Changing a Course Name or Description

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

From the **Blackboard Homepage**, select a course from the **My Courses** menu.
In the Control Panel, click Customization and then Properties.
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.