Making Courses Available (Admin)

**OPTION #1**
Set the course status from the Course list page by clicking on the three dots to the right of the star.
Choose Open when you are ready for students to participate.

**OPTION #2**
Use the Make Available tool from your Original course's Home Page.
- Log into your course. By default, the Home Page is the first thing you will see.
- Click on the lock icon in the upper right corner.
- When unavailable, the icon appears as a closed lock outlined in red.
- When available, the icon appears as a black open lock outlined in black.

**NOTE:** This tool is ONLY available from the Home Page. If you change your course's landing page, you will not see this tool unless you go to the Home Page.
There is a bug in Blackboard where the lock will continue to display as unavailable and the instructor will receive an error message even if you use the Open Course method (#1 above) or change the course properties (#3 below). Blackboard is aware of this bug, but there is no ETA for when it will be fixed.

**OPTION #3**
Modify the course's properties.
- Select and log into the course
- Select **Customization** from the Control Panel (lower left side)
- Select **Properties**
- Scroll to property #3 ("Set Availability") and select “Yes”
- Scroll to the bottom of the page Click **Submit**
OPTION #4 (Admin Panel: Courses)

Click on Admin from the Landing Page.
- Select Courses
- Search for the course.
- Open the pulldown menu next to the course and select Edit
- Scroll to Availability and change:
  - Availability to Yes
  - Duration to Continuous
- Scroll to the bottom of the page Click Submit
OPTION #5 (Admin Panel: Terms)

Click on Admin from the Landing Page.
- Select Terms
- Search for the Term.
- Open the pulldown menu next to the Term and select Edit
- Scroll to Availability and change:
  - Availability to Yes
  - Duration to Continuous
- Scroll to the bottom of the page
Click Submit

NOTE: This will make ALL courses in this term Available.

To see all courses enrolled in the term:
- Open the pulldown menu next to the Term and select View Courses