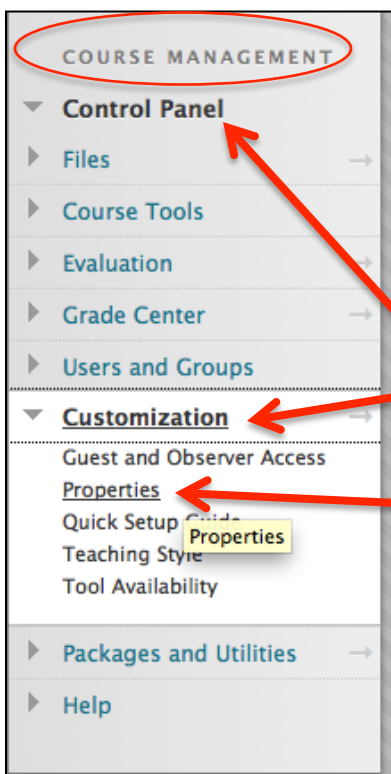
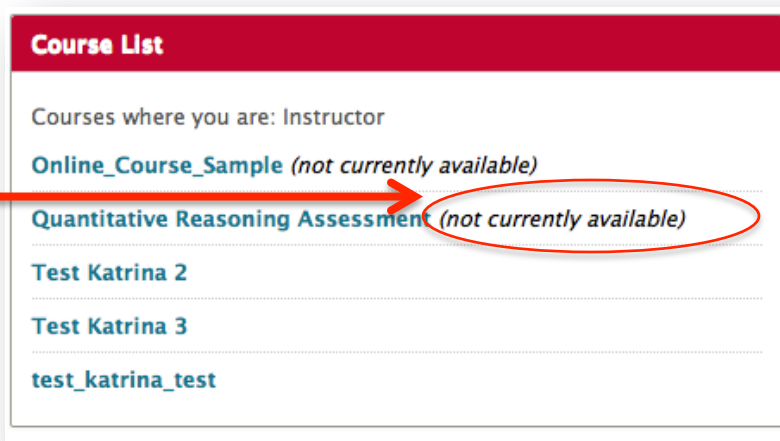


MAKE YOUR COURSE AVAILABLE IN BLACKBOARD*

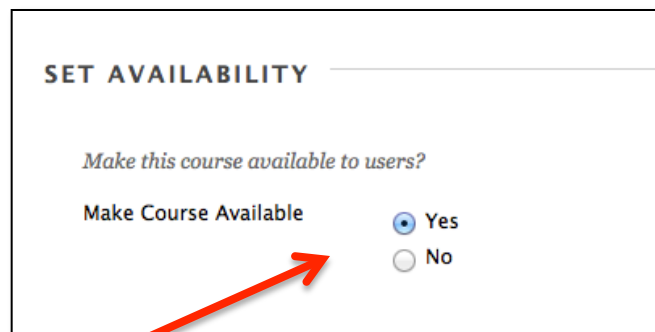
(see video tutorial at <https://youtu.be/oH4dCTIagPI>)

1. Login to Blackboard. Courses that are unavailable will show up in your Course List with the words “**not currently available**” by the name.



2. Click on an unavailable course. Go to the left sidebar and scroll down to the **COURSE MANAGEMENT** section.
3. Under **Control Panel**, click the arrow by **Customization**.

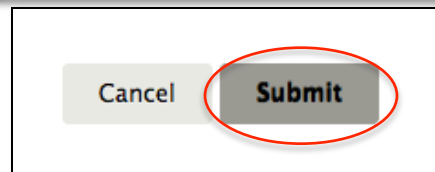
4. Click **Properties**.



5. On the Properties page, scroll down to **SET AVAILABILITY**

6. Click **Yes** next to Make Course Available

7. Scroll down to the bottom of the page and click **Submit**.



*Why this change? The new cloud-hosted Blackboard is integrated with our Student Information System. This means students are automatically enrolled and un-enrolled in Blackboard courses continuously (every hour) based on the Registrar’s add/drop data. Because of this, we want to make sure students are not able to view your course before you are ready to publish it or make it available. NOTE: the Nursing Department automatically makes all Nursing courses available at least three weeks before the term begins to comply with CCNE rules.