## Course Availability

Learning Objective

This document describes the status of course shells and instructs faculty how to activate course content for student engagement.

All Blackboard course shells are *unavailable* to students until activated by the instructor of record. On the course roster the italicized *course not available* means that while faculty can see and access the course students cannot. There are **two ways** to activate a course for student use and we suggest using the first, Qwickly, because it is the easiest.
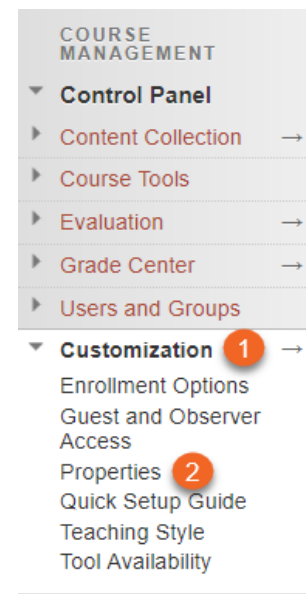
1. Qwickly

On Blackboard landing page find the Tools menu in the far left. Select the link titled **Faculty: Set Course Availability**
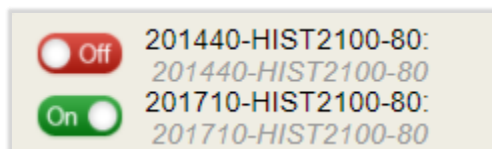
Click the button on the left – On means the course is available to students

2. Within the course shell

On the Control Panel (beneath the course menu) select **Customization [1]**, then **Properties [2]**

On the ensuing page select **Yes [3]** then **Submit [4]**