

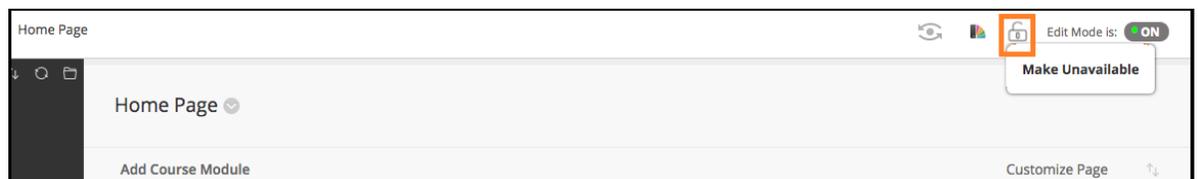


Making Your Course Available

The Course Availability setting is like an on/off switch for your entire course site. You may temporarily disable student access while preparing your course site, but be sure to make it available again when you want your students to use it. It is best to edit your essential course materials before making the site available in order to avoid student confusion.

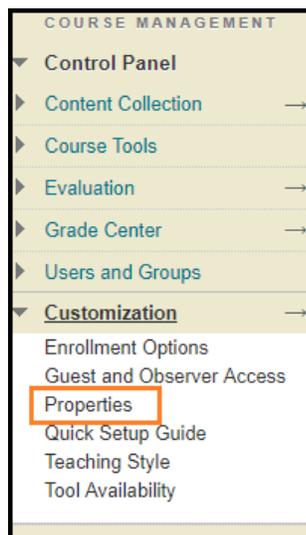
There are three options to make your course available:

1. Use the new feature to set your course availability.
 - a. Access your home page. On the right side of the page you will locate the Lock Icon and click on it.



- b. If the Icon is unlocked, the course is available. If the Icon is locked the course is unavailable.

2. You can use the traditional way.
 - a. Go to Control Panel, Customization, then Properties





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- b. Under Set Availability, click yes to make the course available. Finally click submit.

SET AVAILABILITY

Make this course available to users?

Make Course Available Yes
 No

Cancel Submit

3. You can use the new feature [Qwickly](#) that allows you to make courses available in one button.

Qwickly can be found in your Welcome Page.

- a. Next to the course you want available, make sure it shows the “on” feature in green to have the course available. If it is red/off this means the course is unavailable. To make it available just click on the button so it turns green/on

The image shows two side-by-side screenshots of the Qwickly interface. The left screenshot shows a 'Course Availability' section with two courses: 'CTELT Sandbox: CTEL T000_JH' with a red 'Off' toggle and 'Sandbox_Edward: Sandbox_Edward' with a green 'On' toggle. The right screenshot shows the same section, but both toggles are now green and labeled 'On', indicating that both courses are now available.

Note: If you are missing courses in your ‘MyCourses’ section, please contact the person in your department who acts as liaison to the Registrar’s office. Once the Registrar’s Office puts as the instructor of record, the system will push an update to Blackboard within 2 business hours and the Bb site will show up on your side.

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.