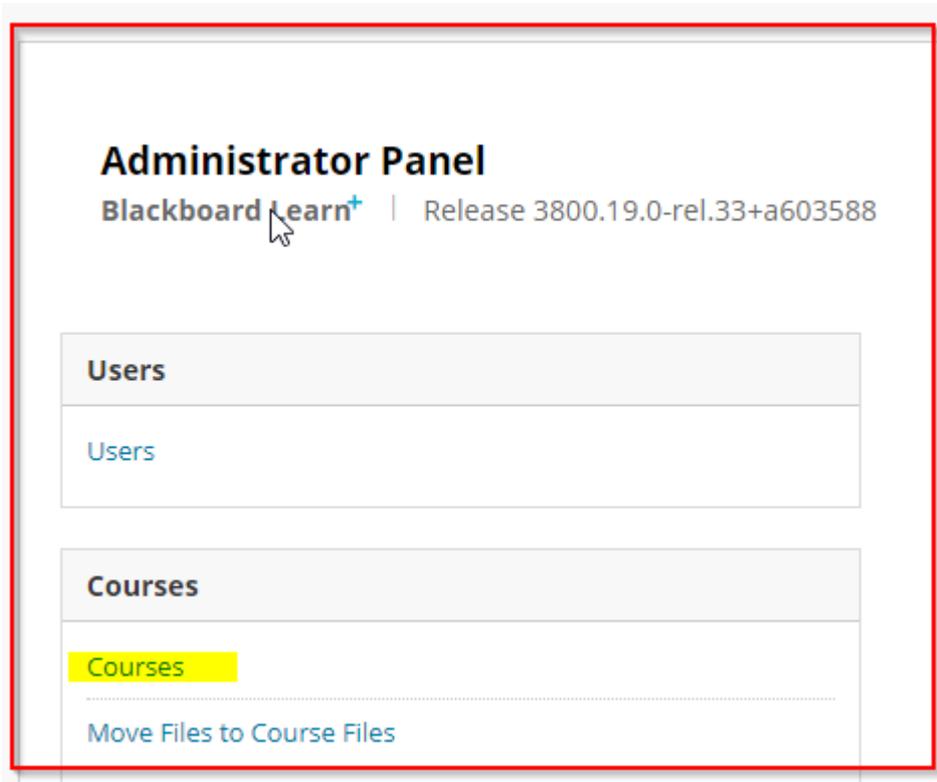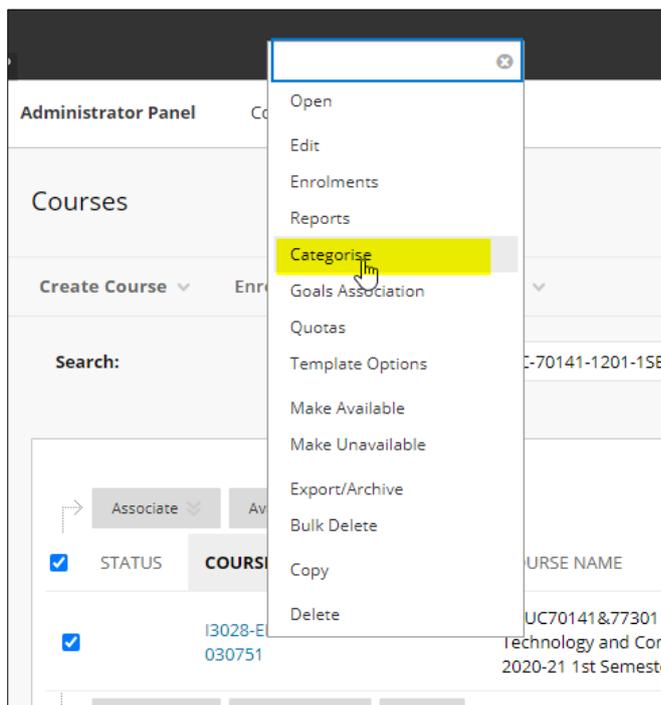# How to Categorise a Course in Blackboard

Note: ELSS+ is required for this, please request from VLE and Mobile

From the System Admin tab, click on Courses:

From the Course action link select Categorise:

If the course should be showing in the **Current Courses** tab, please ensure it is set as:

Click submit

If the course should be showing in the **Past Years' courses** tab, it should be set as:

Click Submit

Users will need to logout and then login before the change shows