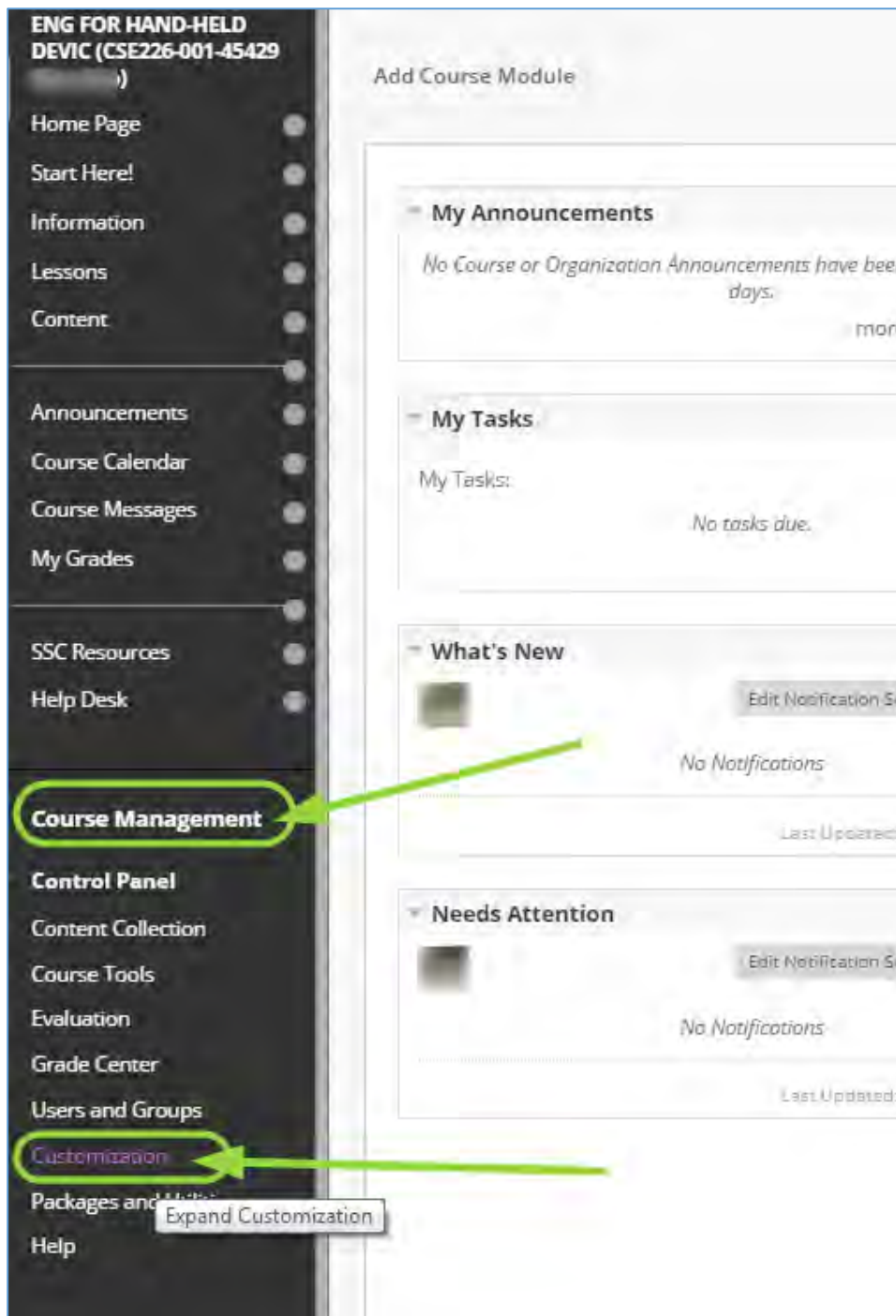


Changing Course Term and Duration

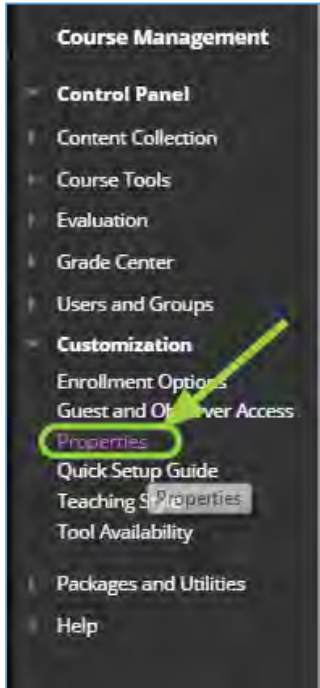
To move a course from the Current Courses term into the correct term, you will need to:

