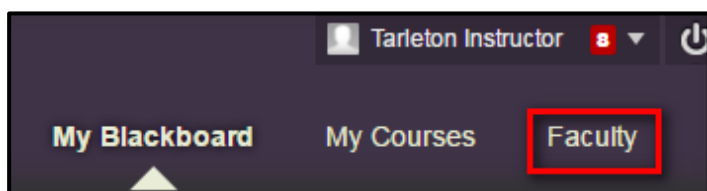


Making Your Course Un-Available in Blackboard

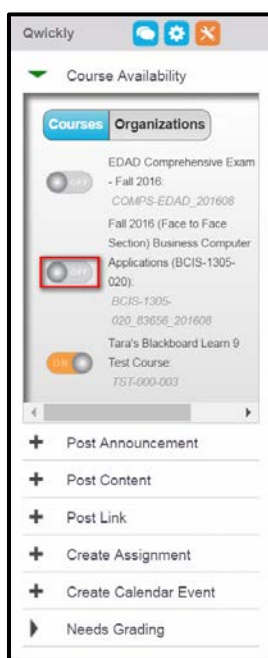
Blackboard courses from a previous semester will become un-available for students at the beginning of the new semester. If you would like your course to become un-available at earlier time, you have two options to consider for completion.

Option 1: Qwickly (located on the Faculty tab in Blackboard)

1. Upon login to Blackboard, select the Faculty tab (top right corner).

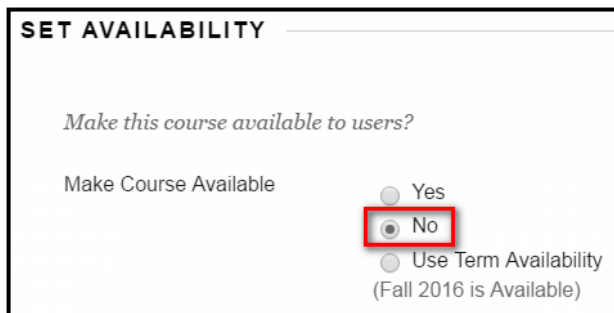


2. On the Faculty tab, locate the **Qwickly Module** on the bottom left of the page. Select **Course Availability** to display your course list. Toggle the On/Off Button to Make a Section Un-Available to Students. **On** = available to students **Off** = un-available to students



Option 2: Standard Blackboard Course Settings Approach

1. From the Control Panel in a Blackboard Course (left side navigation), select **Customization, Properties**.
2. Scroll down to SET AVAILABILITY area and select the **No** radio button next to **Make this course available to users?**

A screenshot of the 'SET AVAILABILITY' section in Blackboard. The title 'SET AVAILABILITY' is at the top left. Below it is the question 'Make this course available to users?'. Underneath, there are three radio button options: 'Yes', 'No', and 'Use Term Availability (Fall 2016 is Available)'. The 'No' radio button is selected and highlighted with a red rectangular box.

3. Select **Submit**.
4. The course will now be un-available for students to access.

If you have any questions about making your course un-available in Blackboard, please contact our Blackboard Support Team, give us a call at x1960 or toll-free 1(866)744-8900 – option #3 or email: support.citde@tarleton.edu