

# 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:

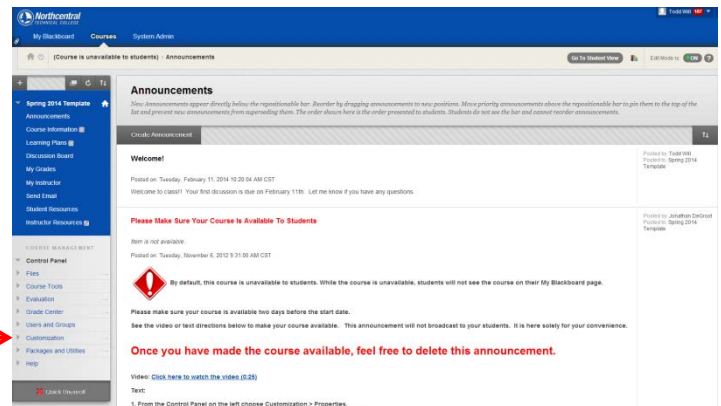
- Access the course that needs to be made available
- In the Control Panel, click on **Customization**
- Select **Properties**
- In **Set Availability (#3)**, select **Yes** for **Make this course available** (see below)

**3. Set Availability**

*Make this course available to users?*

Make Course Available ☐ Yes  
☒ No

- 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

