Course Availability

A course must be made **Available** before students will be able to view or access the course and its content. However, you may wish to make a course **Unavailable** during the building process, or after a scheduled course has finished.

All courses offered by Victor Valley College have a course shell created in Blackboard for each semester. Once courses are created in Blackboard they are accessible to instructors and are **Unavailable** to students by default. Courses are **Unavailable** to students and will not show in their “My Courses” module when they login to Blackboard. Once the instructor has made them **Available** to students the courses will show in their “My Courses” module on their Blackboard home page (My VVC Home Page).

**Instructor View – Default setting**

<table>
<thead>
<tr>
<th>My Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses where you are: Instructor</td>
</tr>
<tr>
<td><strong>VVC Fall 2013 Seminar 01 (unavailable)</strong></td>
</tr>
</tbody>
</table>

**Student View – Default setting**

<table>
<thead>
<tr>
<th>My Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not currently enrolled in any courses.</td>
</tr>
</tbody>
</table>
How to Make a Course Available

1. On the Control Panel, expand the Customization section and select Properties.

2. In the Set Availability section, click Yes to make the course Available to users.

3. **Set Availability**

   *Make this course available to users?*
   
   - Make Course Available
     
     - Yes
     
     - No
3. Optionally, in the Set Course Duration section, choose one of the following options:

4. Set Course Duration

- Continuous (default) to leave the course available without a specified start or end date
- Select Dates to choose a start and/or end date
- Days from the Date of Enrollment to specify a specific length of time users have to access the course after enrolling. This is the best option for self-paced courses.

4. Click Submit.

Instructor View – After a Course is Made Available

- My Courses
  - Courses where you are Instructor
    - VVC Fall 2013 Seminar 01

Student View – After a Course is Made Available

- My Courses
  - Courses where you are Student
    - VVC Fall 2013 Seminar 01
How to Make a Course Unavailable

1. On the Control Panel, expand the Customization section and select Properties.

2. In the Set Availability section, click No to make the course Unavailable to users.

3. Click Submit.
Instructor View – After a Course is Made Unavailable

<table>
<thead>
<tr>
<th>My Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses where you are Instructor</td>
</tr>
<tr>
<td>VVC Fall 2013 Seminar 01 ( unavailable )</td>
</tr>
</tbody>
</table>

Student View – After a Course is Made Unavailable

<table>
<thead>
<tr>
<th>My Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not currently enrolled in any courses.</td>
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</tbody>
</table>

If your course is Unavailable, access is determined by course role. Blackboard administrators, instructors, course builders, teaching assistants, and graders can see and access Unavailable courses from My Courses and the course list, but they are marked as Unavailable. Students cannot access Unavailable courses regardless of the course duration. Unavailable courses do not appear in the course catalog.

Making Your Course Available (Flash Movie | 1m 20s)