

Identifying and Renaming Course Sections in Blackboard

If you teach multiple sections of the same course in a semester, or if you teach the same course several times a year, you will need to be able to identify the different sections in Blackboard. This document outlines how to identify your course by ID in Blackboard, and how to rename the section so that it is easier to recognize.

Identifying Course Sections

In addition to your course code and number, there are several pieces of the course ID that help you to identify which section it is. For example, if you had the course ID **COM2200L-03_15FA**:

- COM2200 is the course code and number.
- 03 is the section number.
- 15FA is the year and term – Fall 2015. AIC uses three term designations: FA (Fall), SP (Spring) and SU (Summer).
 - In the summer, you will also see the following terms: SU1 (Summer session 1), SU2 (Summer Session 2) and SUT (Summer Trimester).

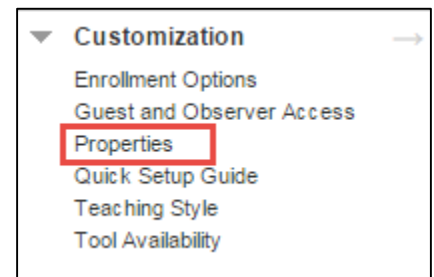
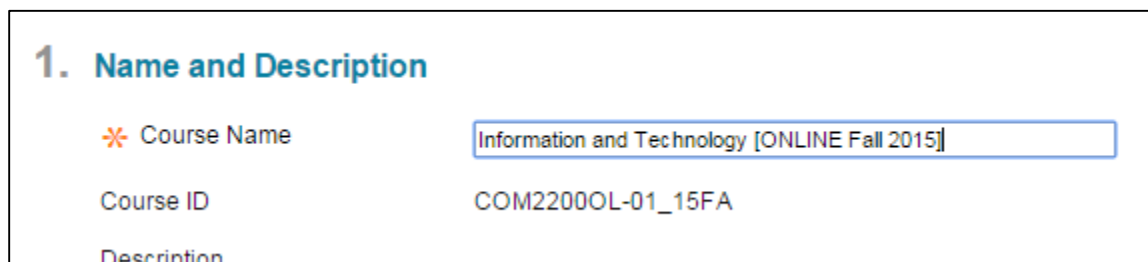
Here are some other items you may see in your course ID:

- If you are teaching a fully online course, you will see the letters OL in the course ID (e.g., **COM2200OL-01_15FA**).
- If you are teaching an Independent or Directed Study, you will see the letters IND or DS in the course ID.
- If you are teaching a course in the XCP program, the section number will include the location and cohort (e.g., **EDU5400_FRN71_14FA**).

Renaming Your Course Section

You may find it helpful to give your course shell a slightly different name to so you can identify it easily. Here are the steps:

1. Open your course and go to **Customization**, then **Properties**.
2. Under #1, **Name and Description**, type in a name next to **Course Name**. If you teach multiple sections in the same semester, you might want to add the course meeting time to help you identify the sections easily.

A screenshot of the '1. Name and Description' form in Blackboard. The form has three rows: 'Course Name', 'Course ID', and 'Description'. The 'Course Name' row has a red asterisk icon to the left of the text 'Course Name' and a text input field containing 'Information and Technology [ONLINE Fall 2015]'. The 'Course ID' row has the text 'Course ID' and the value 'COM2200OL-01_15FA'. The 'Description' row has the text 'Description' and is currently empty.

3. Click **Submit**.