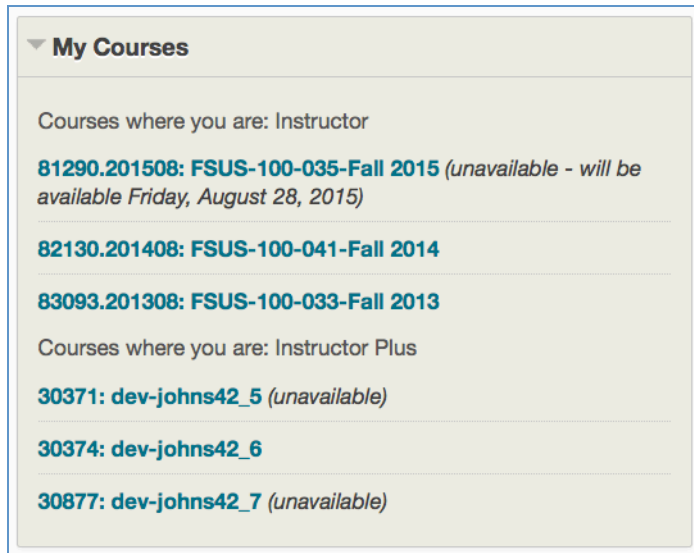


How to set your Blackboard course shell to available



▼ **My Courses**

Courses where you are: Instructor

81290.201508: FSUS-100-035-Fall 2015 (unavailable - will be available Friday, August 28, 2015)

82130.201408: FSUS-100-041-Fall 2014

83093.201308: FSUS-100-033-Fall 2013

Courses where you are: Instructor Plus

30371: dev-johns42_5 (unavailable)

30374: dev-johns42_6

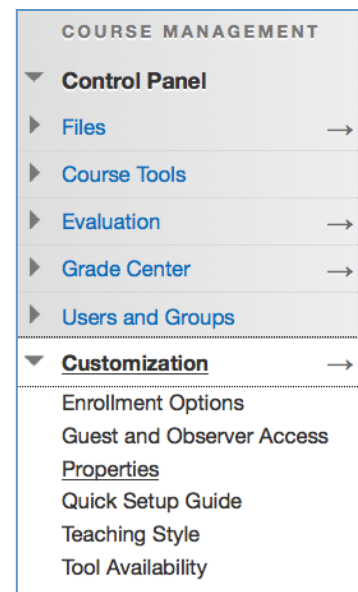
30877: dev-johns42_7 (unavailable)

After course shells have been created they will automatically be set to unavailable.

As you can see courses that are unavailable are easily discerned from active courses by the (unavailable) tag listed next to each course.

The following are instructions on how to make your course available for students to view the course.

1. Enter the course and select Properties from the Customization section of the Course Management Control Panel.
2. Within Properties, scroll down to section 3 titled Set Availability. Change the selection from No to Yes.



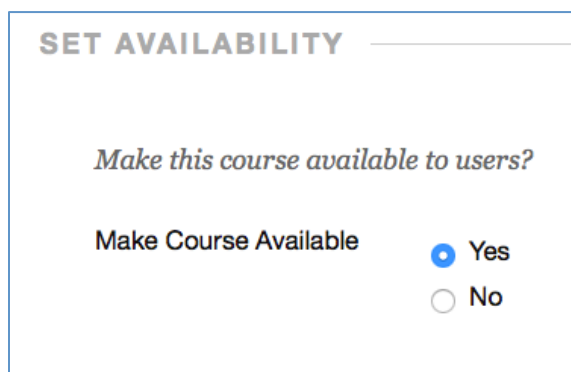
COURSE MANAGEMENT

▼ **Control Panel**

- ▶ **Files** →
- ▶ **Course Tools**
- ▶ **Evaluation** →
- ▶ **Grade Center** →
- ▶ **Users and Groups**

▼ **Customization** →

- Enrollment Options
- Guest and Observer Access
- Properties**
- Quick Setup Guide
- Teaching Style
- Tool Availability



SET AVAILABILITY

Make this course available to users?

Make Course Available Yes No


3. Within section 4 of the Properties window, you also have the ability to select specific times that your course will be set to available. By selecting the Select Dates radio button, your screen should change to include Start and End dates. To specify your starting and/or ending dates, click the checkbox. You can either type in the desired date(s) or use the calendar tool button located next to the text box to select the desired date(s).

SET COURSE DURATION


Duration

Continuous

Select Dates

Start Date 

Enter dates as mm/dd/yyyy

End Date 

Enter dates as mm/dd/yyyy

Days from the Date of Enrollment