

Managing Course Availability to Students



Blackboard Learn

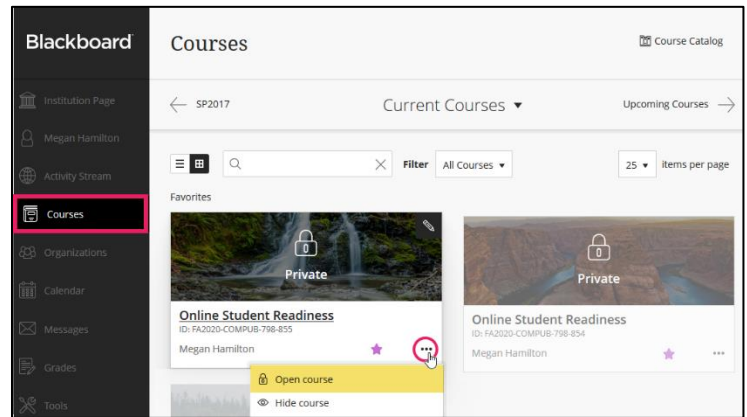
As of Fall 2020, students will be able to access their sections on their course's official start-date. However, faculty may choose to make courses available to students earlier than scheduled through the steps outlined on page 2.

To Open a Section on its Start Date

Faculty may open their courses to students **on the start-date** through their choice of workflow. Course start-dates have automatically pushed to courses through a process managed by the IT department.

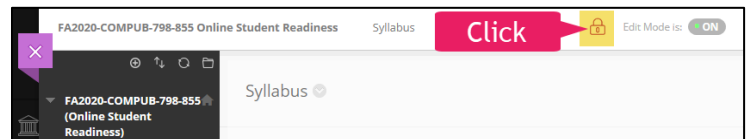
From the Courses Page

When viewing the Courses page, click a course's **More Options** icon **⋮**. Select **Open Course** to make the course available. Select **Make Course Private** to make it unavailable.



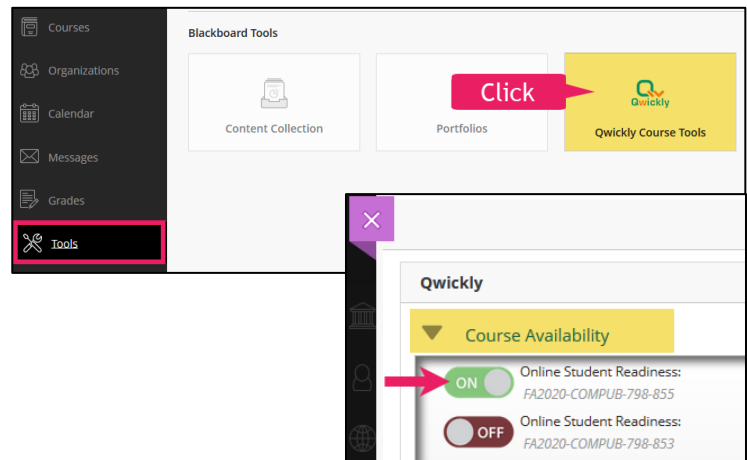
From Inside a Course

When viewing a content area page in a course, you will see a padlock icon in the top-right corner of the screen. Click on the padlock to unlock it and make the course available.



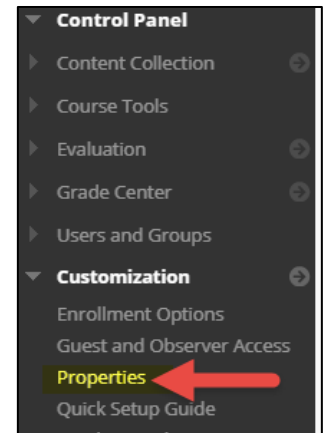
From the Qwickly Course Tools

To streamline course management, click the Tools link in Blackboard's base navigation. Then, select [Qwickly Course Tools](#). In Qwickly's Course Availability panel, click the on/off buttons to toggle availability on or off.

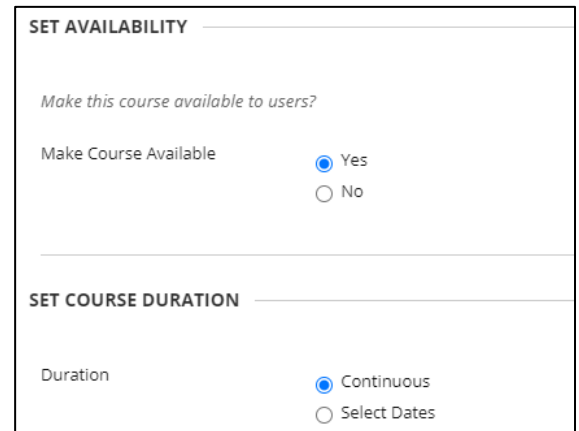


To Open a Section Earlier than its Start-Date

1. Access the course as an instructor. In the course's **CONTROL PANEL**, click **CUSTOMIZATION** and select **PROPERTIES**.



2. On the Properties page, scroll down to the **SET AVAILABILITY** section. Set **MAKE COURSE AVAILABLE** to **YES**. Scroll down to **SET COURSE DURATION** and set **DURATION** to **CONTINUOUS**.

A screenshot of a form with two sections. The first section is titled 'SET AVAILABILITY' and contains the text 'Make this course available to users?' followed by 'Make Course Available' with two radio buttons: 'Yes' (selected) and 'No'. The second section is titled 'SET COURSE DURATION' and contains the text 'Duration' with two radio buttons: 'Continuous' (selected) and 'Select Dates'.

3. When you are done, click **SUBMIT**.