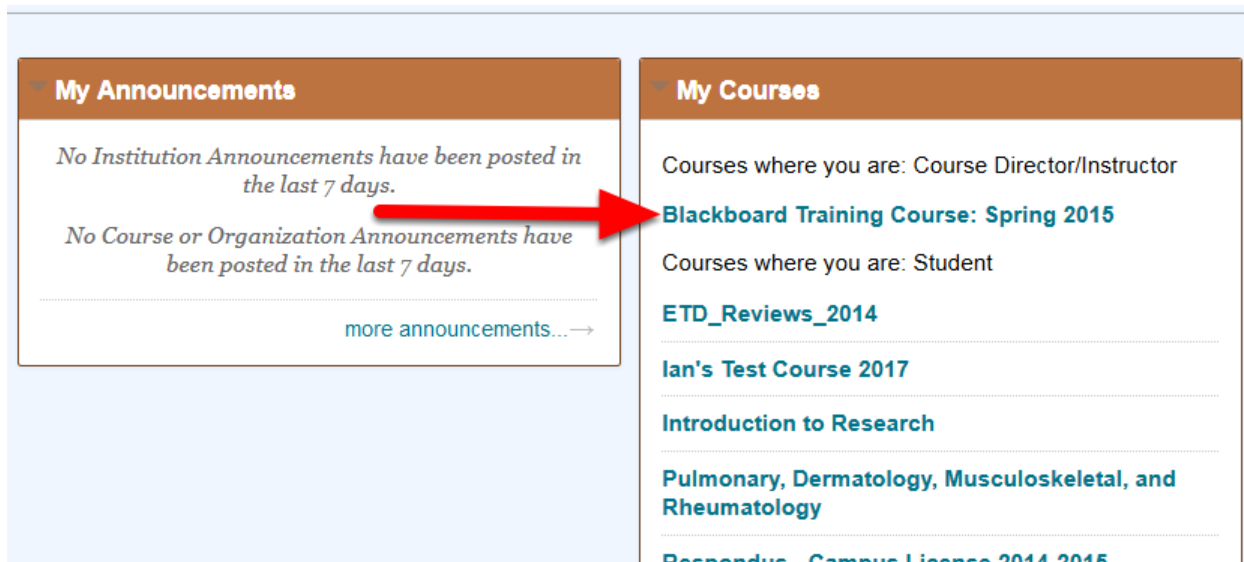


## Changing a Course Name or Description

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The instructor may change the default course name and description at any time. For consistency, choose a course name and create a description for your course prior to the start of the semester. Make your best effort not to change this information during semester, as this could cause confusion for students and others accessing the course. The name change takes place globally within Blackboard, appearing to instructors and students alike.

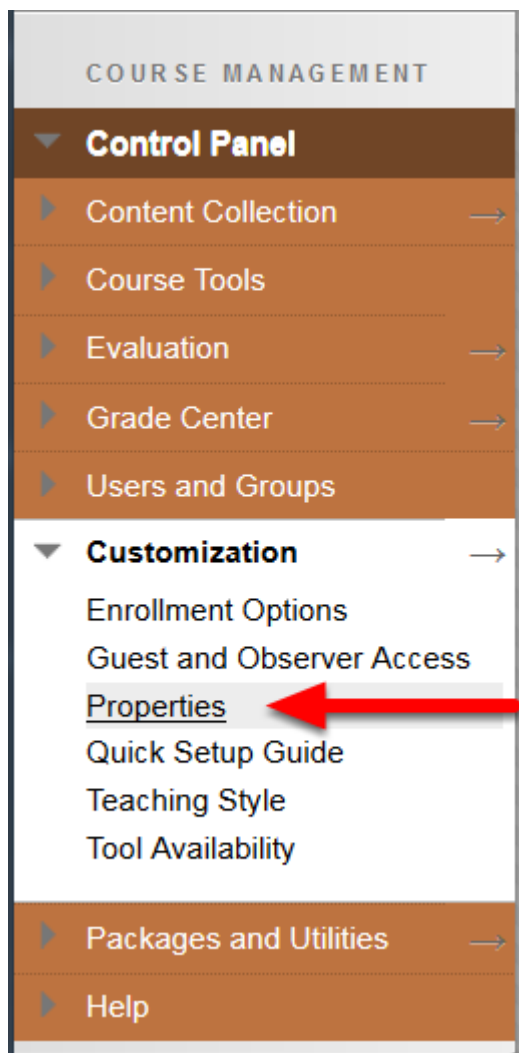
### Open a Course



The screenshot displays two side-by-side panels. The left panel, titled 'My Announcements', contains two lines of text: 'No Institution Announcements have been posted in the last 7 days.' and 'No Course or Organization Announcements have been posted in the last 7 days.' Below this text is a link that says 'more announcements... →'. The right panel, titled 'My Courses', lists courses under two categories: 'Courses where you are: Course Director/Instructor' and 'Courses where you are: Student'. The first course listed is 'Blackboard Training Course: Spring 2015', which is highlighted in blue. Other courses listed include 'ETD\_Reviews\_2014', 'Ian's Test Course 2017', 'Introduction to Research', 'Pulmonary, Dermatology, Musculoskeletal, and Rheumatology', and 'Respondus Campus License 2014-2015'. A red arrow points from the 'No Course or Organization Announcements...' text in the left panel to the 'Blackboard Training Course: Spring 2015' course in the right panel.

From the **Blackboard Homepage**, select a course from the **My Courses** menu.

## Customization via the Control Panel



In the **Control Panel**, click **Customization** and then **Properties**.

## Changing the Course Name and Description

\* Indicates a required field.

Cancel

Submit

### NAME AND DESCRIPTION

\* Course Name

Blackboard Training Course: Spring 2015

Course ID

Test\_Samba

Description



This course will allow UTHSC Blackboard users to learn more about what is new with Blackboard at UTHSC.

Character count: 103

When the **Properties** screen appears, make the desired changes to the **Course Name** and/or **Description fields**.

Click the **Submit** button at the top or bottom of the screen to finalize your changes.