

Changing a Course's Availability to Students

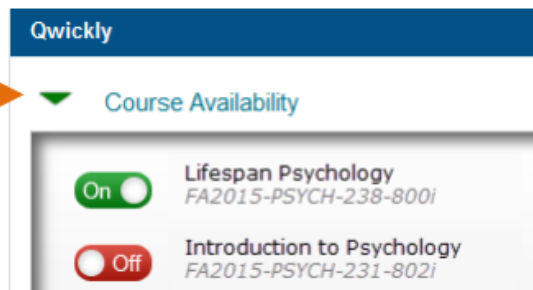
Blackboard Learn

All instructors manage the availability of their courses in Blackboard to students. Courses must be made available by their start date by using one (1) of the following tools when logged into Blackboard. Use whichever tool is most convenient for you.



Qwickly

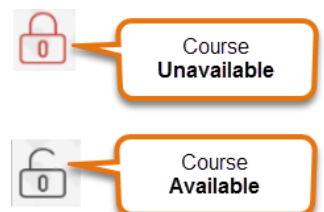
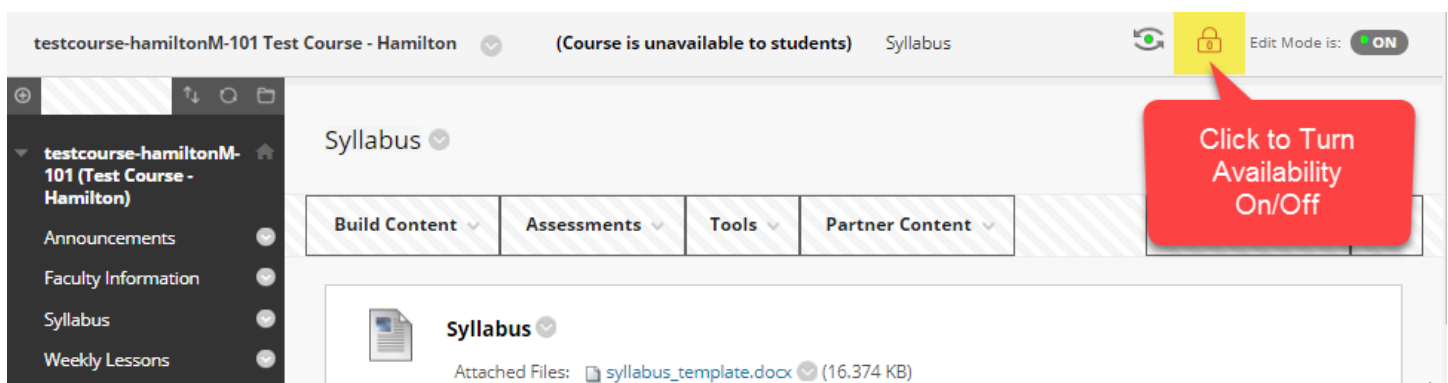
On the *Employee* page in Blackboard, you will find a [Qwickly module](#) containing tools to simplify the workflow of making courses available and sending course communications to one or more courses at a time. To manage a course's availability, follow these steps. The changes apply instantly, but refresh your page to update the *Course List*.

1. Click "Course Availability" menu.
2. Click course's on/off button.
3. Refresh the page.



Course Padlock

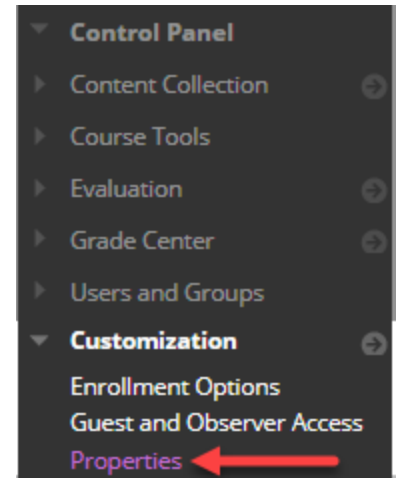
When viewing a module or content area, you will see a padlock icon in the top-right corner of the screen. If the padlock is locked , the course is **unavailable** to students. Click on the padlock to unlock it  and make the course available.



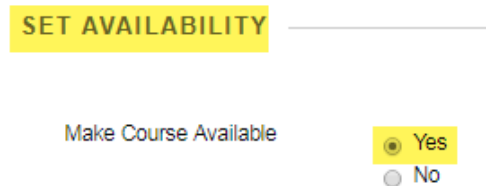
Course Properties

You may change course settings, such as course name and availability, through the course's Control Panel.

1. In your course, scroll down to your course's **CONTROL PANEL** located beneath your course's menu. Click on the Control Panel's **CUSTOMIZATION** menu and select **PROPERTIES**.



2. On the Properties page, scroll down to the **SET AVAILABILITY** section. Next to the words **MAKE COURSE AVAILABLE**, choose the desired availability setting (Yes or No).



3. Then, scroll down to the bottom of the page and click **SUBMIT** to save your changes.