MAKING YOUR COURSE AVAILABLE FOR STUDENTS

Please remember that in order for your students to see your course in Blackboard, you must make the course available. All courses are set as unavailable by default and will not be seen by students unless this change is made.

1. Login to the Blackboard Learn 9.1 server at http://blackboardlearn.tarleton.edu
2. Choose the course you want to make 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 “Yes” – 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 available.

Students should now see your course listed in their My Courses section.