite.
Description	Enter a description of the course.
Course Categorization	
Subject Area	Select the subject area that best describes the course.
Discipline	The subject area can be further defined by discipline.

COURSE AVAILABILITY

Overview

The Course Availability page controls access to the course.

Find this page

Follow the steps below to open the Course Availability page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Availability**.

Course role availability

Select either **Yes** or **No** to make the course available to users. If the course is set to available, all users participating in the course will have access. If the course is set to unavailable, access is determined by course role.



NOTE: Courses that are unavailable will not appear in the Course Catalog.

Fields

The following table describes what type of access different user roles have to a course that is unavailable:

COURSE ROLE	ACCESS WHEN COURSE IS UNAVAILABLE
Students	The course is not available to Students.
Instructors, Course Builders, Teaching Assistants, and Graders	Courses set to Unavailable will appear to the user. The course will be indicated as unavailable, but will still be accessible.

GUEST ACCESS

Overview

The Guest Access page is used to control whether or not Guests, those users not participating in the course, have access to the course.

Find this page

Follow the steps below to open the Guest Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Guest Access**.

Guest Access

Select either **Yes** or **No** to make the course available for Guests to view.

OBSERVER ACCESS

Overview

Instructors decide if Observers have access to the course. A person with an Observer role is assigned to follow a specific user on the *Blackboard Learning System* without interacting with the system.

Find this page

Follow the steps below to open the Observer Access page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Observer Access**.

Allow Observers

Select **Yes** in the **Allow Observers:** field to allow Observers to access the course.

When set to **Yes**, Observers can access content in the course. Observers cannot access Assessments or Assignments.

COURSE DURATION

Overview

Instructors set the length of the course from the Course Duration page.

Find this page

Follow the steps below to open the Course Duration page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Course Duration**.

Fields

The table below details the fields on the Course Duration page.

FIELD	DESCRIPTION
Set Course Duration	
Continuous	Select this option to make the course always available.
Select Dates	Select this option to set the course availability for specific dates. The course may also begin on a specific date and not have a specific end date. After the end date, the course is no longer available for Students but is otherwise unchanged.
Days (from the date of enrollment)	Select this option to place a time limit on a self-paced course. The course will be available for that number of days from the time a Student enrolls.

ENROLLMENT OPTIONS

Overview

Instructors can lead enrollment by processing enrollment requests from Students through the Control Panel. Enrollment can also be limited to a set time and to require an access code.

Find this page

Follow the steps below to open the Enrollment Options page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Enrollment Options**.

Fields

The table below details the fields on the Enrollment Options page.

FIELD	DESCRIPTION
Select Enrollment Options	
Instructor/Admin	Select this option to make course enrollment Instructor led. Select the check box to create a link for Students to email an enrollment request to the Instructor. The link appears in the course catalog.
Self Enrollment	Select this option to allow Students to enroll in a course.
Start Date	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
End Date	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
Require Access Code to Enroll	Select this option to require an access code to enroll. Enter an access code that must then be distributed to approved Students. This access code will be required for Students to enroll in the course.

CATEGORIZE COURSE

Overview

Instructors indicate where in the Course Catalog the course will appear from the Categorize Course page. The Instructor may select multiple categories.

Find this page

Follow the steps below to open the Categorize Course page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Categorize Course**.

Fields

The table below details the fields on the Categorize Course page.

FIELD	DESCRIPTION
Categorize Course	
Add Category	Select a catalog category. Click Add . More than one category may be selected. Repeat the process to add another category. The course will appear under the selected categories.
Currently Categorized In	Displays the catalog categories that have been selected. To remove a category, click Remove next to the category that is to be removed.

SET COURSE ENTRY POINT

Overview

The default course entry point is the Announcements page. In some courses, it may be advantageous to change the entry point to another area. This can be done on the Set Course Entry Point page.



NOTE: Setting a new course entry point takes effect immediately. However, the user that sets the new course entry point will not see the effect of the change until the user logs out of the *Blackboard Learning System* and logs back in.

Find this page

Follow the steps below to open the Set Course Entry Point page.

1. Select **Settings** in Course Options on the Control Panel.
2. Click **Set Course Entry Point**.

Field

Click the drop-down arrow in the **Entry Point** field and choose the course area that will appear when a user enters the course.

If the Course Entry Point is changed, the Instructor must clear the cache or refresh the system to view the change. To refresh on Internet Explorer go to **View** and click Shift + **Refresh**. On Macintosh select Shift + Refresh.