Blackboard for Employees

Setting Course Availability

This document describes how to make a Blackboard course site available and unavailable for students to access.

Instructions
1. Scroll-down to the Control Panel.

2. Click the Customization option.
3. Click the **Properties** option.

   ![Properties Option](image)

4. Scroll-down to the section on **Set Availability**.

   ![Set Availability](image)

5. Click the radio button to the left of **Yes** for the **Make Course Available** option. Click **No** to make the site unavailable to students.

   ![Yes for Make Course Available](image)

6. Scroll-down and click the **Submit** button.

   ![Submit Button](image)