

How do I Change the Name and Description of My Course?

All WCPSS Blackboard course shells have no descriptions and are named “New Blank Course” when they are created. This tip sheet will walk you through changing the name and description of your course.

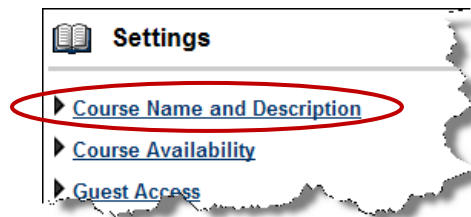
1. Log in to the WCPSS Blackboard course you want to change.

2. Click  Control Panel .

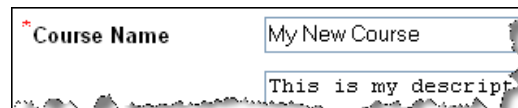
3. Click Settings.



4. Click Course Name and Description.

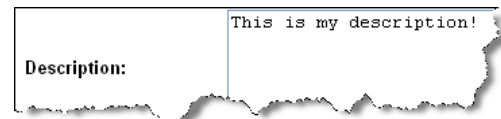


5. Type the name of your course in the Course Name area.



A screenshot of the Blackboard Course Name and Description form. The form has two input fields. The first field is labeled "Course Name" and contains the text "My New Course". The second field is labeled "Description" and contains the text "This is my description".

6. (Optional) Type a description for your course in the Description area.



A screenshot of the Blackboard Description field. The field is labeled "Description:" and contains the text "This is my description!".

7. Click  .

8. Click  .