



How to Create a Course: Location Settings – External Guests

- 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	
Availability	Set Locations
Colorado State1	
Required Demographics	Set Required
- No Targets Set -	
Recommended Demographics	Set Recommended
- No Targets Set -	
Restricted Demographics	Set Restricted
- No Demographics Set -	
Competencies	Align Rubrics
- Not Set -	
Subjects	Align Subjects
- Not Set -	

- Course settings option #1: Locations

Settings	
Availability	Set Locations
+ Show/Hide Locations (5)	

- **Availability:** Courses will automatically appear in the catalogue for all employees, click **Set Locations** to select a particular location. Only individuals with the specified location will have the ability to view this course from the catalog.

Set Locations

Select New Location

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

State:

Region:

County:

To select external guests (community members, substitute teachers, etc):

- Select Type: County
- State: Colorado (automatically defaults)
- Region: BVSD (automatically defaults)
- County: External Guest

Important: If you want to control the number of seats that external guests can register for, set up a separate section visible only to external guests and limit your seats for that section based on the number available to external guests.

- Once you have chosen External Guests, click “Add”

Set Locations

Select New Location

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

State:

Region:

County:

- Your selection will appear

Current Locations

State

Region

County

External Guest

- Click done

The screenshot shows the 'Current Locations' interface with the following sections:

- Current Locations**
- State**
- Region**
- County**
 - External Guest
- District**
 - Elementary
 - Middle
 - High School
 - K-8
 - Ed Center
 - Charter
- School**

At the bottom right, there are three buttons: 'Remove All', 'Remove Selected', and 'Done'. The 'Done' button is highlighted with a red box.

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

The screenshot shows the 'Current Locations' interface with the following sections:

- Current Locations**
- State**
- Region**
- County**
 - External Guest
- District**
 - Elementary
 - Middle
 - High School
 - K-8
 - Ed Center
 - Charter
- School**

At the bottom right, there are three buttons: 'Remove All', 'Remove Selected', and 'Done'. The 'Remove Selected' button is highlighted with a red box. The 'District' section is also highlighted with a red box.

- Click done

The screenshot shows the 'Current Locations' interface with the following sections:

- Current Locations**
- State**
- Region**
 - External Guest
- County**
- District**
- School**

At the bottom right, there are three buttons: 'Remove All', 'Remove Selected', and 'Done'. The 'Done' button is highlighted with a red box.