

Changing the Course Name

When you teach a course repeatedly, it will have the same name and course ID each semester except for the term and last 2 digits (15F). This can make your course list a little confusing. Sometimes, changing the course name to reflect the semester and year can help to alleviate this confusion. For example, the course title could be changed from English 101 to English 101 – Summer 2015.

1. Navigate to blackboard then enter your username and password. You can do this either through [MyWesley](#) or blackboard.american.edu



2. Enter the course you will be archiving



3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. IF the Edit mode shows as Off, click **OFF** once to turn it on.



-
4. On the Course Management Menu in the lower left corner, click **Customization**.



-
5. Then click **Properties**.



-
6. Under Name and Description, click once in the box next to Course Name and type in or edit the title.

Note: You cannot change the Course ID, only the Course Name.

NAME AND DESCRIPTION

* Course Name	Sample Course - Fall 2016
Course ID	WTS-BBS-001-2015S



-
7. Click **Submit**



-
8. You will receive a confirmation message shown at the top of the screen in green letting you know you have successfully made the course available.



For further assistance, please contact Educational Technology at edtech@wesleyseminary.edu
