

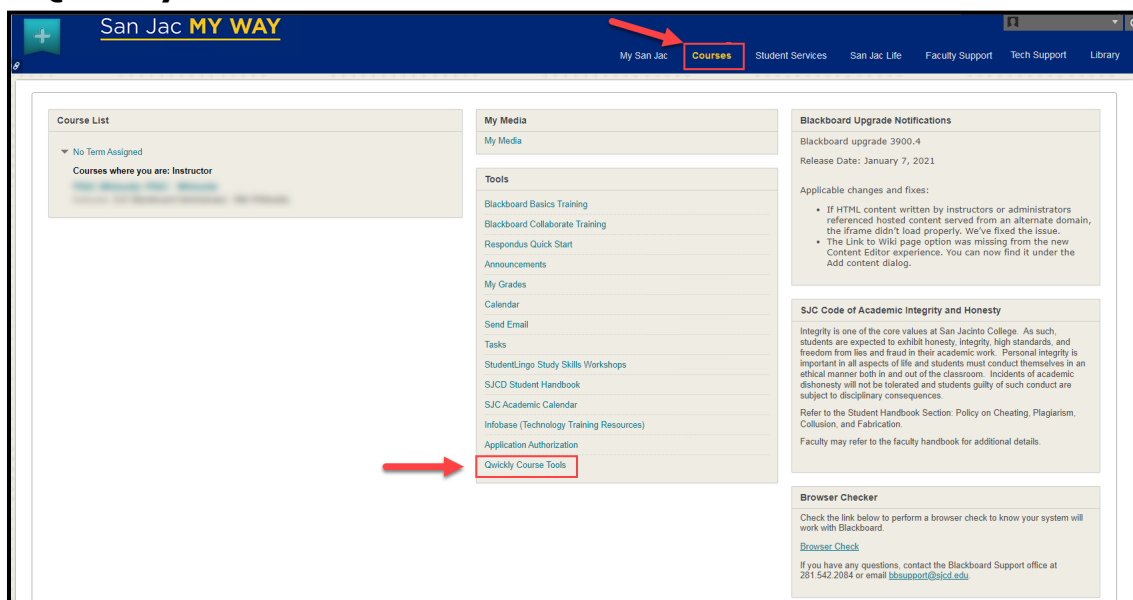
Qwickly Course Tools

Course Availability

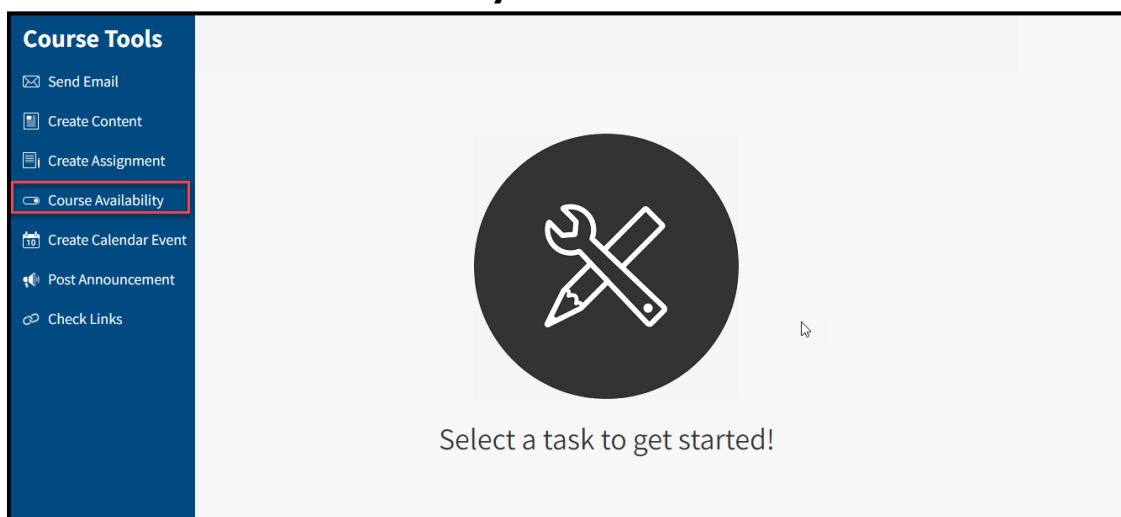
This document describes how to utilize Qwickly Course Tools to toggle course availability on and off in one location for all courses.

Instructions

1. Under the **Courses** tab in Blackboard, locate the **Tools** module and click on **Qwickly Course Tools**.



2. Click on the **Course Availability** link.



3. On the Course Availability screen, all current course enrollments will be listed.
 1. Faculty can also choose to view only available or unavailable courses.
 2. To change the availability status, faculty only need to click on the on/off toggle.

Note: There is not a **Submit** button, as the availability automatically changes with the on/off selection.

Course Availability

Use the following toggles to make courses available or unavailable to students.

Search Courses... View Only Available Courses View Only Unavailable Courses

2 On College Wide - ETID 1302 - ACAdemic Learning Section 4 On College Wide - ETID 1302 - ACAdemic Learning Section 2

On ETID 1323 Instructional Innovations On College Wide - ETID 1302 - ACAdemic Learning Section 3

On Corequisite Faculty Resources On QEP Steering Committee

On College Wide - ETID 1302 - ACAdemic Learning Section 1 On New Faculty Academy

On College Wide - ETID 1302-ACAdemic Learning "Completers" On ACAdemic Retention and Success