Making a Course Available & Unavailable in Blackboard Learn

- Step-by-Step

✓ When courses are created by Banner, almost always they are set by default to unavailable, meaning that students will not be able to see the course until the instructor changes the settings to available. This is done in order to give instructors time to build their courses before classes start and to limit any potential confusion from students. For this tutorial, a course has been set to unavailable, which is shown in the screenshot below on the My Blackboard page of Learn.

✓ To change the course so it is available to students, click on the course link in the My Courses listing.
1. **Locate** the grey, Course Management menu and **click** on the **Customization** link

   ![Course Management Menu]

   - The menu will expand and **click** on **Properties**

   - **Locate** section 2 on the **Properties** page and for set availability, **click Yes**

2. **Set Availability**

   - **Make this course available to users?**
     - **Make Course Available**
     - ![Yes/No Toggle]

   - **Click** the **Submit** button to confirm the settings change

   - **Click** on the **My Blackboard** tab will confirm that the course is now set available
✓ As a note, an instructor can change their course’s availability as many time as they need to