Faculty: How to Change a Course Name in Bb 9.1

This document will explain how to change a Bb 9.1 course shell’s name. The Bb system automatically assigns IDs and names to courses. Though the Bb Course ID cannot be changed, the display name is entirely up to the instructor and can be edited at any time.

Changing a Course Name

1. Log in to Blackboard and select the course to be renamed.
2. In the Control Panel, select Customization, then Properties.
3. On the Properties screen, enter the desired course name and description in Section 1.

4. Once you have entered the desired name and description, click the Submit button.
   You will receive a green “Success” banner message near the top of the Customization screen when the name change is complete.