

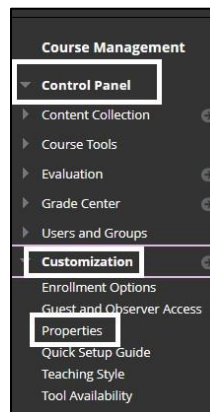


Update Course Name

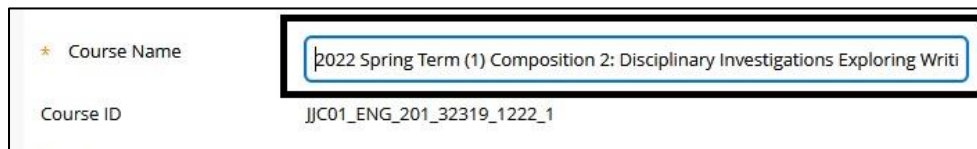
Starting **Winter/Spring 2022** semester, the Course ID in Blackboard will now include the CRN code from CUNYFirst. Due to these changes the **Course Name** will not be automatically updated. There can be instances for needing a manual update such as to change the Section Number or add an additional Course Name if you are using the Section Merge Tool.

To Update the Course Name in Blackboard, do the following:

1. Within a Blackboard Course, go to **Control Panel** > Select **Customization** > Select **Properties** from the submenu



2. On the **Properties** page, under **Course Name**, click within the Course Name field and update



3. **Press Submit** to save changes

Recommendations for Updating Course Name

1. If the update is for changing the **section number only** Blackboard Support recommends that you do not remove any other information from the Course Name.

For example, it is not recommended to remove the semester information (Spring 2022 Term) as this can change the orientation of where the course shows to students on the My Courses module. Blackboard Support also recommends that the Course ID (ENG 202 99) and Title in the Course Name are not changed as students will look for the same code and name that they registered for in CUNYFirst.

2. If this change is used for a **Section Merge**, Blackboard Support recommends the following:

Example of Naming Conventions for merged sections:

Spring 2022 Term ENG 101 Sections 02/08/26

Spring 2022 Term ENG 101 All Sections

For Cross listed Courses:

Spring 2022 Term PSY/ANT/SOC 210 01

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu