### How do I make a course available or unavailable to students in Blackboard?

Courses created in Blackboard are available by default to Instructors, TA's, and Course Builders to allow time to work on course updates before students have access to it. Students cannot access a course set to Unavailable, but they will see it listed on their Courses page.

**NOTE:** If your students do not see the course after you've made it available, please verify the dates under Duration. A course will not be open to students until the actual date it is set to open. Faculty can change this to another date in Original courses.

Ultra courses must be manually updated by instructional technology. Please open an RT ticket.

## Tell Me

There are 3 ways to make your course available:

### OPTION #1

Set the course status from the Course list page.

Choose Open when you're ready for students to participate.

- Related FAQ -> What is the difference between course availability and course completion?

### OPTION #2 - NOT RECOMMENDED AT THIS TIME

Use the Make Available tool from your Original course's Home Page.

- Log into your course. By default, the Home Page is the first thing you will see.
- Click on the lock icon in the upper right corner.
  - When unavailable, the icon appears as a closed lock outlined in red.
  - When available, the icon appears as an black open lock outlined in black.

**NOTE:** This tool is ONLY available from the Home Page. If you change your course's landing page, you will not see this tool unless you go to the Home Page.

There is a bug in Blackboard where the lock will continue to display as unavailable and the instructor will receive an error message even if you use the Open Course method (#1 above) or change the course properties (#3 below). Blackboard is aware of this bug, but there is no ETA for when it will be fixed.

- Related FAQ -> Access Denied Error When Using Course Availability Lock Tool

### OPTION #3

Faculty can change this to another date in Original courses.

Ultra courses must be manually updated by instructional technology. Please open an RT ticket.

Related FAQ -> What is the difference between course availability and course completion?
Modify the course's properties.

- Select and log into the course
- Select **Customization** from the Control Panel (lower left side)
- Select **Properties**
- Scroll to property #3 ("Set Availability") and select "Yes"
- Scroll to the bottom of the page Click **Submit**

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