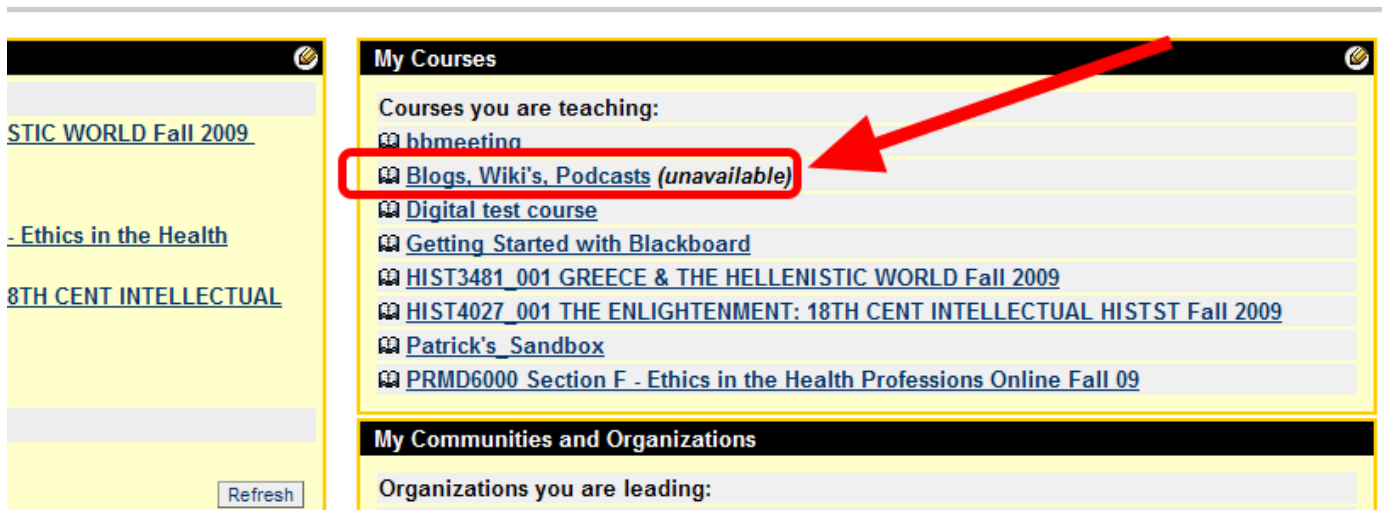


# Making Your Course Available to Students in Blackboard

1. By default your course is unavailable to students. Notice "(unavailable)" below



2. To make your course available, login to the course & click on control panel



### 3. Click Settings

Content Areas	
<a href="#">Syllabus</a>	<a href="#">Tests/Quizzes</a>
<a href="#">Documents</a>	<a href="#">External Links</a>
<a href="#">Lectures</a>	
<a href="#">Assignments</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Messages</a>
<a href="#">Course Calendar</a>	<a href="#">Course Health Check</a>
<a href="#">Staff Information</a>	<a href="#">Advanced Group Management</a>
<a href="#">Tasks</a>	<a href="#">Blackboard Scholar®</a>
<a href="#">Send Email</a>	<a href="#">Configure Wiki Tool</a>
<a href="#">Discussion Board</a>	<a href="#">Assess Wikis</a>
<a href="#">Collaboration</a>	<a href="#">Recycle Wikis</a>
<a href="#">Digital Dropbox</a>	<a href="#">SafeAssign</a>
<a href="#">Glossary Manager</a>	

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Course Copy</a>
<a href="#">Course Design</a>	<a href="#">Import Package</a>
<a href="#">Manage Tools</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	<a href="#">Archive Course</a>
<a href="#">Recycle Course</a>	

User Management
<a href="#">List / Modify Users</a>
<a href="#">Create User</a>
<a href="#">Batch Create Users</a>

Assessment
<a href="#">Test Manager</a>
<a href="#">Survey Manager</a>
<a href="#">Pool Manager</a>
<a href="#">Course Statistics</a>

