

## Course Properties in Blackboard 9

Just as in earlier versions of Blackboard, version 9 allows you to change your course name, add a course description and classification, change settings for course availability and duration and select the language in which menus will be displayed in the course. These settings are accessed through the Customization section of the Control Panel. You may need to click on the expand button to display the Customization options available (figure 1).

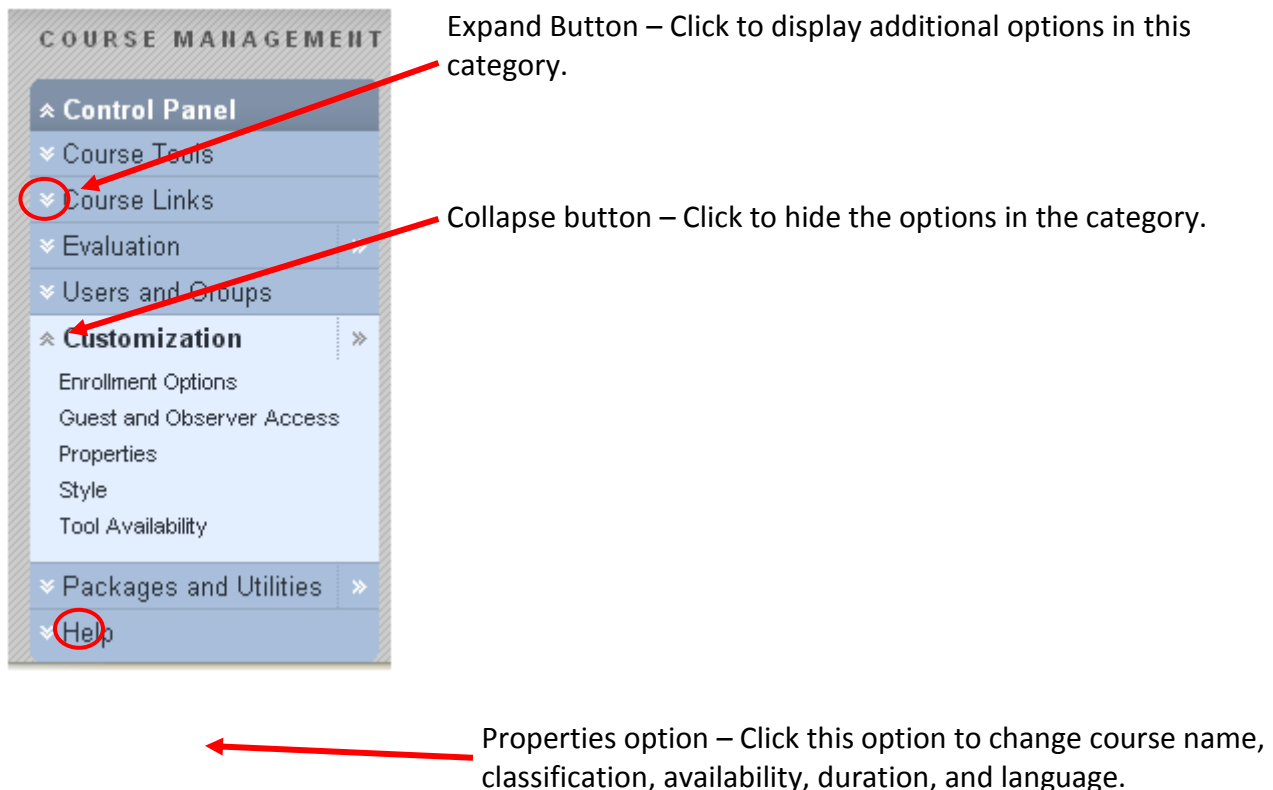


Figure 1: Expanding menus within the Control Panel and the location of the Properties Link.

Clicking on the Properties link opens the properties page (figure 2 & 3, next page). On the properties page you will find six sections that you can modify:

1. Course Name and Description – This is the name that appears in the My Courses module on the main Blackboard page. The course description is listed in the Blackboard course catalog. We

have not been using this function of Blackboard because enrollments are restricted. Students cannot self enroll in Blackboard courses; they must go through the Registrar's office and instructor.

2. Classification – Again these fields are used by the Blackboard course catalog.
3. Set Availability – Instructors can change the availability of their courses whenever they choose. You can make a course available before courses start so students can see the syllabus and text requirements or you can wait until the course meets for the first time so you can discuss the site contents with your student.
4. Set Course Duration – It's advisable to leave this setting to continuous, that means whenever you make the course available students can see it. Setting restrictions on duration automates the process for allowing students to access the course and then later restricting access. A problem that we've seen is setting the dates too restrictively and forgetting the setting. In these cases, students call the HUB reporting that their courses mysteriously "disappeared," resulting in delays making the content available to the students as we try to reach the instructor to change the setting.
5. Categorize Course - Again these fields are used by the Blackboard course catalog.
6. Select Language Pack – Language instructors may want to change the language that is used for buttons and other system supplied text.

**Properties**

Properties control the functional settings of the Course. Use this page to change the Name and Description of the Course, the availability of the Course as it appears in the Course Catalog, and the default language to use. [More Help](#)

\* Indicates a required field.

**1. Name and Description**

\* Course Name

Description

**2. Classification**

Subject Area

Discipline

**3. Set Availability**

Make this course available to users?

Make Course Available  Yes  No


Figure 2: Course properties – first three sections



## Guest and Observer Access

A final setting under the Customization Section of the Control Panel is Guest and Observer Access. By default Guest and Observer access is turned off in all courses. Guests are any non-enrolled users. Instructors may permits non-enrolled users to view their courses by enabling this option. Users search the Blackboard catalog and select a preview option to see your course. Observers are members of the faculty or administration who have been assigned to oversee students experiencing academic difficulty. When an instructor grants Observer access, that individual will be able to view observed students grades and course materials.

To allow Guest or Observer access click the yes radio buttons on the Guest and Observer Access page for the group to have access (figure 4).



### Guest and Observer Access

Permissions controls Guest and Observer access to the Course. [More Help](#)

**1. Allow Guest Access**

Allow guests to access this course?

Allow Guests  Yes  No

**2. Allow Observer Access**

Allow observers to access this course?

Allow Observers  Yes  No

**3. Submit**

Figure 4: Guest and Observer Access page.

Once you've made the desired settings selection, click the submit button at the top or bottom of the page to apply the changes.