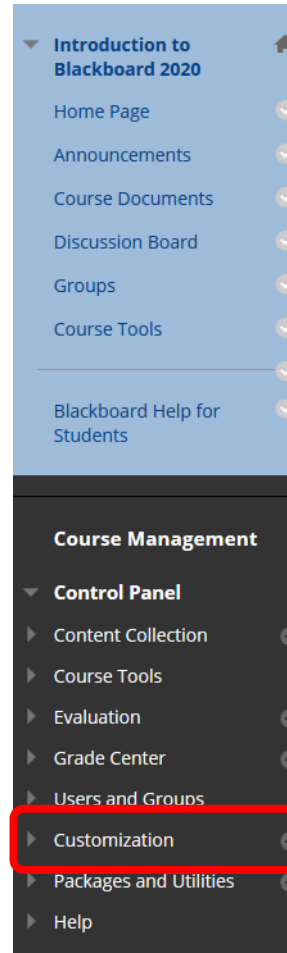




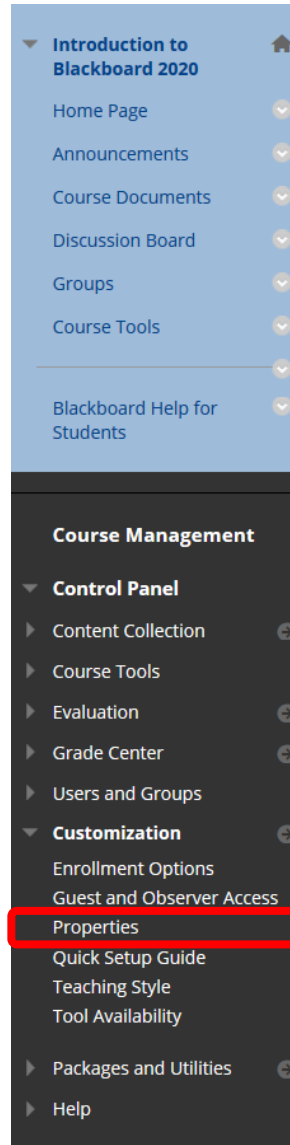
**How to Make Your Course  
Available on Blackboard**

1. Log in to the course on Blackboard, and locate your **Course Management** menu on the left of the webpage.

Left-Click **Customization**.



2. Click ***Properties*** from the new list of options under ***Customization***.



3. Locate the **Set Availability** section of the webpage. Select **Yes** for **Make Course Available**.

Click **Submit** on the bottom right to finalize the process.

Introduction to Blackboard 2020

- Home Page
- Announcements
- Course Documents
- Discussion Board
- Groups
- Course Tools
- Blackboard Help for Students

**Course Management**

- Control Panel**
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization**
- Enrollment Options
- Guest and Observer Access
- Properties
- Quick Setup Guide
- Teaching Style
- Tool Availability
- Packages and Utilities
- Help

Quick Unenroll

### Properties

Properties control the functional settings of your course. Fields marked with an asterisk are required. [More Help](#)

\* Indicates a required field.

#### NAME AND DESCRIPTION

\* Course Name

Course ID

Description

Term

#### CLASSIFICATION

Subject Area

Discipline

#### SET AVAILABILITY

Make this course available to users?

Make Course Available  Yes

No

Use Term Availability  
(2020 Spring Term (BAR01) is Available)

Click **Submit** to proceed.

Cancel Submit

#### SET AVAILABILITY

Make this course available to users?

Make Course Available  Yes

No

Use Term Availability  
(2020 Spring Term (BAR01) is Available)

Click **Submit** to proceed.

Cancel **Submit**