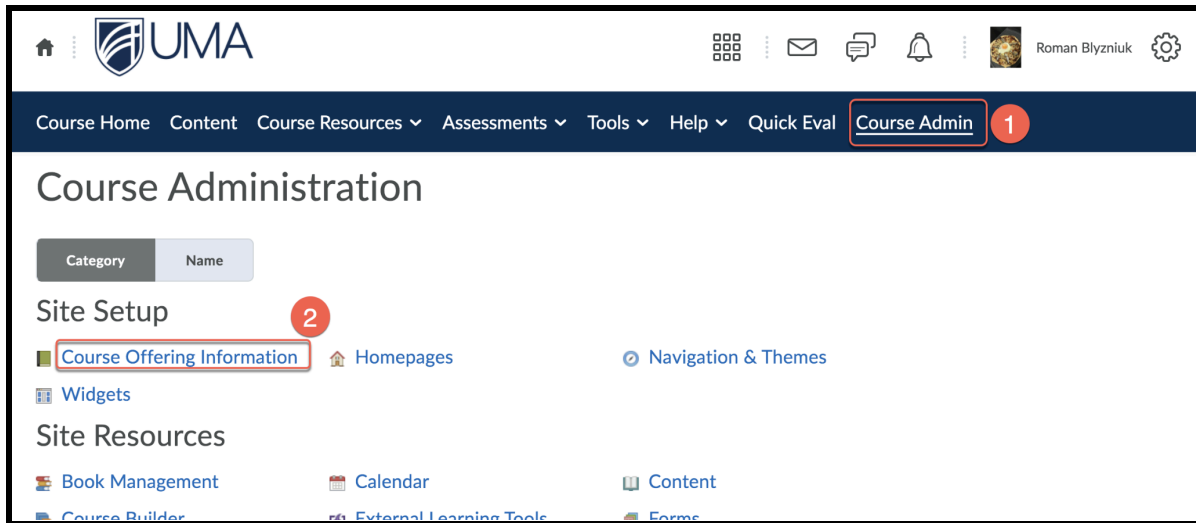# Activate/deactivate a course and Adjust OPEN Date

1.

[Watch video here](#)

Classes in Brightspace will become accessible to students one week before the semester or course Open Date, whichever is first. This is determined by the date courses begin in Mainestreet.

Making courses **Active** with a **Course Open Date** benefits students by making the course tile visible to them in their **My Courses** widget. This provides students with clear confirmation that they are successfully enrolled in the course. Even though they can see the course tile, they can not access the course until the **Course Open Date** set in the **Course Offering Information** area.

> Courses that are active and accessible need to have, at the least, a syllabus and welcome message. All other content not ready for student view can be hidden.

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1

2. Click on **Course Admin** in the **Navigation bar**.
3. Click on **Course Offering Information**.

It will take you to the Course Offering Information page. Scroll down till you see **Course is Active** checkbox:

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2

Active

3 ☑ Course is active

Public in ePortfolio

0

Sections

☐ Course has sections ❓

Discover

☐ Make this course available in Discover so Learners can self-enroll

Inactive courses will not be included in Discover. You can also make this course available in Discover by adding it to an enrollment rule.

4

Start Date

☑ Course Opens

📅 8/21/2023   12:00 AM

End Date

☑ Course Closes

📅 12/30/2023   12:00 AM

Course Offering Path *

48-2410.UMS01-C.0091.1/   ❓

5   **Save**   Cancel

4. Check the **Course is Active** box.
5. Set a **Course Opens** and **Course Closes** dates.
6. Click **Save**

- The course will be visible for the students but they will not be able to access it until the date that you set as the **Course Opens** date. This will also negate the risk of accidentally forgetting to switch the course back to active.
- Students will see the course on their homepages and the **Course Opens** date will appear on the course banner. They will, however, not be able to access the course until the **Course Opens** date and time have passed. They can pin it to the top of the list for easy access.

Is this document helpful? Please leave **feedback** here