

## Purpose

This is a guide for making a course available in Blackboard 6x.

## Procedure/How To/Details

1. Open a web browser and navigate to classes.uaf.edu
2. Log in
3. Select the link to the course you wish to make available
4. Click the Control Panel link
5. Click the Settings link



The screenshot shows the 'Course Availability' settings page in Blackboard. The breadcrumb trail is 'COURSES > BLACKBOARD TRAINING > CONTROL PANEL > SETTINGS > COURSE AVAILABILITY'. The page title is 'Course Availability'. There are two sections: '1 Set Availability' and '2 Submit'. In the 'Set Availability' section, there is a question 'Make this course available to users?' and a 'Make Course Available:' field with radio buttons for 'Yes' (selected) and 'No'. In the 'Submit' section, there is a message 'Click **Submit** to finish. Click **Cancel** to quit.' and two buttons: 'Cancel' and 'Submit'.

6. Click the Yes radio button in section 1
7. Click the Submit button



The screenshot shows a success message in Blackboard. The breadcrumb trail is 'COURSES > BLACKBOARD TRAINING > CONTROL PANEL > SETTINGS > COURSE AVAILABILITY'. The page title is 'Course Availability'. The message text is 'Receipt: Success  
Settings for **Blackboard Training Fall 2005** have been updated.  
2007-01-31 04:14:13 PM'. There is an 'OK' button at the bottom right.

8. You should see a success message similar to the one above
  - a. If so click the **OK** button
  - b. If not please call the Help Desk at 474 6564 or email help@alaska.edu
9. Continue administering your course
10. Log out of Blackboard