



How to Create a Course: Location Settings

- 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

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 School-based employees only:

- 1) Select Ed Center
- 2) Click on Remove Selected
- 3) Click Done

To select Central Admin/Ed Center employees only:

- 1) Select Elementary, Middle, High School, and K-8
- 2) Click on Remove Selected
- 3) Click Done

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: State

State
Region
County
District
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

2

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

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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: Elementary

School: BCSIS ELEMENTARY

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

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

State:

Region:

County:

District:

School:

- 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

District

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

School

<input type="checkbox"/>	BCSIS ELEMENTARY
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- Only your school or department selection will remain
- Click Done

Set Locations

Done

Select New Location

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

State:

Region:

County:

District:

School:

Add

Current Locations

State

Region

County

District

School

BCSIS ELEMENTARY

Remove All Remove Selected

Done

Set Locations

Done

Select New Location

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

State:

Region:

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

- Select Type: Region
- State: State1 (automatically defaults)
- Region: 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

Done

Select New Location

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

State:

Region:

County:

District:

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

Set Locations

Done

Select New Location

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

State:

Region:

Add

Current Locations

State

Region

External Guest

County

District

Elementary

Middle

High School

K-8

Ed Center

School

Remove All

Remove Selected

- Only your location selection will remain
- Click done

Set Locations

Select New Location

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

State:

Region:

Current Locations

State

Region

External Guest

County

District

School