

## Blackboard Learn (Ver. 9) - Setting Course Availability

Setting course availability is a feature you have the authority on Blackboard to undertake yourself. If you wish to have this procedure taken care of for you please submit your request using the College **TrackIt** system; select **IT** as the **Type**, **Server Applications** as the **Subtype**, and **Blackboard** as the **Category**.

### Setting Course Availability Yourself:

1. Open the course you want to effect
2. Perform the following selections from the **Control Panel**
  - > Select **Customization**
  - > then **Properties**
  - > choose desired availability option

The screenshot displays the Blackboard Learn interface for a course titled 'Computer Applications I - Fall 09'. The left sidebar shows the 'Control Panel' with 'Customization' selected, and 'Properties' highlighted with a red arrow. The main content area is divided into three sections: 1. Name and Description, 2. Classification, and 3. Set Availability. In the 'Set Availability' section, the question 'Make this course available to users?' is followed by a yellow button labeled 'Make Course Available' and two radio buttons: 'Yes' (selected) and 'No'. A red arrow points to the 'Yes' radio button.

- > then scroll down to the bottom of this window and select the **Submit** button

A close-up of the bottom of the window showing two buttons: a yellow 'Cancel' button and a blue 'Submit' button. A red arrow points to the 'Submit' button.