**CLEAR**   **Faculty Tip Sheet**
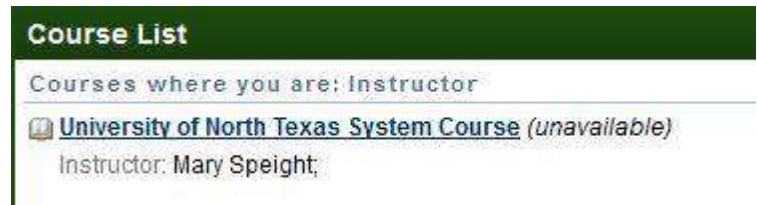
**Blackboard** learn+

### Making Your Course Available

By default, your course is unavailable to your students enrolled. The word *unavailable* will appear next to your course title. Students cannot access unavailable courses regardless of the term's start date and end date. In order for your students to see the course on their course list on the first day of the semester, you'll need to change the course's availability.

**Course List**

Courses where you are: Instructor

📖 **University of North Texas System Course** *(unavailable)*
Instructor: Mary Speight;

1. From the **Control Panel**, expand the **Customization section,** and select **Properties**.
2. On the **Properties** screen, change the course availability under option 2 to **Use Term Availability** (or **Yes**).

**1.   Classification**

| | |
|---|---|
| Subject Area | Education |
| Discipline | Higher Education |

**2.   Set Availability**

Make this course available to users?

Make Course Available
- Yes
- ● No
- Use Term Availability
(Spring 2013 is Available)

**3.   Set Course Duration**

Duration          Start Date: Monday, January 14, 2013
                  End Date: Friday, May 17, 2013

**Control Panel**
- Content Collection »
- Course Tools
- Evaluation »
- Grade Center »
- Users and Groups
- **Customization** »
  - Guest and Observer Access
  - Properties
  - Quick Setup Guide
  - Teaching Style
  - Tool Availability
- Packages and Utilities »
- Help

After you've made this change, your course title will reflect the date that the students will be able to access your course. Changing this setting will not allow students to access your course until the term start and end dates listed under **Duration**. The term duration is automatically set beginning on the first date of the semester and ending on week after final exams.

**UNT**
UNIVERSITY OF NORTH TEXAS
A green light to greatness.