

Setting Course Availability in Blackboard

Setting **Course Availability** allows the instructor to make the entire course in Blackboard unavailable or available to students. If a course is unavailable, the link to the course is not visible from the student's My Blackboard page on Blackboard. Making a course unavailable will not affect any course materials, discussion boards or gradebook entries.

Step 1: Click on the **"Control Panel"** button (at bottom left of screen).

Step 2: Click the **Settings** link in the *Course Options* area of the Control Panel.



Step 3: Click the **Course Availability** link in the *Course Settings* area.

Settings

- ▶ [Course Name and Description](#)
Set the title, description and category
- ▶ [Course Availability](#)
Set user availability for this course
- ▶ [Guest Access](#)
Set guest access for this course.
- ▶ [Course Duration](#)
Set duration of the course.

Click the **Course Availability** link.

Step 4: Select the **"No"** radio button to make the course unavailable
note: this will *not* remove or affect any grades or settings in the course.

1 Set Course Availability

Do you want this course available to users?

Make Course Available: Yes No

Step 5: Click the **Submit** button to complete the process.