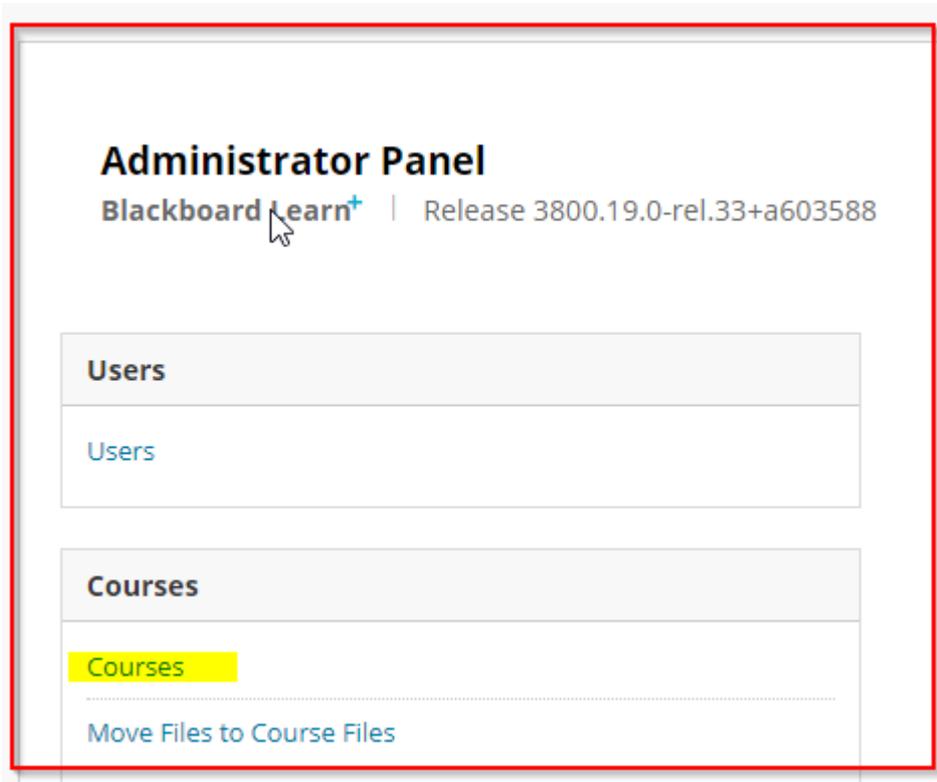


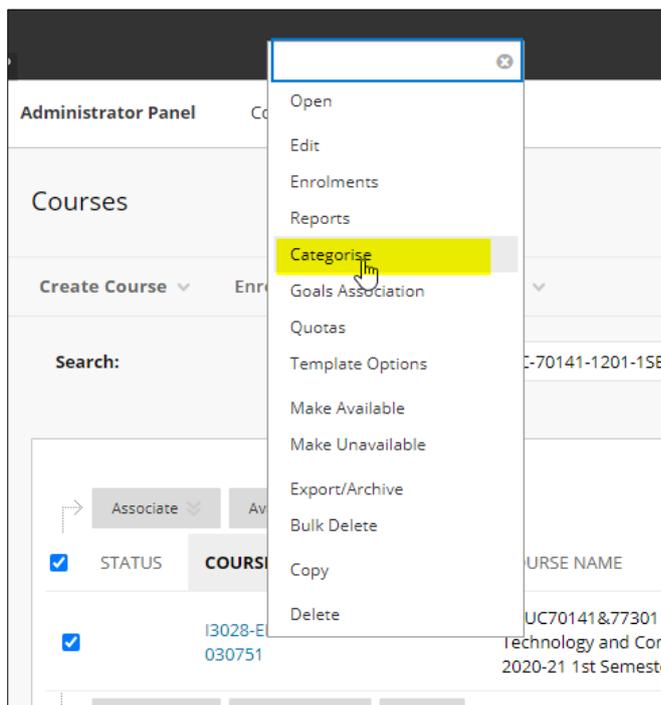
How to Categorise a Course in Blackboard

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:

CATEGORIES

Items to Select		Selected Items
<div style="border: 1px solid gray; padding: 5px;"> <p>COURSE_ENDED (Ended Courses)</p> <p>EXEMPLAR_C_CATEGORY (Exemplar (C) Category)</p> <p>SANDPIT_C_CATEGORY (Sandpit (C) Category)</p> <p>STAFFTRAIN_C_CATEGORY (Staff Training (C) Category)</p> <p>TEMPLATE_C_CATEGORY (Template (C) Category)</p> <p>TRAIN_C_CATEGORY (Training (C) Category)</p> </div>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> > < </div>	<div style="border: 1px solid gray; padding: 5px;"> <p>COURSE_C_CATEGORY (Course (C) Category)</p> <p>COURSE_CURRENT (Current Courses)</p> </div>
<div style="display: flex; justify-content: space-around; margin-top: 5px;"> Invert Selection Select All </div>		<div style="display: flex; justify-content: space-around; margin-top: 5px;"> Invert Selection Select All </div>

Click submit

Cancel

Submit

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

CATEGORIES

Items to Select		Selected Items
<div style="border: 1px solid gray; padding: 5px;"> <p>COURSE_CURRENT (Current Courses)</p> <p>EXEMPLAR_C_CATEGORY (Exemplar (C) Category)</p> <p>SANDPIT_C_CATEGORY (Sandpit (C) Category)</p> <p>STAFFTRAIN_C_CATEGORY (Staff Training (C) Category)</p> <p>TEMPLATE_C_CATEGORY (Template (C) Category)</p> <p>TRAIN_C_CATEGORY (Training (C) Category)</p> </div>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> > < </div>	<div style="border: 1px solid gray; padding: 5px;"> <p>COURSE_ENDED (Ended Courses)</p> <p>COURSE_C_CATEGORY (Course (C) Category)</p> </div>
<div style="display: flex; justify-content: space-around; margin-top: 5px;"> Invert Selection Select All </div>		<div style="display: flex; justify-content: space-around; margin-top: 5px;"> Invert Selection Select All </div>

Click Submit

Cancel

Submit

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