Help
<a href="#">Support</a>
<a href="#">Manual</a>

### 4. Click course availability

BLOGS, WIKI'S, PODCASTS (PATRICK8000) > CONTROL PANEL > SETTINGS



## Settings

- ▶ [Course Name and Description](#)
  - ▶ [Course Availability](#)
  - ▶ [Guest Access](#)
  - ▶ [Course Duration](#)
  - ▶ [Enrollment Options](#)
  - ▶ [Categorize Course](#)
  - ▶ [Course Entry Point](#)
  - ▶ [Observer Access](#)
  - ▶ [Set Language Pack](#)
-

## 5. Click yes on course availability

[BLOGS, WIKI'S, PODCASTS \(PATRICK6000\)](#) > [CONTROL PANEL](#) > [SETTINGS](#) > COURSE AVAILABILITY



### Course Availability

#### 1 Set Availability

Make this course available to users?

Make Course Available:  Yes  No

#### 2 Submit

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

## 6. Click submit

[BLOGS, WIKI'S, PODCASTS \(PATRICK6000\)](#) > [CONTROL PANEL](#) > [SETTINGS](#) > COURSE AVAILABILITY



### Course Availability

#### 1 Set Availability

Make this course available to users?

Make Course Available:  Yes  No

#### 2 Submit

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

Cancel

Submit

## 7. You should receive a confirmation

[BLOGS, WIKI'S, PODCASTS \(PATRICK8000\)](#) > [CONTROL PANEL](#) > [SETTINGS](#) > [COURSE AVAILABILITY](#)

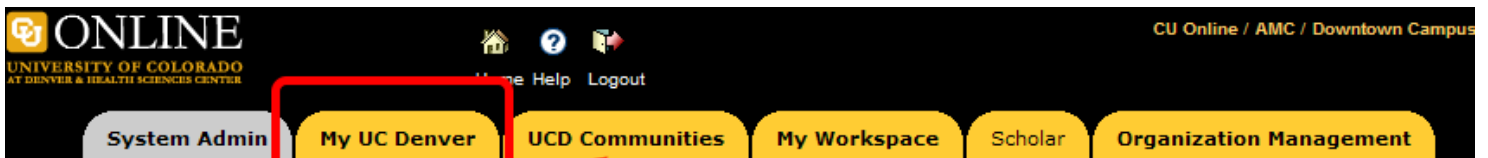


### Course Availability

**Receipt: Success**  
Settings have been updated: Blogs, Wiki's, Podcasts.

2009-10-27 11:25:27 AM

## 8. To confirm your course is "Available", click on the My UC Denver Tab



[BLOGS, WIKI'S, PODCASTS \(PATRICK8000\)](#) > [CONTROL PANEL](#) > [SETTINGS](#) > [COURSE AVAILABILITY](#)



### Course Availability

**Receipt: Success**  
Settings have been updated: Blogs, Wiki's, Podcasts.

2009-10-27 11:25:27 AM

OK

## 9. Check to see that the (unavailable) is no longer displayed

#### What's New

Courses you are teaching:

- 097\_HIST3481\_001\_D1: HIST3481\_001 GREECE & THE HELLENISTIC WORLD Fall 2009
- STUDENT\_TUTORIAL: Getting Started with Blackboard
- PL7788: bbmeeting
- PRMD6000\_ETHICS\_SECTIONF\_FALL09: PRMD6000 Section F - Ethics in the Health Professions Online Fall 09
- 097\_HIST4027\_001\_D1: HIST4027\_001 THE

#### My Courses

Courses you are teaching:

- bbmeeting
- Blogs, Wiki's, Podcasts**
- Digital test course
- Getting Started with Blackboard
- HIST3481\_001 GREECE & THE HELLENISTIC WORLD Fall 2009
- HIST4027\_001 THE ENLIGHTENMENT: 18TH CENT INTELLECTUAL HISTST Fall 2009