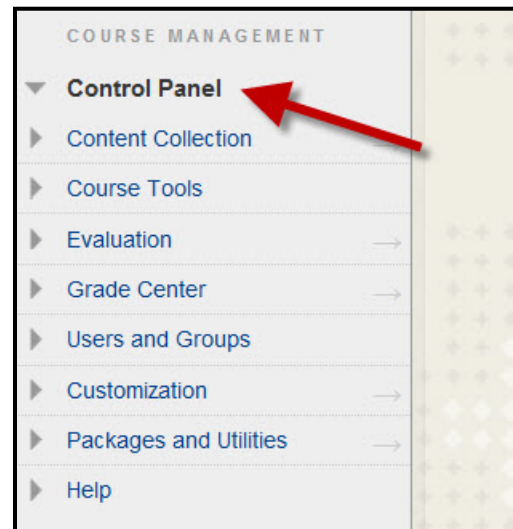

Blackboard for Employees

Setting Course Availability

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

Instructions

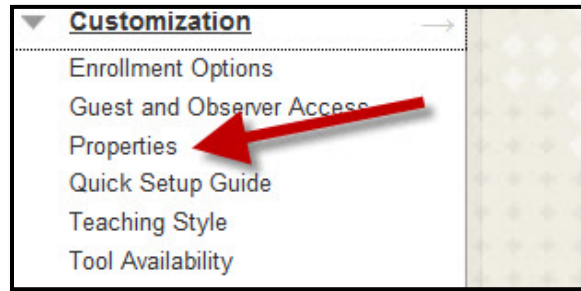
1. Scroll-down to the **Control Panel**.



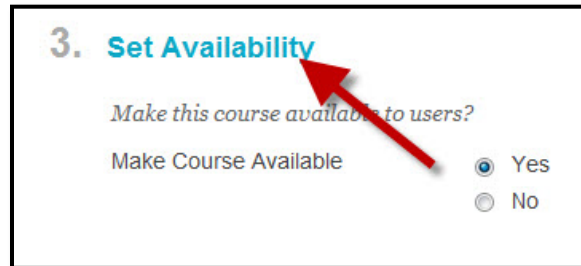
2. Click the **Customization** option.



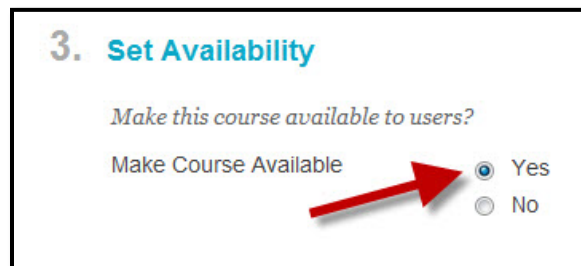
3. Click the **Properties** option.



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



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.



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

