



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

▼ My Courses

Courses where you are: Instructor

VVC Fall 2013 Seminar 01 *(unavailable)*

Student View – Default setting

▼ My Courses

You are not currently enrolled in any courses.

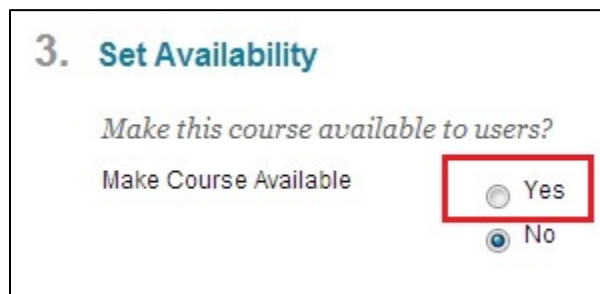


How to Make a Course Available

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.





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3. Optionally, in the **Set Course Duration** section, choose one of the following options:

4. Set Course Duration

Duration

Continuous

Select Dates

Days from the Date of Enrollment

- ✓ **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**.





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Instructor View – After a Course is Made Unavailable

▼ My Courses

Courses where you are: Instructor

VVC Fall 2013 Seminar 01 (*unavailable*)

Student View – After a Course is Made Unavailable

▼ My Courses

You are not currently enrolled in any courses.

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)