Making Courses Available (Admin)

OPTION #1

Set the course status from the Course list page by clicking on the three dots to the right of the star.

Choose Open when you are ready for students to participate.

🔒 Open Course
👁 Hide Course

OPTION #2

Use the Make Available tool from your Original course's Home Page.

- Log into your course. By default, the Home Page is the first thing you will see.

- Click on the lock icon in the upper right corner.

- When unavailable, the icon appears as a closed lock outlined in red.

- When available, the icon appears as a black open lock outlined in black.

Edit Mode is: ON
Make Unavailable
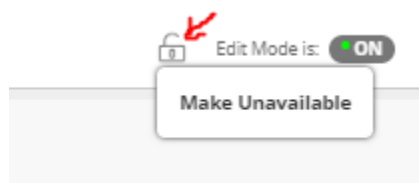
NOTE: This tool is ONLY available from the Home Page. If you change your course's landing page, you will not see this tool unless you go to the Home Page.
There is a bug in Blackboard where the lock will continue to display as unavailable and the instructor will receive an error message even if you use the Open Course method (#1 above) or change the course properties (#3 below). Blackboard is aware of this bug, but there is no ETA for when it will be fixed.

OPTION #3

Modify the course's properties.

- Select and log into the course

- Select **Customization** from the Control Panel (lower left side)

- Select **Properties**

- Scroll to property **#3 ("Set Availability"**) and select "Yes"

- Scroll to the bottom of the page Click **Submit**

SET AVAILABILITY

Make this course available to users?

Make Course Available
- Yes
- No
- Use Term Availability (Fall GCP 2019 is Unavailable)

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Administrator Panel

Blackboard Learn⁺ | Release 3700.9.0-rel.24+374338b

Users
Users

Courses
Courses
Course Catalog
Terms

Organizations
Organizations
Organization Catalog

OPTION #4 (Admin Panel: Courses)

Click on **Admin** from the Landing Page.

- Select **Courses**

- Search for the course.

- Open the pulldown menu next to the course and select **Edit**

- Scroll to **Availability** and change:

  - Availability to **Yes**
  - Duration to **Continuous**

- Scroll to the bottom of the page Click **Submit**

Subject Area	Education ▼
Discipline	Higher Education ▼
Term	Fall GCP 2019 ▼
Select Courses to Merge	☐

AVAILABILITY

Available
- ◉ Yes
- ○ No
- ○ Use Term Availability
(Fall GCP 2019 is Unavailable)

Duration
- ◉ Continuous
- ○ Select Dates
- ○ Days from the Date of Enrollment [   ]
- ○ Use Term Duration
(Fall GCP 2019 duration is Continuous)

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OPTION #5 (Admin Panel: Terms)

Click on **Admin** from the Landing Page.
- Select **Terms**

- Search for the Term.

- Open the pulldown menu next to the Term and select **Edit**

- Scroll to **Availability** and change:

  - Availability to **Yes**
  - Duration to **Continuous**

- Scroll to the bottom of the page Click **Submit**

```
Path: p

Source                SYSTEM

Source ID             28a894e403a247228ff9feb1568075eb

Data Source           SYSTEM
```

AVAILABILITY

Available	○ Yes ● No
Duration	● Continuous
	○ Select Dates
	○ Days from the end of enrollment [0]

NOTE: *This will make ALL courses in this term **Available.***

To see all courses enrolled in the term:

- Open the pulldown menu next to the Term and select **View Courses**

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