

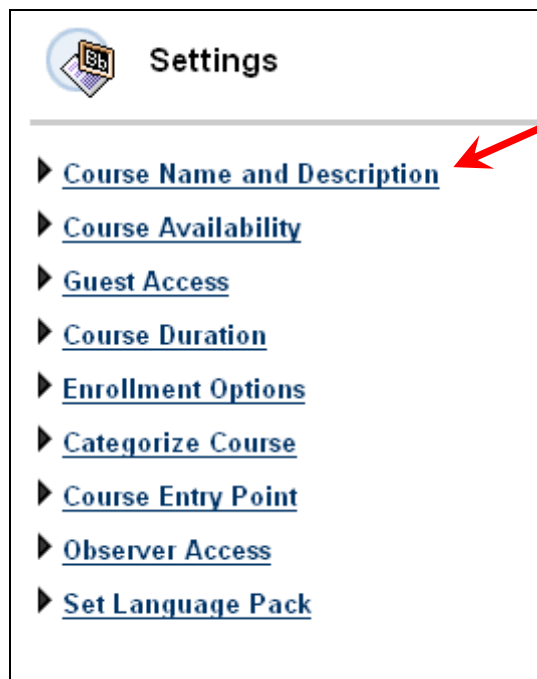
A useful option in Blackboard is the ability to modify the course name and description of each course so it is easily identifiable. For example, if you teach two sections of Psychology 101, you can personalize the names to become Monday morning PSY101 and Tuesday afternoon PSY101.

To modify a course Name and Description:

1. Enter the course shell by clicking on the **Course Name** on your Blackboard Home Page and click **Control Panel**.
2. In the Course Options area (bottom left column) click on the **Settings** link.

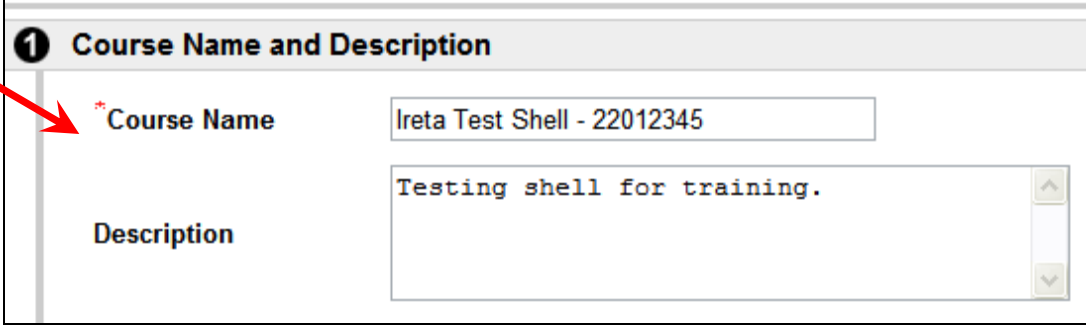


3. On the next screen click **Course Name and Description**.



4. Change the current Course Name to the new one and provide a description for the course.

NOTE: We recommend that you keep the Course Number in the name so you can identify courses from year to year. The Course number is eight digits and usually starts with 220 (220xxxxx). Each course has a totally unique number so it easily identifies your specific course if you have to call the help desk or an administrator. The numbers just before the course number (09500, for example) identify the year and semester. Fall is 300, spring is 500 and summer is 700.



The screenshot shows a web form titled "Course Name and Description" with a step indicator "1" in a circle. The form contains two main input fields: "Course Name" and "Description". The "Course Name" field is a text box containing "Ireta Test Shell - 22012345" and has a red asterisk next to its label. A red arrow points from the left margin to the asterisk. The "Description" field is a larger text area containing "Testing shell for training." with a vertical scrollbar on the right side.

5. Click **submit** at the bottom of the page and **OK** on the next screen.