

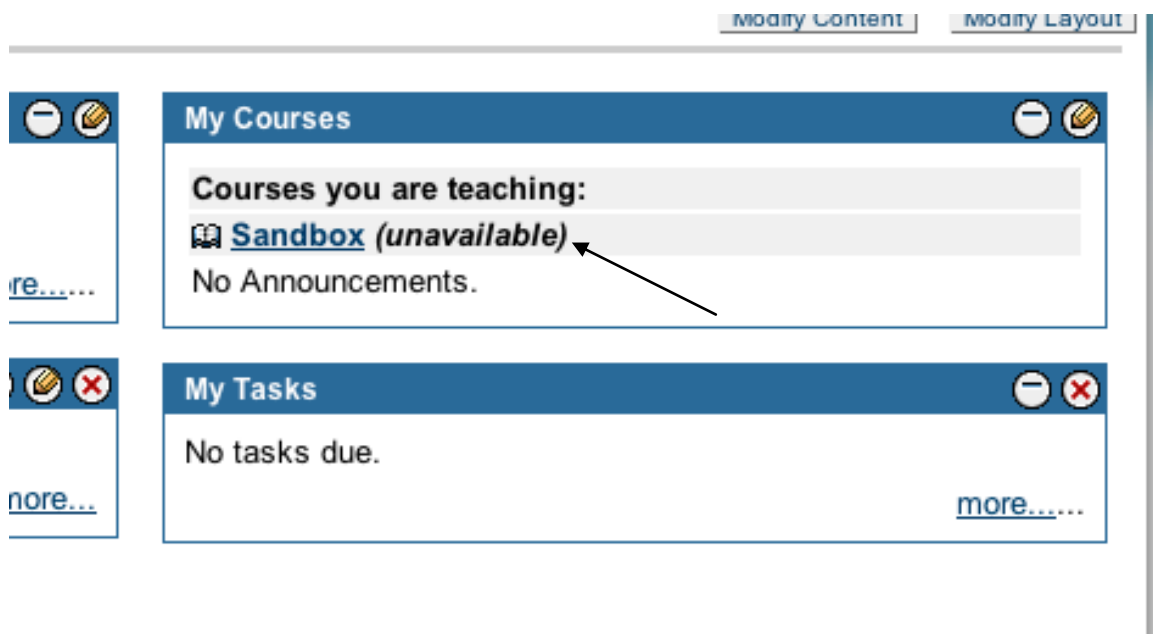
## How to turn on your course in Black Board 7

Many times instructors come to us and say “none of my students can see my course in Blackboard” and many times the course has yet to be turned on by the instructor.

Blackboard keeps your course unavailable to students till you turn it on. This allows IT to enroll students in your course but keep it hidden from them while you are developing.

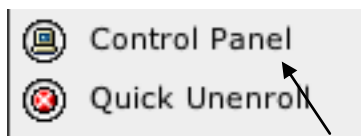
When you are ready to start sharing your course and using it in your class you will have to turn it on so that students can have access.

A good indication that a course has not been turned on is the word (unavailable) in parentheses next to the course name. This appears under My Courses on the first page of Blackboard after you login.



Turning a course on is a really simple procedure.

1. You will need to be logged into Blackboard and be inside the course that you would like to turn on.
2. In the left hand column, under the navigation buttons you should see a link for the Control Panel. Click on this link



3. On the next screen you will see a bunch of links. Find the Settings link under the Course Options heading. Click on the Settings link.

<b><u>Discussion Board</u></b>	
<b><u>Course Options</u></b> ←	
<b><u>Manage Course Menu</u></b>	<b><u>Course Copy</u></b>
<b><u>Course Design</u></b>	<b><u>Import Course Cartridge</u></b>
<b><u>Manage Tools</u></b>	<b><u>Import Package</u></b>
<b><u>Settings</u></b> ←	<b><u>Export Course</u></b>
<b><u>Recycle Course</u></b>	<b><u>Archive Course</u></b>

4. You should now see a long list of settings. Find the Course Availability link and click on it.

- ▶ **Course Availability** ←  
Set the availability of the course.
- ▶ **Guest Access**  
Set guest access for the course.
- ▶ **Course Duration**  
Set the duration of the course.
- ▶ **Enrollment Options**  
Set the enrollment options in the course.
- ▶ **Categorize Course**  
Categorize the course in the course Catalog.

5. In this next screen change the No to a Yes under Make Course Available. You will also need to hit the Submit button, which was too far to right to be seen in this screen shot. The Submit button is on the far right hand side of the screen.

**1 Set Availability**

Make this course available to users?

**Make Course Available:**  Yes  No

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

After hitting submit you should have made your course available to your students.