

OAT

Blackboard Cookbook

Recipe #3

Make Your Blackboard Course Available

Office of Academic Technology
Spring Arbor University
2009

Make Your Blackboard Course Available

RESULTS: Serves all students in the course.

TIME: Approx. 90 seconds

Why this is important:

By default all Blackboard course shells are “unavailable”, and must be made “available” in order for students to have access to your courses.

Unavailable courses are not visible to students either in Blackboard or in the MySAU portal.

Blackboard courses are ALWAYS visible to instructors enrolled in the course even if the course is unavailable to students.

Making your course available takes only a few mouse clicks, and is illustrated in the following instructions.

WARNING:

Independent accomplishment of this minor task may result in feelings of happiness, smug satisfaction, and/or euphoria, as well as scattered applause and “attaboys” from OAT & Help Desk Staff.

Make Your Blackboard Course Available

1 Click "Control Panel".

2 Click "Settings" (in *Course Options*).



3 Click "Course Availability".

- ▶ [Course Name and Description](#)
- ▶ [Course Availability](#)
- ▶ [Guest Access](#)
- ▶ [Course Duration](#)
- ▶ [Enrollment Options](#)
- ▶ [Categorize Course](#)
- ▶ [Course Entry Point](#)
- ▶ [Observer Access](#)
- ▶ [Set Language Pack](#)

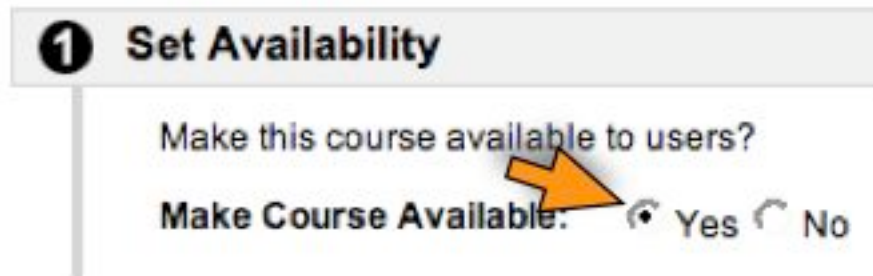
Continued . . .

- 4 Click the "Yes" radio-button.

1 Set Availability

Make this course available to users?

Make Course Available: Yes No



- 5 Click the "Submit" button.

You are done!

NOTE: If you select the "No" radio button to make the course unavailable to students it remains visible (available) to the instructor(s). Making a course unavailable will *not* remove or affect any grades or other settings in the course.

Frequently Asked Questions

Q1. Why do I have to turn on my Blackboard course?

A1. By default, all Blackboard course shells are unavailable when created. This gives faculty the option of developing the materials in their course shell before making it public.

Q2. Why can't the Help Desk do this for me?

A2. Faculty have been given the responsibility: 1) Because of the simplicity of the task, and 2) to make more effective use of the SAU Help Desk staff resources.

Q3. Why do I have to copy my own Blackboard courses?

A3. See A2.

Q4. Are there more "Recipes" available to Faculty? Where can they be found?

A4. Actually that's 2 questions, but, Oh well. Yes, there are many more. See the OAT Web site <http://www.arbor.edu/oat> for a link to the plethora (yes, I said "plethora") of resources cooked up especially for SAU faculty.

Q5. What if I need help beyond the instructions provided in this recipe?

A5. Depends on your medical coverage. Just Kidding! If you need additional help simply contact an OAT staff person:

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Jason Archer x1707 jarcher@arbor.edu

Upcoming OAT Blackboard Recipes
See your OAT Megastore for details

Title	Price
Copy your course	2¢
Add an announcement	2¢
Add documents to a course	\$199.95
Add assignments to gradebook	¥75.50
Manage the course menu	Tickets to a Pistons home game
Using Threaded Discussion	Currently being evaluated by Lloyds of London

**THIS
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OAT

Developers of Gourmet Blackboard Recipes
Since 2007

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