

Currently, the use of Display Names, or "nicknaming" is for teacher use only. The original course name will remain for students, parents, and administrators. This provides consistency between BCPS One and the students' records (report cards, transcripts, etc.). Teachers who you share your classes with will be able to see the Display Name. Administrators and STAT teachers should work with staff to ensure that naming conventions are consistent throughout the building.

Naming Conventions:

The order in which identifiers are included in the display name will impact how classes order themselves within BCPS One. For example, if teachers would like their classes organized by A/B schedules, the first identifier should be A or B. See the examples below.

Elementary

Display Names should be as follows:

Subject, Optional School-Based Identifier [block, time, section etc.] **(Note: Special Area Teachers may use homeroom teacher names as the identifier. General Classroom Teachers should not include their names as an identifier as these already populate in a separate field.)**

Examples:

- *Science*
- *Math 4, Block 1*
- *Social Studies, 11a.m.*
- *ELA, Section 3*
- **Special Area Teachers:** *Library, Jones*

Secondary

Display Names should include the following information:


Subject, Period, A/B












Examples:

- English 10 2A, English 10 2B (Organizes classes by subject)
- 2A English 10, 2B English 10 (Organizes classes by period)
- A2 English 10, B2 English 10 (Organizes classes by A/B day)

The format of display names should be consistent throughout the building.

Changing the Class Display Name

1. Hover over the gear icon  next to the course you would like to rename and select "Edit Class Settings".

Period	Class						
6	9999203000463: GEOMETRY HON-STAT	10	-	-	-	-	
5	9999200710051: PRE-ALGEBRA MS7-STAT	10	-	-	-	-	
4	9999101000463: ENGLISH 10 HON-STAT	10	-	-	-	-	
3	9999100700051: LANGUAGE ARTS MS7...	10	-	-	-	-	
2	99990520300134: MATHEMATICS GRAD...	10	-	-	-	-	

Archive
Edit Class Settings

2. Under "Basic Settings", you will find the an option for "Display Name." In the text box directly to its right, input the name you would like to use. **(Note: The "Class Name" is locked and cannot be edited. When contacting Engrade Support, you must reference the "Class Name.")**

Basic Settings

Grade Settings


Standards Settings

Teachers

Student Logins

Class Name

9999100700051: LANGUAGE ARTS MS7-STAT














Ex: Biology 101

Display Name

Display Name

ELA 7, Section 3

3. Select  at the bottom of the Settings page.
4. The display name, or class nickname, will now be visible from the teacher viewpoint.

Period	Class						
3	ELA 7, Section 3	10	-	-	-	-	
6	9999203000463: GEOMETRY HON-STAT	10	-	-	-	-	
5	9999200710051: PRE-ALGEBRA MS7-STAT	10	-	-	-	-	
4	9999101000463: ENGLISH 10 HON-STAT	10	-	-	-	-	
2	99990520300134: MATHEMATICS GRAD...	10	-	-	-	-	
1	99990510300134: LANGUAGE ARTS GR...	10	-	-	-	-	