

## COURSE SETTINGS

### Overview

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

### In this chapter

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This chapter contains information on the following sections:

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

## COURSE NAME AND DESCRIPTION

### Overview

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

### Find this page

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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

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

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

## COURSE AVAILABILITY

### Overview

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The Course Availability page controls access to the course.

### Find this page

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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

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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.
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### Fields

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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 <b>Unavailable</b> will appear to the user. The course will be indicated as unavailable, but will still be accessible.

## GUEST ACCESS

### Overview

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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

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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

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

## OBSERVER ACCESS

### Overview

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Instructors decide if Observers have access to the course. A person with an Observer role is assigned to follow specific users on the Blackboard Learning System without interacting with the system. Observers are able to view the course and track Student progress. Also, the Instructor can communicate Early Warning System notifications to Observers as well as the Student, or just to the Observers of the Student.

### Find this page

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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

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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. Observers can be restricted from viewing content or tools on an individual basis. Restrict Observer access to content on the Manage Course Menu page. Restrict Observer access to tools on the Manage Tools page. Both Manage Course Menu and Manage Tools are found under the Course Options heading on the Control Panel.

## COURSE DURATION

### Overview

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

### Find this page

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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

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

FIELD	DESCRIPTION
<b>Set Course Duration</b>	
<b>Continuous</b>	Select this option to make the course always available.
<b>Select Dates</b>	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.
<b>Days (from the date of enrollment)</b>	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

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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

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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

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

FIELD	DESCRIPTION
<b>Select Enrollment Options</b>	
<b>Instructor/Admin</b>	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.
<b>Self Enrollment</b>	Select this option to allow Students to enroll in a course.
<b>Start Date</b>	Select this option to set an enrollment start date. If Self Enrollment is selected this date is required.
<b>End Date</b>	Select this option to set an enrollment end date. If Self Enrollment is selected this date is required.
<b>Require Access Code to Enroll</b>	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

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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

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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

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

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

## SET COURSE ENTRY POINT

### Overview

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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

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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

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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.