

# Categorizing your Blackboard Course

## Introduction

Categorizing your Blackboard course within the College of Medicine allows your course to be displayed in the correct section of the course catalog. To do so, follow the steps below.

## Brief instructions for categorizing your Blackboard course

1. Login to your Blackboard course website:

<http://campus.fsu.edu/>

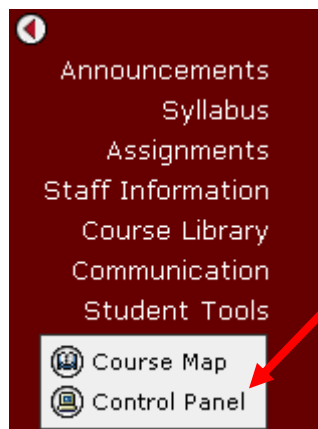
2. Click on **Control Panel**.
3. Click on the **Settings** link in the **Course Options** area
4. Click on the **Categorize Course** link
5. Use the drop-down menu that appears to select the **College of Medicine**
6. Then click on the **Add** button, and then the **OK** button

## Detailed instructions for categorizing your Blackboard course

To do this, first go to the home page of your Blackboard course by logging into Blackboard and opening your course, or if you are already logged into Blackboard, then click on the Home tab located at the upper left hand side of the screen.



From the webpage that opens, click on the Control Panel menu item.



Next, find and click on the [Settings](#) link.

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Package</a>
<a href="#">Manage Tools</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	Archive Course
<a href="#">Import Course Cartridge</a>	<a href="#">Course Copy</a>

In the new window that opens, click on the [Categorize Course](#) link.

- ▶ [Categorize Course](#)  
Categorize the course in the course Catalog.

Use the drop-down menu that appears to select the [College of Medicine](#).

1 Categorize Course

Add category:

Then click on the [Add](#) button, and then the [OK](#) button.