



## 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.

A screenshot of the "NAME AND DESCRIPTION" section in a Blackboard course management interface. The section title "NAME AND DESCRIPTION" is at the top left. Below it, there are three rows of information: "Course Name" with a value of "(Spring 2015) Blackboard Learn 9.1 Training (TRNG 1301)", "Course ID" with a value of "training01", and "Description" with a value of "This multi-disciplinary course serves as a demonstration for Blackboard Learn 9.1 training." The "Description" field has a small "REC" icon with a checkmark and a dropdown arrow to its left.

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.

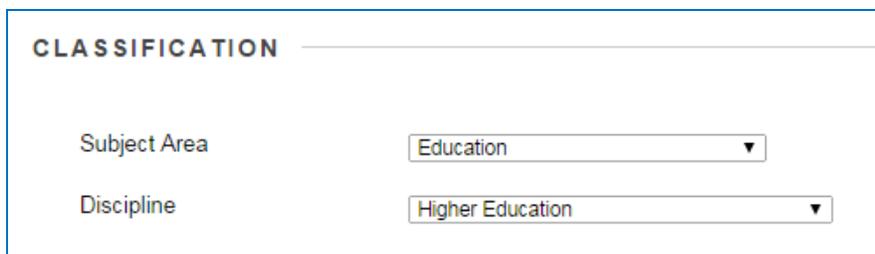
Modifying the Course Name is especially useful for Special Topics courses, in order to specify what topics those are.

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.



**CLASSIFICATION**

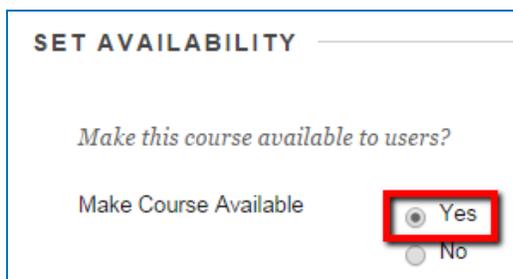
Subject Area: Education

Discipline: Higher Education

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 AVAILABILITY**

*Make this course available to users?*

Make Course Available:  Yes  No

## 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.

**SET COURSE DURATION**

Duration

Continuous  
 Select Dates

Start Date   
*Enter dates as mm/dd/yyyy*

End Date   
*Enter dates as mm/dd/yyyy*

Days from the Date of Enrollment

October 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today is: Friday, September 12, 2014

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).

**CATEGORIZE COURSE**

Items to Select

> <

Invert Selection    Select All

Selected Items

> <

Invert Selection    Select All

**SELECT LANGUAGE PACK**

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

Language Pack System Default ▼

Enforce Language Pack System Default  
en\_US\_UST4

## 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**

*Choose the **Course Files Default Directory** for this course. This is the default location Content System Home Page setting. Users can choose to save files in another location.*

Course Files Default Directory

Display course specific options only  Display all Content Collection options

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.