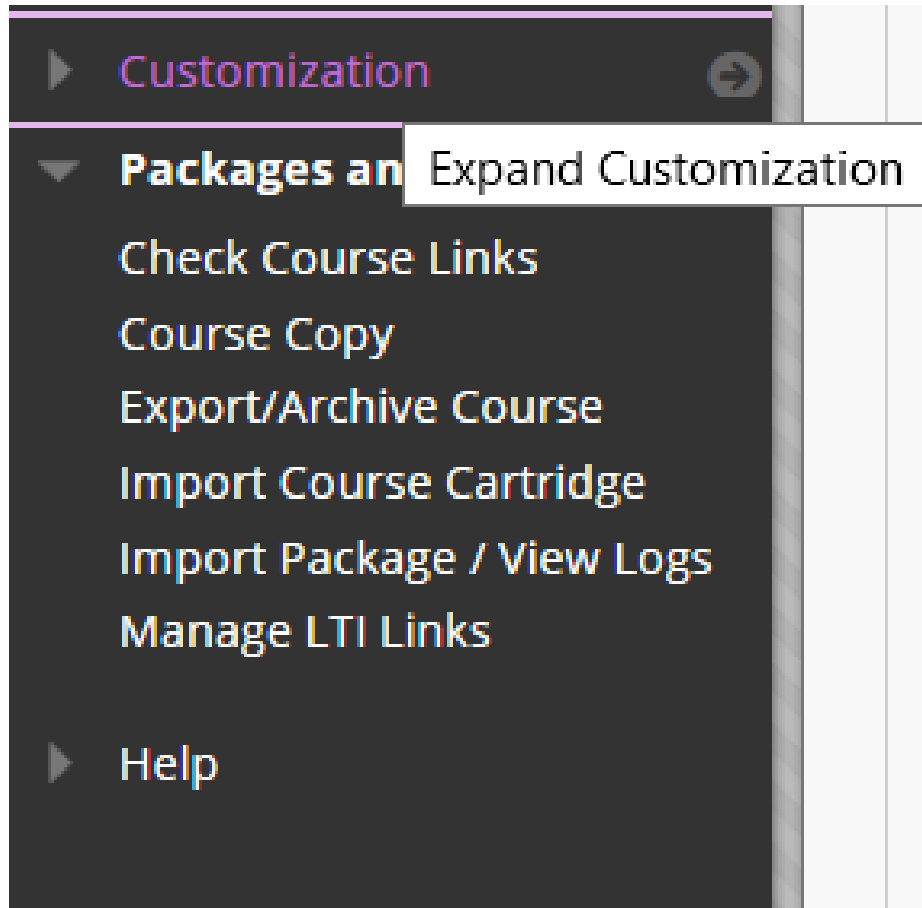


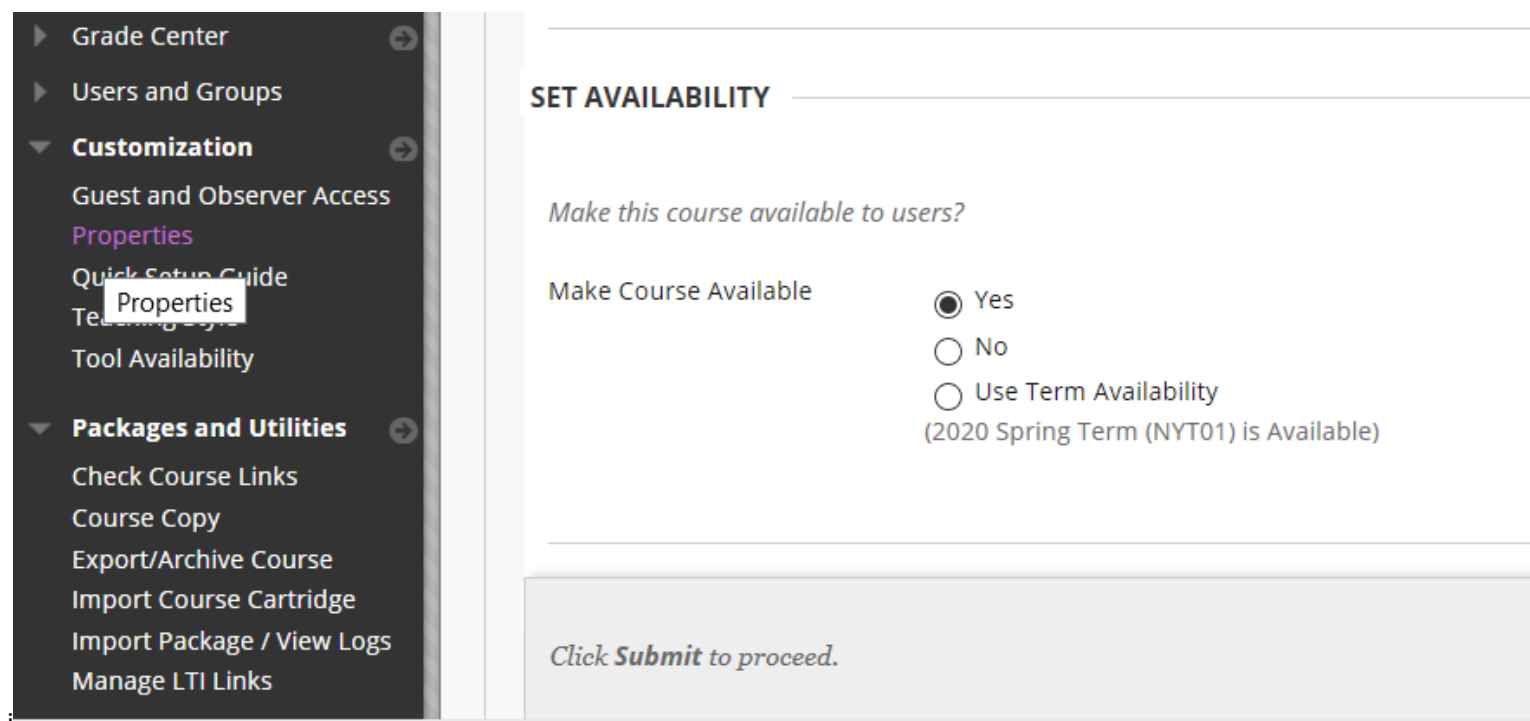
## Making Course Available to Class.

On Blackboard Navigation Panel on Left Bottom, Click on the link CUSTOMIZATION.



Then click on **PROPERTIES**. Scroll down to **SET AVAILABILITY**.

Click on **YES** to make course available.



The screenshot shows the Blackboard course management interface. On the left is a dark sidebar menu with the following items: Grade Center, Users and Groups, Customization (expanded), Guest and Observer Access, Properties (highlighted with a white box), Quick Setup Guide, Teaching System, Tool Availability, Packages and Utilities (expanded), Check Course Links, Course Copy, Export/Archive Course, Import Course Cartridge, Import Package / View Logs, and Manage LTI Links. The main content area is titled 'SET AVAILABILITY' and contains the question 'Make this course available to users?'. Below this is the 'Make Course Available' section with three radio button options: 'Yes' (selected), 'No', and 'Use Term Availability'. A note below the 'Use Term Availability' option states '(2020 Spring Term (NYT01) is Available)'. At the bottom of the main content area, there is a grey box with the text 'Click **Submit** to proceed.'

**Best to add dates, especially completion of course availability. For Spring 202 semester choose the last week of classes, Example: 5.23.20.**

**If a students is really late with an assignment, after the end date, posted, best to email you on it as a head's up on how to send project to you and/or if you will accept it this late. Example, you don't want students to be uploading assignments past grading period and not notifying you. If you keep it open, they may just**

**upload revised projects on grade improvement, etc. Blackboard will notify you of student activity each day but you may not be checking email all the time especially after grades have been posted.**

**Press SUBMIT**