

This **Blackboard Faculty Tutorial** provides instructions for modifying the course settings. The Settings page allows the instructor to manage the logistics, availability, and accessibility of a course and course contents.

Select the **Control Panel** link.

Instructors can manage the logistics, availability, and accessibility of a course and course contents using the **Settings** option located on the Instructor's Control Panel.

Select the **Settings** link.

Select the **Course Name and Description** link.

By default, the course title that appears in Norse Express is the Course Name used in Blackboard.

Instructors who teach multiple sections of the same course may choose to modify the course name for by adding the section number to the end of the course name for clarification.

Click the **Submit** button.

The Blackboard course catalog is not available so it is not necessary to change the subject area and discipline classifications.

The course name can be modified for clarification by adding the section number at the end.

The receipt page indicates that the course name has been successfully updated.

Click the **OK** button to return to the **Settings** page.

Select the **Course Availability** link.

By default, all Blackboard courses are "unavailable" to student access. If an instructor chooses to use Blackboard for a given class, the **Course Availability** option must be set to "Yes" so the course will be "available" for student access.

Click the **Submit** button.

Select the **Yes** button.

The receipt page indicates that the course availability has been successfully updated.

Click the **OK** button to return to the **Settings** page.

To view the course end date, select the **Course Duration** link.

By default, all Blackboard courses have the course end date set for one week after final grades are posted in Norse Express. The course end date makes courses "unavailable" to student access after a specific date.

Click the **Cancel** button if no action was taken.

The **Course Design** area allows instructors to change the color scheme of the navigation menu and add a course banner.

Select the **Course Design** link.

By default, all Blackboard courses are set with the course entry point to the **Announcements** page.

The Blackboard course catalog is currently unavailable to users so we will not look at **Categorize Course** link.

Select the **Course Design** link to change the color scheme of the navigation menu.

The background color and the text color for the navigation menu can be changed by clicking the **Pick** button which opens the color palette.

Text is the preferred menu style for accessibility.

Click the **Cancel** button if no changes were made.

The **Course Banner** link can be used to upload a .jpg or .gif file as course banner.

Click the **OK** button to return to the **Settings** page.

Observer and Guest access are turned off at the system level.

Click the **OK** button to return to the **Control Panel**.

This concludes this tutorial.