



How to Create a Course: Location Settings – Specific School or Department

- 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
<input checked="" type="checkbox"/> 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

Done

Select New Location

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

State: State1

Current Locations

State

Region

County

District

- Elementary
- Middle
- High School
- K-8
- Ed Center

School

Remove All Remove Selected Done

To select all employees by level (Ed Center, Elementary, K-8, Middle, or High School):

- 1) Select levels you **don't** want to target
- 2) Click on Remove Selected
- 3) Click Done

Set Locations

Done

Select New Location

1

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

State: State1

Region: Region
County: County
District: District
School: School

To select a specific school or department

- 1) Select Type: School
- 2) State: Colorado
- 3) Region: BVSD (automatically defaults)
- 4) County: BVSD (automatically defaults)
- 5) District: Choose Ed Center, Elementary, K-8, Middle, High
- 6) School: Choose specific school or department

Set Locations

Done

Select New Location

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

State: State1

Region: Colorado st

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Set Locations

Done

Select New Location

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

State: Colorado

Region: BVSD

County: BVSD

District: Ed Center

School: Ed Center

Elementary
High School
K-8
Middle

5

Set Locations

Done

Select New Location

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

State: Colorado

Region: BVSD

County: BVSD

District: Elementary

School: BCSIS ELEMENTARY

BCSIS ELEMENTARY
BEAR CREEK ELEMENTARY
BIRCH ELEMENTARY
COAL CREEK ELEMENTARY
COLUMBINE ELEMENTARY

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- Once you have chosen the department or school you want to target, click "Add"

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

State: Colorado

Region: BVSD

County: BVSD

District: Elementary

School: BCSIS ELEMENTARY

Add

- Your selection will appear
- 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

Select New Location

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

State:

Region:

County:

District:

School:

Current Locations

State

Region

County

Elementary

Middle

High School

K-8

Ed Center

School

BCSIS ELEMENTARY

- Only your school or department selection will remain
- Click Done

Set Locations

Select New Location

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

State:

Region:

County:

District:

School:

Current Locations

State

Region

County

District

School

BCSIS ELEMENTARY