



# 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	
<b>Availability</b>	<a href="#">Set Locations</a>
Colorado State1	
<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 -	

- Course settings option #1: Locations

Settings	
<b>Availability</b>	<a href="#">Set Locations</a>
<input checked="" type="checkbox"/> <a href="#">Show/Hide Locations (5)</a>	

- **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. It has sections for State, Region, County, District, and School. The District section includes checkboxes for External Guest, Elementary, Middle, High School, K-8, Ed Center, and Charter. At the bottom right, there are buttons for '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

This screenshot is similar to the first one but highlights the checkboxes for Elementary, Middle, High School, K-8, Ed Center, and Charter in the District section with a red box. Additionally, the 'Remove Selected' button at the bottom right is also highlighted with a red box.

- Click done

This screenshot shows the 'Current Locations' interface after the 'Remove Selected' action. The checkboxes for Elementary, Middle, High School, K-8, Ed Center, and Charter are no longer visible. The 'Done' button at the bottom right is highlighted with a red box.