



Blackboard Basics—Make Course Available

Making the Course Available

By default, all Blackboard course containers are set up as unavailable. This means that instructors can view the course, but students do not have access to the course. A red (X) is located next to any unavailable course as well as having the words *Course Unavailable* appears below the name.

Instructors have the responsibility of making their courses available. Blackboard shells are available for instructors to add, modify and remove content from at least two weeks prior to the beginning of the term.

Step 1: Click on your course Control Panel.

Step 2: Choose **Settings** form Course Options area

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Step 3: Click on **Course Availability** (second choice within the list)

Step 4: Change the availability option to "Yes".

Step 5: Click **Submit**.

Important: *Faculty are reminded to make their course containers "unavailable" no later than one (1) week after final exams.*

