

## How to create a course site

- To create a course site click the courses tab button
- Then click the create button.



- This will take you to the course creation page.
- The course must have a name and an ID. The course name is editable however the course ID does not change. You do not want to put section numbers on the course ID.
- Your course ID can not have spaces.

### **Create Course**

#### 1 Course Information

\* Course Name:

\* Course ID:

Description:

#### 2 Course Design

Button Type:

Button Shape:  Rounded Corners  Rectangular  Rounded Ends

Button Style:

[ [Gallery of Buttons](#) ]

- You can also give your course a description.
- Now you can choose the shape and color of your buttons.
- Then you choose whether or not the course is available. Choose yes because no one is enrolled.
- You can also choose a category for your course.
- Then click submit.

**3 Course Options**

**Guest Access:** Guest access to courses is prohibited by the Administrator.

**Available:**  Yes  No

**Select Category (optional)**

No categories available. ▾

**Course Cartridge (optional)** Enter a Course Cartridge Instructor download key

Visit the [Course Cartridge Catalog](#) to locate a Course Cartridge and obtain the Instructor download key.

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

- Now your course has been created.
- You can either directly access your course from this page or go back to your Blackboard homepage.