



# 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

Settings	
<b>Availability</b>	<a href="#">Set Locations</a>
⊕ Show/Hide Locations (6)	
<b>Required Demographics</b>	<a href="#">Set Required</a>
- No Targets Set -	
<b>Recommended Demographics</b>	<a href="#">Set Recommended</a>
- No Targets Set -	
<b>Restricted Demographics</b>	<a href="#">Set Restricted</a>
- No Demographics Set -	
<b>Competencies</b>	<a href="#">Align Rubrics</a>
- Not Set -	
<b>Subjects</b>	<a href="#">Align Subjects</a>
- Not Set -	

- Click on Set Locations

Settings	
<b>Availability</b>	<a href="#">Set Locations</a>
⊕ Show/Hide Locations (6)	

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

**Current Locations**

State

Region

County

District

- 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:  (State,Region,County,District,School)

State:

Region:

County:

District:

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:   
(State,Region,County,District,School)

State:

Region:

County:

District:

Add

- Your selection will appear

**Current Locations**

State

Region

County

District

<input type="checkbox"/>	Elementary
<input type="checkbox"/>	Middle
<input type="checkbox"/>	High School
<input type="checkbox"/>	K-8
<input type="checkbox"/>	Ed Center
<input type="checkbox"/>	Charter

- Click done

**Current Locations**

State

Region

County

District

<input type="checkbox"/>	Elementary
<input type="checkbox"/>	Middle
<input type="checkbox"/>	High School
<input type="checkbox"/>	K-8
<input type="checkbox"/>	Ed Center
<input type="checkbox"/>	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

The screenshot shows a web interface for managing school locations. It has a sidebar on the left with the following sections: 'Current Locations', 'State', 'Region', 'County', and 'District'. Under 'District', there are six checkboxes: 'Elementary', 'Middle', 'High School', 'K-8', 'Ed Center', and 'Charter'. The checkboxes for 'Elementary', 'Middle', 'High School', 'K-8', and 'Ed Center' are all checked and are enclosed in a red rectangular box. Below the sidebar is a 'School' section with a search bar. At the bottom right of the 'School' section, there are two buttons: 'Remove All' and 'Remove Selected'. The 'Remove Selected' button is highlighted with a red rectangular box.

- **Click done**

This screenshot shows the same web interface as the previous one, but now only the 'Charter' checkbox under the 'District' section is checked. The 'Remove All' and 'Remove Selected' buttons are still present at the bottom right of the 'School' section. A new 'Done' button has appeared at the bottom right of the interface, highlighted with a red rectangular box.