

BLACKBOARD TIP OF THE WEEK

How to rename your course

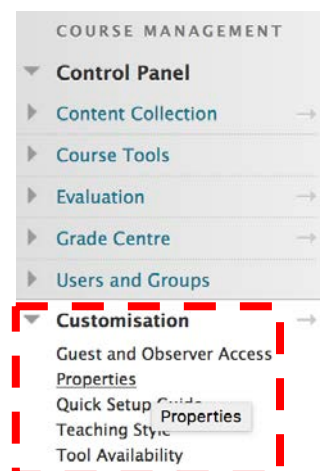
Normally, there is no reason to change the name of your course in Blackboard. Partly because the Blackboard name has been pulled from STADS and partly because the students know the name from the self-service and the course catalogue. However, there are instances where it makes great sense to change the name of the course in Blackboard. For example, if two or more courses have been linked together or if the title is in Danish but the course is for non-Danish speaking students.

If it concerns courses that are linked together, you need to change the name of both UVA codes (a student will only be able to view the course that corresponds to the course they are subscribed to in STADS).

It is important to remember: the semester will always be mentioned first (E17, F18 etc.) and you have to leave it like that. The UVA code will be last – e.g. [24142U023] and that too needs to stay, otherwise it will be impossible for the support to find individual courses.

How to

1. Go to the course which you wish to rename.
2. Go to the *Course Management* menu.
3. Click on *Customisation*.
4. Click on *Properties*.
5. Below item 1, *Name and Description*, you can rename the course:



Name and Description

* Course Name

E16 - M4PRJ4-05 Energi- og systemudvikling [24014PU21z

6. **REMEMBER:** As mentioned above, the semester needs to be first and the UVA code need to be last ([UVA code]). Those two items must not be deleted.
7. If the name have not been changed when you get back to the course, you can click on the update button.

