Customization: Properties

This lesson will guide you section by section through the Properties page for a course. The page contains eight sections, including the final "Submit" section. The most important thing to remember about these sections is that you will most likely want to leave the default values in place.

To get to the Properties page, expand the Customization section of the Control Panel, and click Properties.

Name and Description

All courses receive a name when they are created. This is the name that displays for students and instructors in the Course List module, and thus it should be fairly easy to determine at a glance what department (or departments) offer(s) it and during what term. The name follows a fairly specific format:

(Term) Title (Catalog Number & Section)

For courses that merge two or more classes, one of the classes serves as a Parent Course, the others as Child Courses. Students will see a link in My Courses to the section in which they are enrolled; instructors, on the other hand, see a link to the Parent Course only.

Use this section to modify the Course Name, if necessary, and supply a description of the course.

The part of the Course Name you will most likely want to edit is the Title. Leave the term and catalog designations as they are. Formerly, this Title appeared truncated, but now it can display the entire Title.
Modifying the Course Name is especially useful for Special Topics courses, in order to specify what topics those are.

The **Course ID** is static, and thus it cannot be edited.

The **Description** is left blank, and you can add a paragraph or two to tell what the course covers. This is especially important in the case of Special Topics or Directed Reading courses, since in any given semester there may be several of them in the same department, each with a different focus.

### Classification

The default values for **Subject Area** and **Discipline** are *Education* and *Higher Education*, respectively. If these fields were used for sorting or searching courses, it would be necessary to change them to something that matches the actual subject matter. At this time, there is no need to modify these values.

When you select a different Subject Area from the 14 items in the first dropdown list, it changes the choices available from the second dropdown list to a set of disciplines within the subject area selected.

### Set Availability

Beginning in the Fall 2014 term, instructors will need to change the **Make Course Available** setting from **No** to **Yes** in order for students to see the link to the course in the My Courses module.

### Set Course Duration

This relates to a course's availability. The default value for the **Duration** setting is **Continuous**. When you click **Select Dates**, Blackboard allows you to choose the Start and End Dates. The third option, **Days from the Date of Enrollment**, would allow you to establish a number of days after a student is added for the course, which is useful if terms do not follow a fixed schedule for beginning and ending.
By policy, courses become available on specific days before the beginning of the term and remain available to students and instructors for a predetermined time after each exam period; thus, this setting should be left at Continuous. Blackboard administrators will render courses unavailable on the predetermined date via an automated process.

**Categorize Course & Select Language Pack**

Changing these values is not recommended unless a Language Pack for a non-Roman-alphabet language is required: i.e., Russian, Arabic, Japanese, or Mandarin (Simplified or Traditional).
Course Files

This is primarily for the instructor's use. When browsing for a location or destination to retrieve, move, or copy content items, the Course Files Default Directory is usually the root of the current course: i.e., /courses/[courseID]. You may click Browse to choose a content area within the course or elsewhere in your Content Collection.

![Course Files](Image)

You can also choose between the two options Display course specific options only and Display all Content Collection options. The latter allows the instructor to browse other courses to which he or she may have uploaded content when clicking any Browse Content Collection button, while the former restricts browsing to the current course.

Submit

Click Submit to save all changes or Cancel to roll back all changes. The Cancel button takes you to the Customization page, which features links to the same six options as the Customization Control Panel.