

Managing Course Availability to Students



Blackboard Learn

As of Fall 2020, courses in Blackboard have start and end dates associated with them. Students can access an open course no sooner than its start date unless the instructor overrides this setting. **See page 2 of these instructions to open a course to students early.**

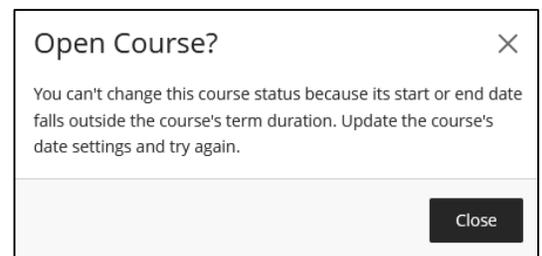
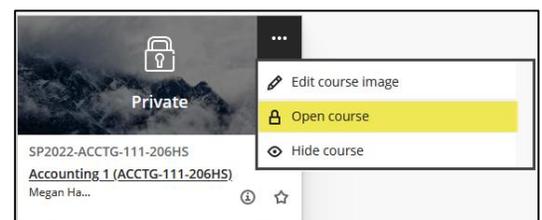
To Open a Section on its Start Date

Faculty may open their courses to students **on the assigned 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**. Alternatively, choose **Make Course Private** to make a course unavailable.

If an Open Course? duration warning appears, use the procedure on page 2 to release the course to students earlier than its start date.



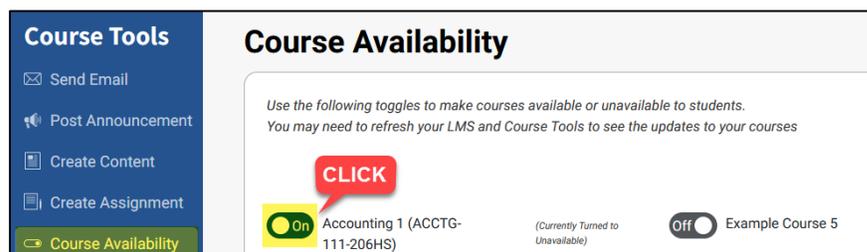
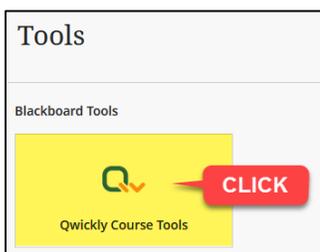
From Inside a Course

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 locked icon  to unlock it  and make the course available.



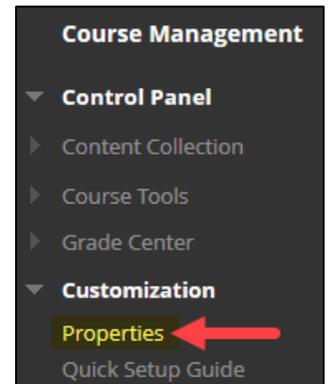
From Quickly Course Tools

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

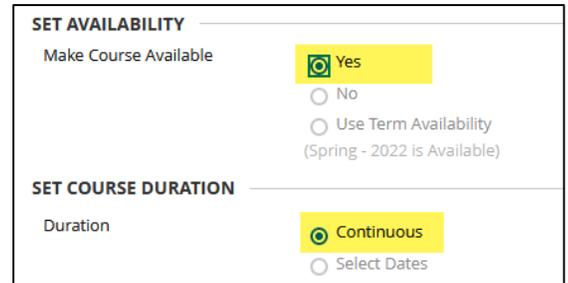


To Open a Section Earlier than its Start-Date

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



2. On the Properties page, scroll to the **SET AVAILABILITY** section.
 - a. Set **MAKE COURSE AVAILABLE** to **YES**.
 - b. Set **COURSE DURATION** and to **CONTINUOUS**.
 - c. When you are done, click **SUBMIT**.

A screenshot of a form with two sections. The first section is titled "SET AVAILABILITY" and contains the label "Make Course Available" followed by three radio button options: "Yes" (selected and highlighted in yellow), "No", and "Use Term Availability (Spring - 2022 is Available)". The second section is titled "SET COURSE DURATION" and contains the label "Duration" followed by two radio button options: "Continuous" (selected and highlighted in yellow) and "Select Dates".

3. The course will be available to students immediately. If you navigate back to the Courses page, **refresh your screen** to see the course status update.