

How to make a Blackboard course available to your students

a. Login MySJU.

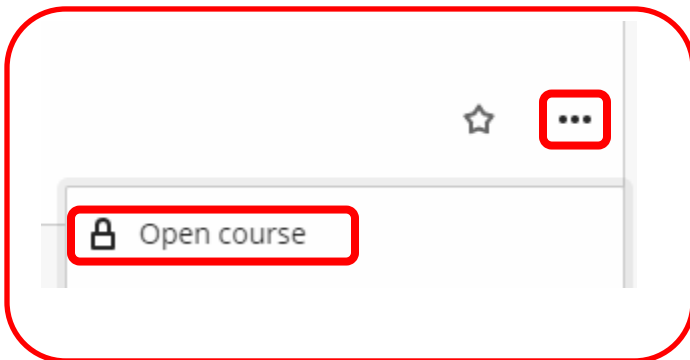
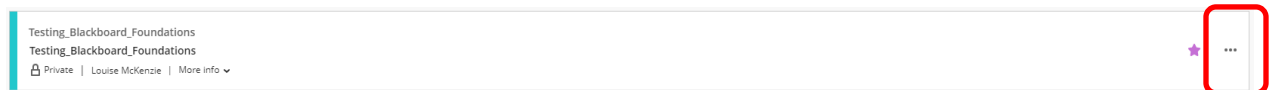
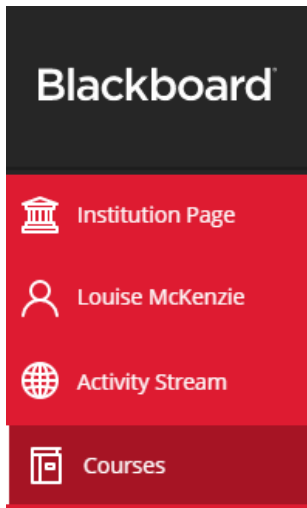
b. From the MySJU home page, click on the Blackboard link on the top:



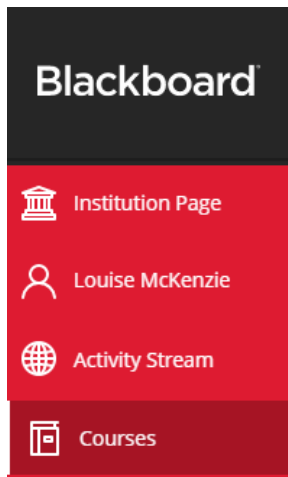
There are three options to make a Blackboard course available to your students:

Choice 1:

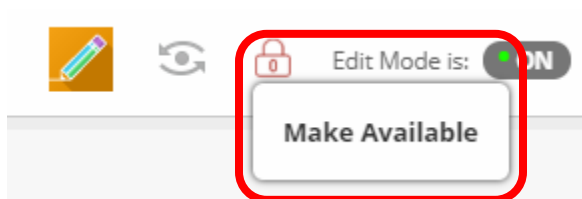
Click on Courses, then click on the three dots that correspond to the course you wish to edit. Then click on the padlock to toggle between Make course private, and Open course.



Choice 2:



Click on Courses, then locate and click your course directly. On the top right you will see this menu:

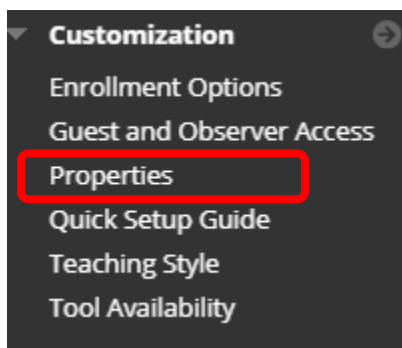


Click on the padlock to toggle between Available and Unavailable.

Choice 3:

Click on Courses, then locate and click your course directly

On the left side, look under the Control Panel, Click on Customization, then Properties.



Scroll down until you see "Set Availability" –

SET AVAILABILITY

Make this course available to users?

Make Course Available

Yes

No

Change the option to “Yes” and click on **Submit**