

Students Can't Access the Course!

“I can see records of students in my Scheduled Blackboard course roster, but students say they can't access my course. What's wrong?”

Related FAQ -> [Course, How do I make a course available or unavailable to students?](#)

If your students can log into Blackboard but can't see your course, you may have forgotten to make the course available. To make the course available:

1. In the *Control Panel*, click Customization
2. Click Properties
3. Under section 3, *Set Availability*, set *Make Course Available* to Yes
4. Click the Submit button

Without this step, students enrolled in your course cannot access the course.

How can I gain access to a course in Blackboard that was taught by another Faculty Member?

The instructor of record, and anyone else with the role of “instructor” has the ability to grant access to a course to other faculty and staff members. To do so, see how to [Add Users](#).

Also, each school has a local Blackboard admin who can enroll users.

Sharing course materials between BCM faculty members is subject to the [BCM Intellectual Property Policy](#). *Note: ownership of course

materials created in collaboration with other departments, is retained by BCM.

Do I have to grant student access to all materials on my Blackboard site?

No. One great feature of Blackboard is the ability to add documents to a course and make them currently unavailable to students. When adding a folder or item, Blackboard will ask: "Permit Users to View this Content." Answer NO to hide the material. When you want to make it available, click the Action Link next to the item and choose Edit. Change the selection for *Permit Users to View this Content* to Yes and click the Submit button. You can also select specific dates you want the document available for students. Additionally, the Faculty Member can set restrictions through Date and Time Restrictions on who may access files and when.

**Always set Track Number of Views to Yes. It's better to have the document or item gathering data from the start than not have it checked and you need that data later.*