MAKING YOUR COURSE UN-AVAILABLE FOR STUDENTS

Please remember that Blackboard Learn 9 courses will not be removed at the end of the semester and will remain in the Blackboard system for 1.5 years (5 semesters) For the end of semester process, you will disable course access to your students through the following steps:

1. Login to the Blackboard Learn 9.1 server at http://blackboardlearn.tarleton.edu

2. Choose the course you want to make un-available on the right under My Courses

3. Choose “Customization” from the Control Panel you see on the left side of your course window

4. This will expand the Customization options. Choose “Properties” from the list.

5. Scroll down to the Set Availability (Number 3) section in the right pane.

6. Select “No” – Make the Course Available (Do not set course duration dates. Leave this set as Continuous.)

7. Scroll to the bottom of the page and select “Submit” to make your course un-available.

Students should no longer see your course listed in their My Courses section