

## INTRODUCTION

A Blackboard course is created automatically each semester for all official courses offered through Northeastern's Registrar. These Blackboard courses are also populated automatically with students who are enrolled through the Registrar.

These automatically created courses are set as "unavailable" by default. This means that the instructor can see it, but the students cannot. This way, if an instructor chooses not to use the Blackboard course, the students will not see it and be confused about why it is empty.

After populating your Blackboard course and checking to make sure all is working properly, you must make your course available to your students so they can access the materials.

## EDIT YOUR COURSE SETTINGS

1. In the section of the Control Panel titled "*Course Options*", click on *Settings*.



2. You will be presented with a list of options, which deal mostly with the availability of your course:

- **Course Name and Description:** Allows you to make edits to the title and description of your Blackboard course.
- **Course Availability:** Choosing Yes makes your course available to students.
- **Guest Access:** Choosing Yes allows anyone with a Northeastern Blackboard account to view your course materials (they cannot view communication areas, these areas are always automatically secure).
- **Course Duration:** Set the dates between which your course will be available to students.
- **Enrollment Options:** For courses that are not officially offered through the Registrar, you can allow students to "self-enroll" or you can enroll them yourself manually. Students are automatically enrolled in all official courses offered through the Registrar.
- **Categorize Course:** Set the College and semester that the course is being offered so that it can be found in the Course Catalog.
- **Set Course Entry Point:** The course entry point is the first page students see when they access your course. It is set as the Announcements page by default. Here you can change it to another section of your course.
- **Course Design:** Allows you to change the button style of your course navigation and upload a course banner.