

Setting up the Properties of the Course: Changing Course Name, Availability, Class Duration, Language Pack

The screenshot shows a course management interface. On the left is a navigation menu under 'COURSE MANAGEMENT'. The 'Customization' section is highlighted with a red box, and an arrow points to the 'Properties' link. A callout box with red text says: 'To locate Properties go to the Control Panel, click on Customization and then on Properties.' The main content area shows 'My Announcements' with items like 'Math test Tuesday' and 'Field Trip Money', and 'What's New' with sections for 'Announcements (2)' and 'Courses/Organizations (1)'. On the right, there are 'To Do' and 'Alerts' sections.

The screenshot shows the 'Properties' form for a course. The title is 'Properties' with a notepad icon. Below the title, it says 'Properties control the functional settings of the Course, the availability of the Course, how the Course appears in the course, and the language pack of the Course, the [More Help](#)'. A legend indicates that an asterisk (*) indicates a required field. The form is divided into sections, with the first section being '1. Name and Description'. It contains a required field for 'Course Name' with the value 'Biology 101' and a 'Description' text area with the value 'For 9th and 10th graders.' At the bottom right, there are 'Cancel' and 'Submit' buttons. A callout box with red text says: 'First thing you will want to do is name your course. You can also write a Course Description, but this is not required.'

2. Classification

Subject Area

Discipline
Administration, Planning and Social Policy
Distance Learning
Education Policy and Leadership
Education Technology
Elementary and Secondary Education
Higher Education
Learning and Teaching
Online Teaching and Learning
Teacher Training
Learning Technology

Next you can choose the Classification of the Course. You can click on the pull down boxes and choose the best Subject and Discipline Areas.

3. Set Availability

Make this course available to users?

Make Course Available

Yes No

2. Classification

Subject Area

Discipline

3. Set Availability

Make this course available to users?

Make Course Available Yes No

Next set the Availability of the Course. If you don't want your students to have access to the course yet, set the availability to No.

4. Set Course Duration

Duration Continuous Select Dates

Start Date
Enter dates as mm/dd/yyyy

End Date
Enter dates as mm/dd/yyyy

Days from the Date of Enrollment

Next you can set the Duration of the Course. You can make it continuous or set a Start and End Date. This is convenient if you are doing semester long courses.

Next you can Categorize the Course. You will want to select your district and click on the right arrow so that it goes in the Selected Items column. You can choose more than one district if you want it available to more than just your own district. You might want to do this if you are teaching an online course and you would like to enroll students from multiple districts.

5. Categorize Course

Items to Select

- BAS (Byron Area Schools)
- MCA (CGRES D Website Bb)
- CPS (Charlotte Public Schools)
- CSD (Charlotte SDA School)
- CFC (Christian Fellowship Center)
- CLS (Clare Public Schools)
- CGR (Clare-Gladwin RESD)
- CCR (Clinton County RESA)

Invert Selection Select All

Selected Items

- ISD (Ingham ISD)

Invert Selection Select All

6. Select Language Pack

Select the Language Pack that will be used for buttons, titles, and other text supplied by the system. Enforcing the Language Pack will override individual users' language choices.

Language Pack

Enforce Language Pack

- System Default
- System Default
- Deutsch (Deutschland)
- English (United States)
- Español (España)
- Français (France)
- Italiano (Italia)
- K-12 English (United States)
- Nederlands (Nederland)
- Português (Brasil)

You can also choose a Language Pack. If you are a Spanish teacher you may want to change the Language Pack to Spanish. All instructions will then change to the Spanish Language. If you enforce it, students will not be able to change it in their own preferences.