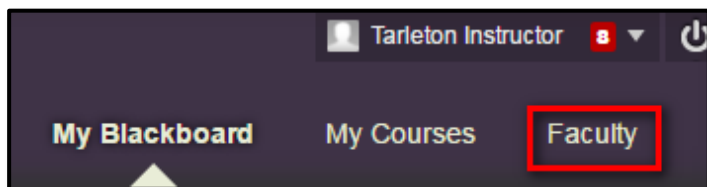


Making Your Course Available in Blackboard

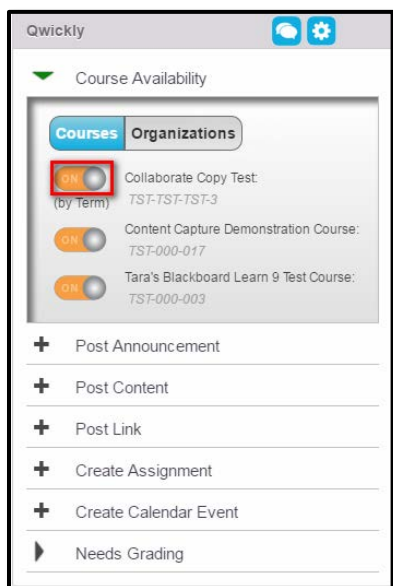
By default, a course will be unavailable to students. When you are ready for the course to be made available for students, you have two options to consider.

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

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

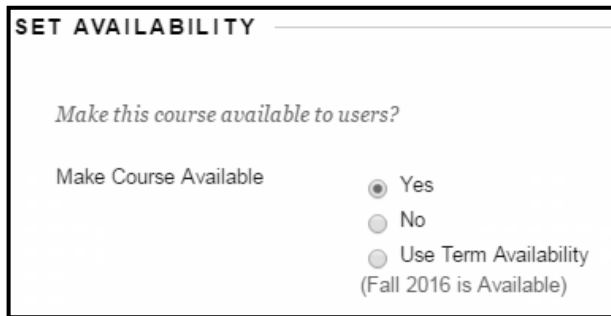


2. On the Faculty tab, locate the **Qwickly Module** on the bottom left of the page. Select **Course Availability** to display your course list. Toggle the On/Off Button to Make a Section Available to Students.



Option 2: Standard Blackboard Course Settings Approach

1. From the Control Panel, select **Customization, Properties**.
2. Scroll down to SET AVAILABILITY area and select the **Yes** radio button next to **Make this course available to users?**

A screenshot of the 'SET AVAILABILITY' section in a Blackboard course control panel. The section title is 'SET AVAILABILITY'. Below the title is the question 'Make this course available to users?'. Underneath, there is a label 'Make Course Available' followed by three radio button options: 'Yes' (which is selected), 'No', and 'Use Term Availability (Fall 2016 is Available)'.

SET AVAILABILITY

Make this course available to users?

Make Course Available

Yes

No

Use Term Availability
(Fall 2016 is Available)

3. Select **Submit**.
4. The course will now be available for students.

If you have any questions about copying your course or making your course 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