1. Open the course and expand the Customization link

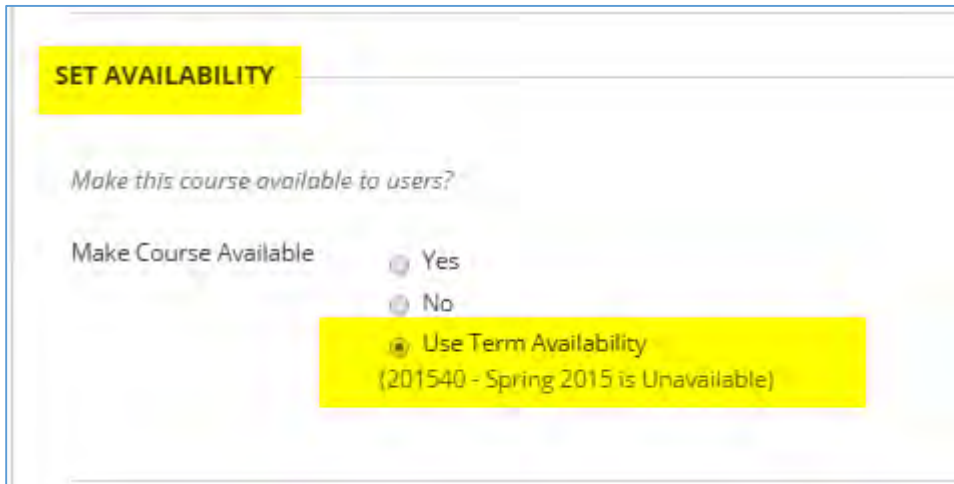


The screenshot displays a course management interface for "ENG FOR HAND-HELD DEVIC (CSE226-001-45429)". The left sidebar contains a navigation menu with the following items: Home Page, Start Here!, Information, Lessons, Content, Announcements, Course Calendar, Course Messages, My Grades, SSC Resources, Help Desk, **Course Management**, Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, **Customization**, Packages and Updates, and Help. The main content area is titled "Add Course Module" and features four sections: "My Announcements" (no announcements), "My Tasks" (no tasks due), "What's New" (no notifications), and "Needs Attention" (no notifications). Two green arrows point to the "Course Management" and "Customization" links in the sidebar. A tooltip labeled "Expand Customization" is visible over the "Customization" link.

2. Choose **Properties** from the list.



3. Change Set Availability to Use Term Availability



4. Change Set Course Duration to Use Term Duration

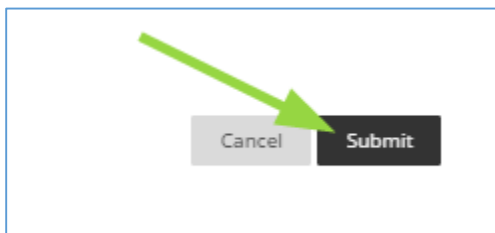
SET COURSE DURATION

Duration

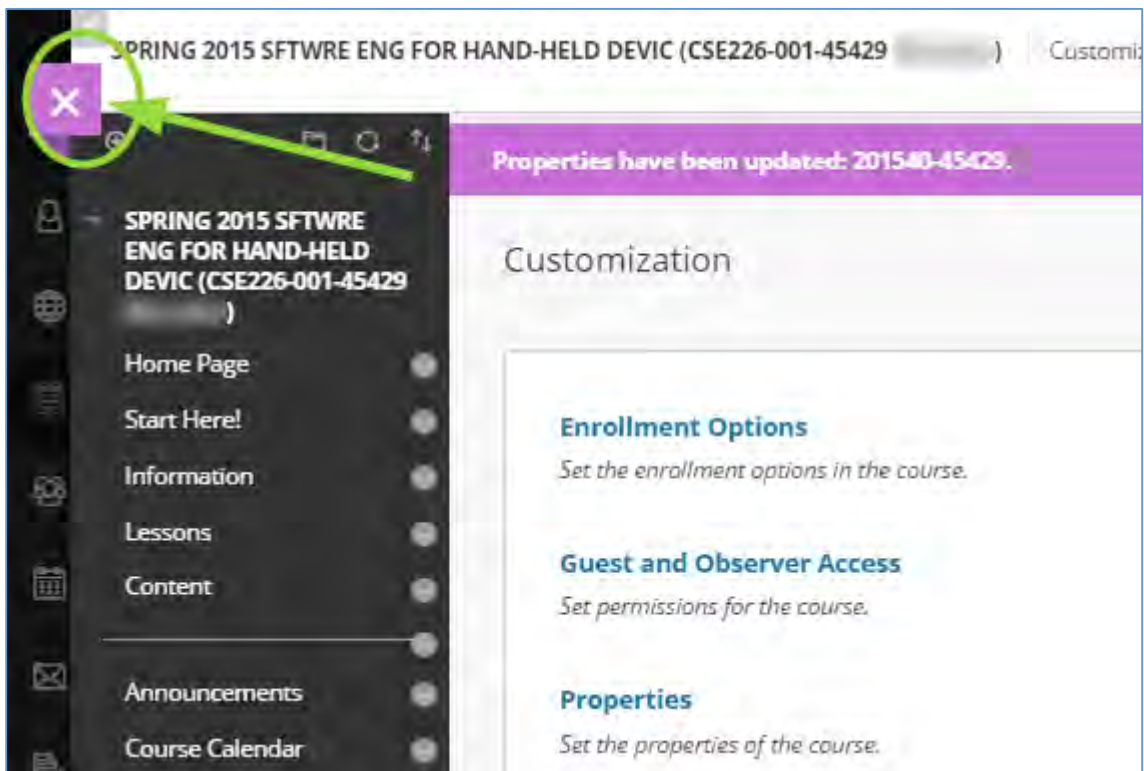
- Continuous
- Select Dates
- Days from the Date of Enrollment -1
- Use Term Duration
(201540 - Spring 2015 duration is From January 12, 2015 to May 17, 2015)

Cancel Submit

5. Click the Submit button.



6. Close out of the course.



7. Refresh the screen either by clicking the refresh button on the browser or by clicking on another item in Blackboard. When you check the list of courses, this course will now be moved to the correct semester.

