ASSIGNING ACADEMIC YEARS TO COURSES
Intro

Automatically created Blackboard programme and module areas are assigned an academic year when they are created. Manually created areas, such as those created as ‘Parent’ areas for other courses to be merged into, need an academic year (or Term in Blackboard parlance) adding manually.

Assigning an Academic Year/Term

If you are creating a new Course using the ‘Course Settings’ page, or editing an existing one using the ‘Create Course’ page, the page will look similar to this:

Note that at the bottom of the above image there is a drop down box labelled ‘Term’. Click it to open it, and select the correct academic year for your course.
Below the Term box, there are options related to availability of the course area to students. By default this will now be set as ‘Use Term Availability’, but you should set it is ‘No’ so that the teaching staff can choose when students can see the course.

![Course Availability Options]

As before, when you have finished, click the ‘Submit’ button.