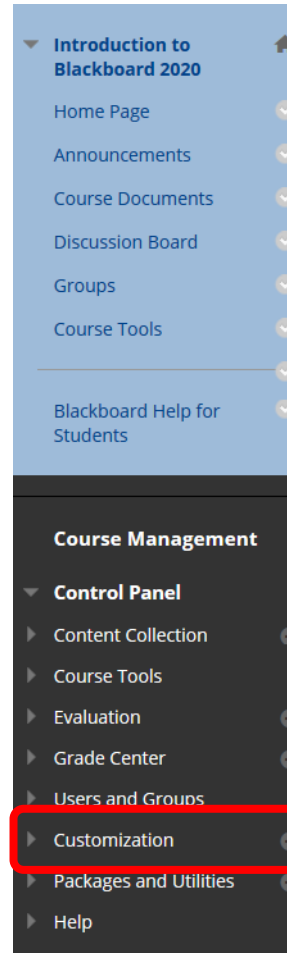




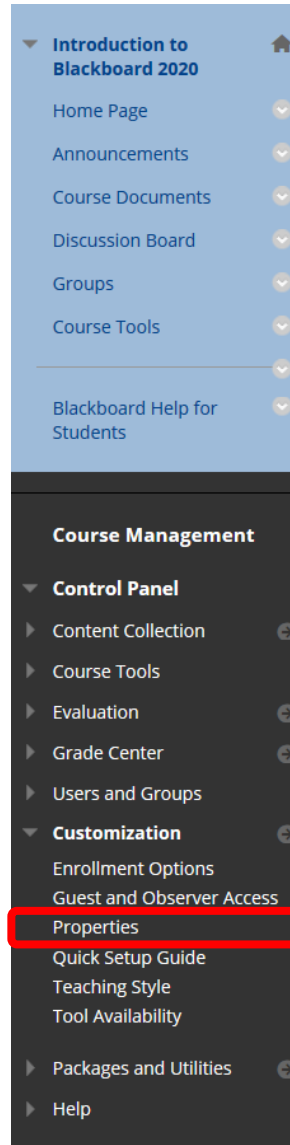
**How to Make Your Course
Available on Blackboard**

1. Log in to the course on Blackboard, and locate your **Course Management** menu on the left of the webpage.

Left-Click **Customization**.



2. Click ***Properties*** from the new list of options under ***Customization***.



3. Locate the **Set Availability** section of the webpage. Select **Yes** for **Make Course Available**.

Click **Submit** on the bottom right to finalize the process.

Introduction to Blackboard 2020

Home Page

Announcements

Course Documents

Discussion Board

Groups

Course Tools

Blackboard Help for Students

Course Management

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Enrollment Options

Guest and Observer Access

Properties

Quick Setup Guide

Teaching Style

Tool Availability

Packages and Utilities

Help

Quick Unenroll

Properties

Properties control the functional settings of your course. Fields marked with an asterisk are required. [More Help](#)

* Indicates a required field.

NAME AND DESCRIPTION

* Course Name

Course ID BAR01_INTRO_TO_BB_2020

Description

Term 2020 Spring Term (BAR01)

CLASSIFICATION

Subject Area

Discipline

SET AVAILABILITY

Make this course available to users?

Make Course Available Yes

No

Use Term Availability (2020 Spring Term (BAR01) is Available)

Click **Submit** to proceed.

Cancel Submit

SET AVAILABILITY

Make this course available to users?

Make Course Available Yes

No

Use Term Availability (2020 Spring Term (BAR01) is Available)

Click **Submit** to proceed.

Cancel **Submit**