

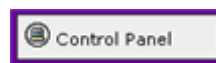
How Do I Make My Course Available For Students?

The Course Availability option found in Blackboard allows you to hide all, or certain sections of your course until you are ready to share it with your students. This job aid will guide show you how to do the following:

1. Make your entire course available (or unavailable) to your students.
2. Make specific portions of your course available (or unavailable) to your students.
3. Use Blackboard's calendar feature to automatically make specific portions of your course available (or unavailable) to your students.

Make Your Entire Course Available (Or Unavailable) To Your Students

1. Click on the control panel button



2. Click on the Settings link



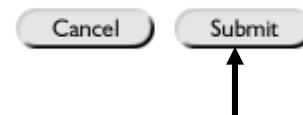
1. Click on the Course Availability Link



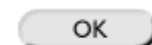
2. Click **Yes** on the *Make Course Available* radio button. Click **No** to make it unavailable.



3. Click on the *Submit* button.



4. Click on the *OK* button.



Make Specific Portions of Your Course Available (Or Unavailable) To Your Students.

1. Click on the control panel button



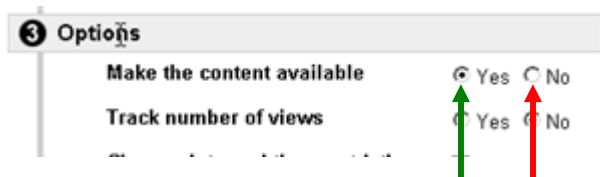
2. Select the content area that contains the content that you wish to make available or unavailable.



3. Click on the *Modify* button located to the right of the that you wish to make available or unavailable

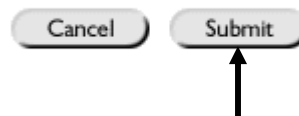


4. Scroll to the *Options* Section at bottom of the screen.

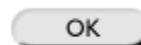


5. Select **Yes** or **No** on the *Make the Content Available* radio buttons panel.

6. Click on the *Submit* button.

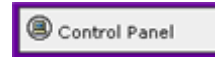


7. Click on the *OK* button.



Use Blackboard's Calendar Feature To Automatically Make Specific Portions Of Your Course Available (Or Unavailable) To Your Students

1. Click on the control panel button



2. Select the content area that contains the content that you wish to make available or unavailable.

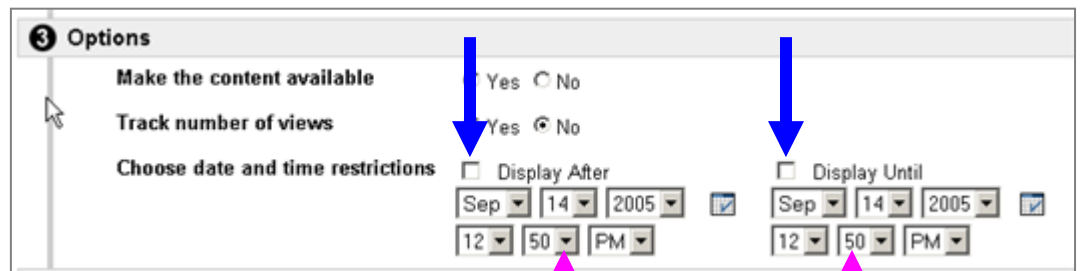


3. Click on the *Modify* button located to the right of the that you wish to make available or unavailable



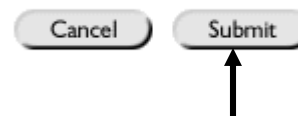
4. Scroll to the *Options* Section at bottom of the screen.

5. Click on the *Display After* and *Display Until* check boxes



6. Use the date and time drop-down menus to select the window that the content will be displayed.

7. Click on the *Submit* button.



8. Click on the *OK* button.

