Making your course “available” to students:

In order for your students to access your Blackboard site, you must change the default setting from “Unavailable” to “Available.”

To make your course “Available:”
1. Go to the Control Panel.
2. Click on the “Settings” link in the lower left quadrant of the screen.
3. Click on “Course Availability” at the top of the Settings menu.
4. Where the screen reads: “Make Course Available,” click the small circle to the left of “Yes”.
5. Click Submit.

During Add/Drop period it is also recommended that you allow guest access, so that new students in your course can enter your Blackboard site.

To allow guest access:
1. Return to the “Settings” menu.
2. Click on “Guest Access.”
3. Where the screen reads “Allow Guests,” click the small circle to the left of “Yes.”
4. Click Submit.