



# Flexible Learning - Blackboard

## Making a Course Available to Students

For students to be able to access course material a course must first be **made available** by the instructor. This document will outline how to make Blackboard courses available to students.

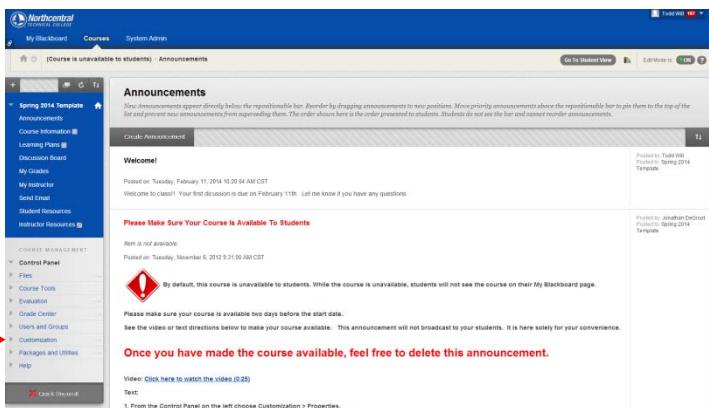
**NTC expects** instructors to make courses available **two days before** the official start date of the course. To make courses available, follow the directions below:

- Access the course that needs to be made available
- In the Control Panel, click on **Customization**
- Select **Properties**
- In **Set Availability (#3)**, select **Yes** for **Make this course available** (see below)

**3. Set Availability**

*Make this course available to users?*

Make Course Available  Yes  No



A screenshot of the Blackboard Control Panel. On the left, a sidebar lists 'Control Panel' with options like 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', and 'Help'. A red arrow points from the 'Customization' link in the list to the 'Customization' link in the main content area. The main content area shows an announcement titled 'Please Make Sure Your Course Is Available To Students'. It includes a note that the course is currently unavailable, a warning about default course unavailability, and a message about making the course available two days before the start date. A red box highlights the 'Once you have made the course available, feel free to delete this announcement' message.

- Scroll down and click **Submit**
- The course will now be available to students

## Checking Course Availability

To check to see if your course is available to students see the directions below:

- Click on the **My Blackboard** link
- Courses that are **not available** are designated as such in the **My Courses** area



A screenshot of the Blackboard 'My Courses' page. It shows two course entries: '2014 Spring: Pharmacology Allied Health 01A' and '2012 Fall: Database Applications (unavailable)'. The 'Database Applications' course is highlighted with a red box around the '(unavailable)' status.