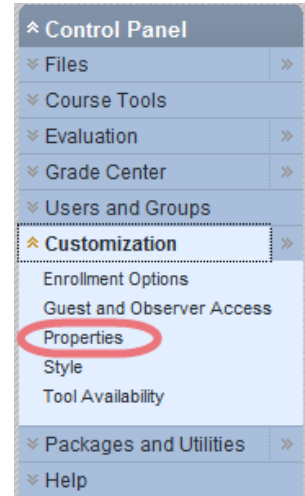


Making Your Course Available:

By default, your course is not available to your students. When you are ready to open up the course:

- On your Control Panel at the lower left, click Customization.
- Click Properties.
- In area #3 for Availability, click Yes.
- Be sure to Submit (either top or bottom).



3. Set Availability

Make this course available to users?

Make Course Available Yes No

Qwickly Option

Another way to make your course available is by using the Qwickly tools. This is new feature that was recently added to Blackboard.

To make your course available through Qwickly:

1. Click on your **Courses** tab.
2. To the right of your courses list you will see your Qwickly tools.
3. Click on Course Availability.
4. You will see a list with all of your courses. Click the button to the left of the course you want to make available from "Off" to "On."



*Note: With Qwickly, you also have the option to post announcements to courses, send emails, and see what needs grading.