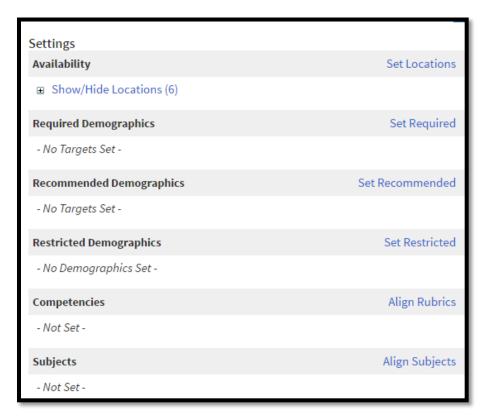# How to Create a Course: Location Settings – How to Add/Remove Charter Schools

- Once a course is created, you can select the **course settings**
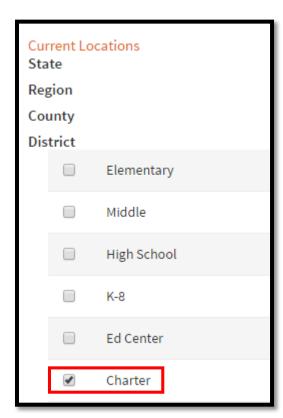- Course settings help highlight courses in the catalogue or restrict users from finding courses
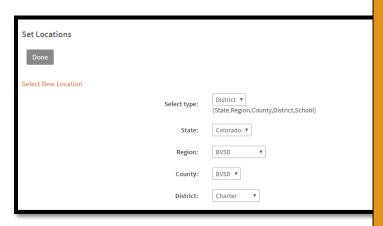

- Click on Set Locations

- **To REMOVE charter schools**
    - Click the box to the left of Charter
    - Click Remove Selected
    - Click Done

Current Locations
State
Region
County
District

	Elementary
☐	Elementary
☐	Middle
☐	High School
☐	K-8
☐	Ed Center
☑	Charter

Remove All   Remove Selected

Done

- **To ADD charter schools**

Set Locations

Done

Select New Location

Select type:	District ▾
	(State,Region,County,District,School)
State:	Colorado ▾
Region:	BVSD ▾
County:	BVSD ▾
District:	Charter ▾

To select charter schools:
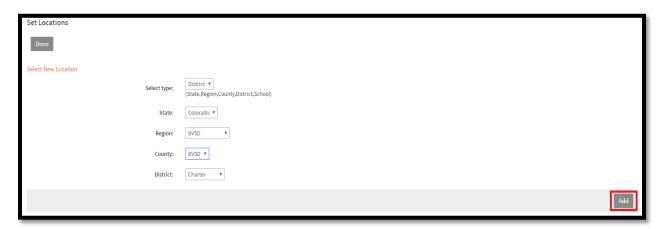- Select Type: District
- State: Colorado (automatically defaults)
- Region: BVSD (automatically defaults)
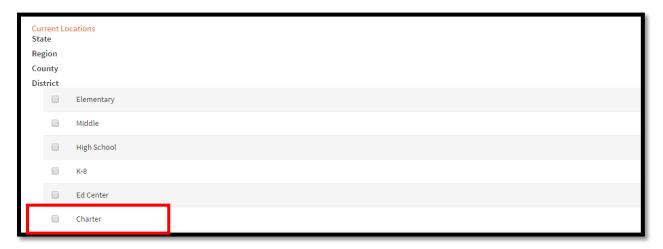- County: BVSD (automatically defaults)
- District: Charter

Important: If you want to control the number of seats that charter schools can register for, set up a separate section visible only to charter schools and limit your seats for that section based on the number available to charter schools.
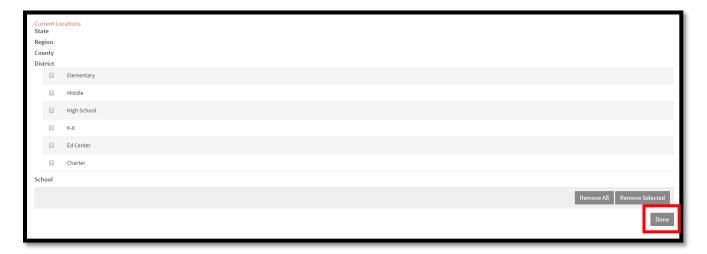
- Once you have chosen Charter, click "Add"

Set Locations

Done

Select New Location

Select type:	District ▾
	(State,Region,County,District,School)
State:	Colorado ▾
Region:	BVSD ▾
County:	BVSD ▾
District:	Charter ▾

Add

- Your selection will appear

Current Locations
State
Region
County
District

☐ Elementary

☐ Middle

☐ High School

☐ K-8

☐ Ed Center

☐ Charter

- Click done

Current Locations
State
Region
County
District

☐ Elementary

☐ Middle

☐ High School

☐ K-8

☐ Ed Center

☐ Charter

School

Remove All   Remove Selected
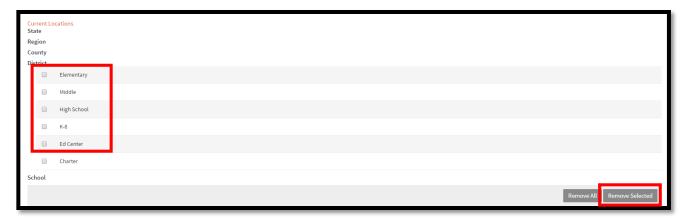
Done

- **If you have created a separate section for charter schools only**:
  - Click the boxes next to Elementary, Middle, High School, K-8, and Ed Center selections (these selections are what allow classes to appear to all users)
  - Click Remove Selected
  - Only your Charter selection will remain

Current Locations
State
Region
County
District

	Elementary
	Middle
	High School
	K-8
	Ed Center
	Charter

School

Remove All Remove Selected

- Click done

Current Locations
State
Region
County
District

| | Charter |

School

Remove All Remove Selected

Done