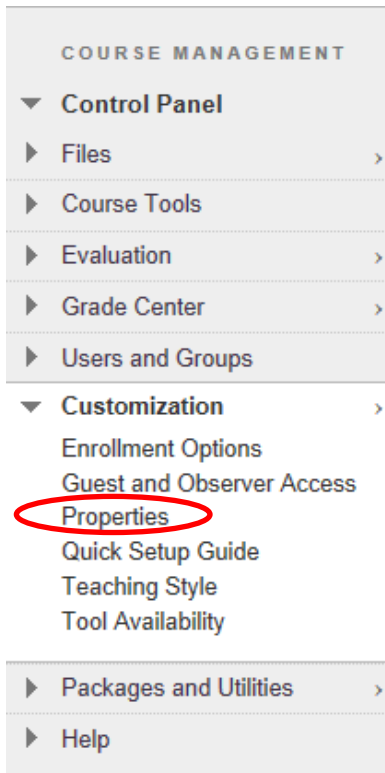**Customization: Properties**

Properties control the functional settings of the Course.

Step 1: On the Control Panel under Customization, select **Properties**.

Step 2: Change the **COURSE NAME** and **DESCRIPTION** of the Course.

Ignore Classification.

CLASSIFICATION

Subject Area	Education
Discipline	Higher Education

Step 3: Instructors can set Courses to be available or unavailable. If the Course is available, all users participating in the Course will have access. If the Course is unavailable, access is determined by Course role. Instructors, Course Builders, Teaching Assistants, and Graders can see and access unavailable

SET AVAILABILITY

Make this course available to users?

Make Course Available
- ◉ Yes
- ○ No
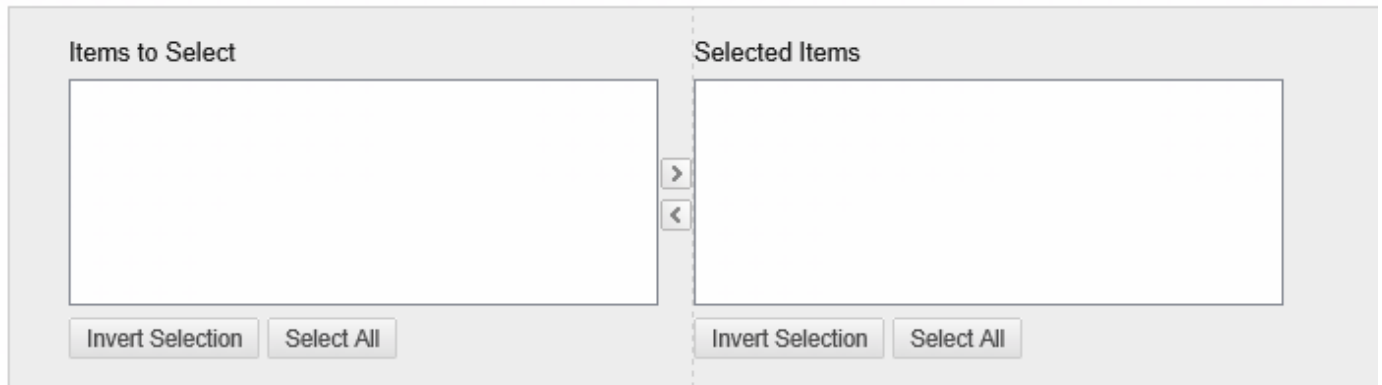
Step 4: Set Course Duration.

- **Continuous**: The Course is always available.
- **Select Dates**: The Course is available according to specific dates. Courses may have a start date, but no end date. After the end date, Courses are not available to students, but are otherwise unchanged.
- **Days from the Date of Enrollment**: Use this option to place a time limit on Courses calculated from the date a student enrolls. This is the best option for self-paced Courses.

SET COURSE DURATION

Duration
- ◉ Continuous
- ○ Select Dates
- ○ Days from the Date of Enrollment [0]

Step 5: Instructors can add their Course to one or more Categories. Courses added to a Category are listed in the Course Catalog under that Category. Select a catalog category and use the arrow buttons to move the category to the Selected Items box. More than one category may be selected. Repeat the process to add another category. The Course appears under the selected categories. Invert Selection will highlight any Categories that are not highlighted and unselect any Categories that are highlighted. This is a useful way to exclude one or two Categories without having to click on all the other Categories.

CATEGORIZE COURSE

Items to Select

Selected Items

Invert Selection Select All

Invert Selection Select All

Step 6: Select Language Pack

Language Packs change the language of buttons, titles, and other text supplied by the system. Language Pack preferences are defined at the system, Course, and user level.

At the Course level, Instructors can set a Language Pack that is different from the default to make all users in the Course view the same Language Pack. If the Language Pack is not enforced, users can set a preferred Language Pack that is different from the Course Language Pack by changing the setting in **Tools** > **Personal Information** > **Set Language Pack**. Enforcing the Language Pack will override individual users' language choices.

Note: Customized names for Content Areas and Tools are not changed with the Language Pack. These values stay the same through all Language Packs. The default names in the system are translated and appear differently in each Language Pack.

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   System Default ▼

Enforce Language Pack   ☐

Step 7: Course Files

The Course Files properties are available only if your institution licenses the content management capabilities.

- **Course Files Default Directory**: Type or browse for the directory to contain the Course Files for this course. This is the default location where files are saved for the course and does not conflict with the Content System Home Page setting.
- **Display**: Each item in the Content Collection has a contextual menu that provides access to the available actions. When working in the Course Files area on the Control Panel, the selected option configures the menu to display all of the Content Collection options that are available when working on the Content Collection tab or only the course-specific options.

COURSE FILES

Course Files Default   /courses/Blackboard_SP14_Upgrade
Directory

Step 8: Click Submit.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel   Submit