

## Setting Course Availability in Blackboard

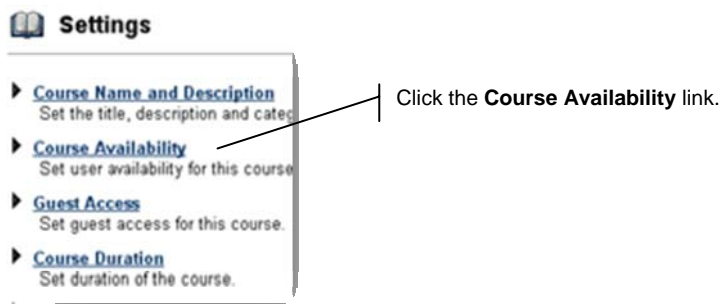
Setting **Course Availability** allows the instructor to make the entire course in Blackboard unavailable or available to students. If a course is unavailable, the link to the course is not visible from the student's My Blackboard page on the Blackboard site. Making a course unavailable will not affect any course materials, discussion boards or gradebook entries. Your course needs to be available for your students on the first day of your online class by 10:00 am. The instructor at their discretion makes hybrid and face-to-face classes available. If your course is not made available, the Online Learning Center will do it for you automatically. Your course should be made unavailable after your class ends. The On line Learning Center will make your course unavailable 30 days after your class ends if not already done so by you.

**Step 1:** Click on the "**Control Panel**" button (at bottom left of screen).

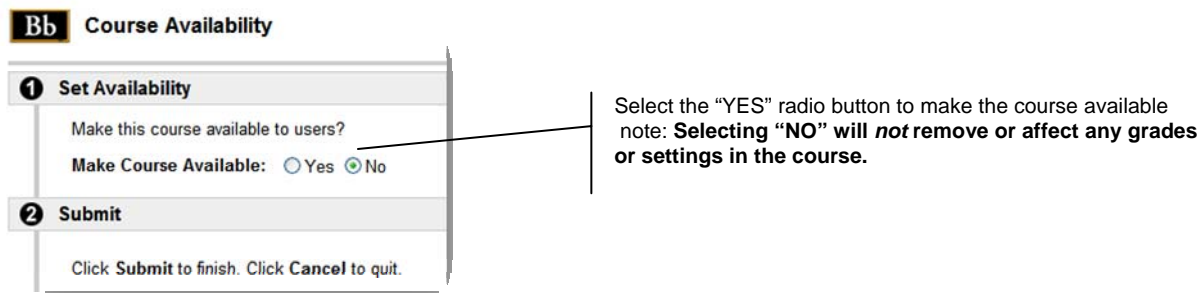
**Step 2:** Click the **Settings** link in the *Course Options area* of the Control Panel.



**Step 3:** Click the **Course Availability** link in the *Course Settings area*.



**Step 4:**



**Step 5:** Click the **Submit** button  to complete the process.