

Making Your Course Available

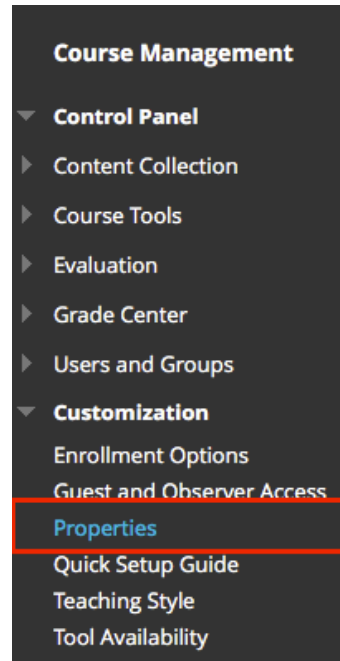
From your Blackboard portal, you will see the classes your department has told the GVSU Registrar's office you are teaching. All courses are automatically marked as "unavailable" until the instructor makes them available to their students. This allows the instructor to build content and then when he/she is ready, they can activate (make available) the course to their students. Please note you will need to follow these instructions for every course you are teaching.

Step 1: Go to the course you wish to make available.

Step 2: Go to the **Control Panel**.

Step 3: Select **Customization**.

Step 4: Select **Properties**.



In Control Panel section open Customization and select Properties

Step 5: Scroll to Set Availability and Select **Yes** next to “**Make Course Available**”.

SET AVAILABILITY

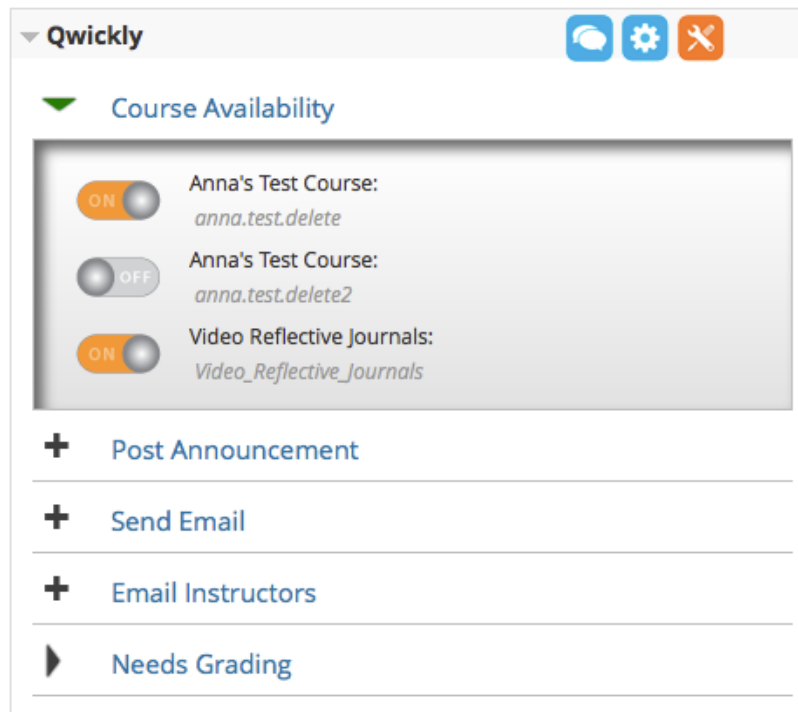
Make this course available to users?

Make Course Available ☒ Yes ☐ No

Under Set Availability select Yes next to Make Course Available

Step 6: Keep other settings such as Duration, Category, and Language at the Default choices. Step 7: Click the **Submit** Button.

The Qwickly module can also be used to make your courses available. This module will be on your myBB page. With this module you can make all of your courses available at once.



Students can now view your Blackboard course.

The class lists are automatically uploaded and refreshed daily.

***Note:** If you are missing courses in your 'My Courses' section, please contact the person in your department who acts as liaison to the Registrar's office. Once the Registrar's Office has the teaching assignment in Banner, Blackboard will reflect the change within 12 hours.