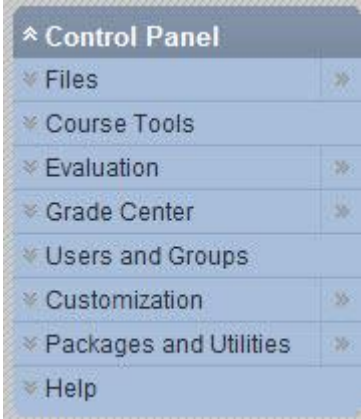



Making Your Course Available

The purpose of this document is to provide the steps necessary to make your course available at the beginning of the semester.

1	Log in to Blackboard.
2	Access the course that needs to be made available.
3	From the Control Panel , click Customization . <i>(This menu is located on the lower left hand side of the screen below the course content menu.)</i>
	 <p>A screenshot of the Blackboard Control Panel menu. The menu is titled 'Control Panel' and contains several options: Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The 'Customization' option is highlighted with a blue background and a right-pointing arrow.</p>
4	From the Customization menu, click Properties .
	 <p>A screenshot of the Blackboard Customization menu. The menu is titled 'Customization' and contains several options: Enrollment Options, Guest and Observer Access, Properties, Quick Setup Guide, Teaching Style, and Tool Availability. The 'Properties' option is highlighted with a blue background and a right-pointing arrow.</p>
5	From the Set Availability section, click to select the Yes radio button.

3. Set Availability

Make this course available to users?

Make Course Available

- Yes
 No

6

Submit

Click the **Submit** button at the top of bottom of the page. The course is now available to students.