



Course Availability

Policy

Blackboard courses are created as “unavailable.” Only the instructor of record will have access to the site until the course is made available.

It is the responsibility of the instructor of record to make the course available.

Unavailability - At the end of the semester the instructor will need to make the course unavailable after grades have been submitted. Instructors maintain access to all courses even if they are unavailable.

Procedures

System Administrator/Support: No action is needed.

User:

How to make course available/unavailable:

1. In your course, click Control Panel
2. Click **Settings** located under the *Course Settings* area of the Control Panel.
3. Click **Course Availability**
4. Click the **Yes** option next to *Make Course Available*
5. Click **Submit**

To make the course unavailable, follow steps 1 through 3. Then click **No** option next to *Make Course Available*, click **Submit**



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