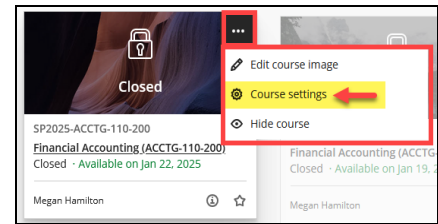


Making an Ultra Course Section Available to Students

Faculty now manage course availability through [Course Settings](#). You may access a section's *Course Settings* through the course's page or directly within a course section.

Faculty are to make Blackboard sections, *for all course types*, available to students *no later than the start-dates* in Self-Service. They may **open a section earlier by editing the Course Duration property.**



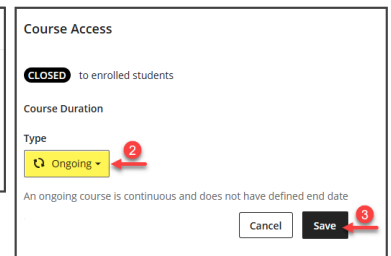
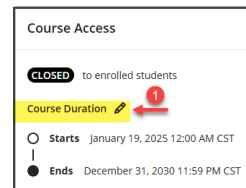
Course Status Meanings

- **Closed** - Section is *unavailable* to students. The instructor can edit the course and make it available when ready.
- **Open** - Section is currently *available* for enrolled students based upon the Course Duration settings.
- **Completed** - The instructor marked the section as complete; it is available in a read-only state and isn't editable.

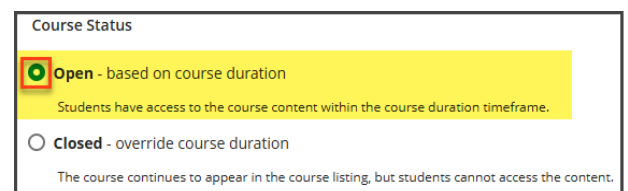
Making a Section Available from the Courses Page

1. On the **Courses** page, click the ... icon on the section. In the menu that appears, select **Course Settings**.
2. On the **Course Settings** page, ignore the warning at the top of the page and proceed as follows:

- a. **To open the course early, edit Course Duration;** otherwise skip to step B.
 - i. Click the edit icon next to **Course Duration**.
 - ii. Set **Type** to **Ongoing**.
 - iii. Then, click the **Save** button and proceed to step B.

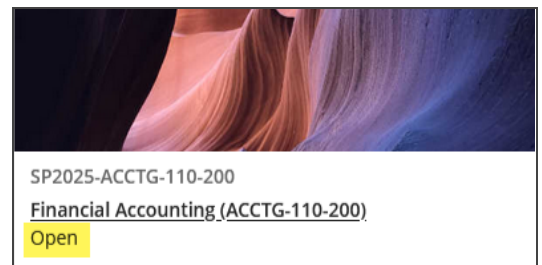


- b. Scroll down to the **Course Status** section. **Click the OPEN button.** The section will become available based upon the Course Duration settings.



3. Exit the **Course Settings** panel to return to the Courses page. **Refresh your browser screen** to see the section's updated availability status.

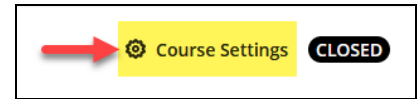
If Course Duration has a future start-date and "Open" is selected, the section will still be marked as "Closed" but this will change to "Open" on the listed start-date.



Making a Section Available from within the Course Section

The availability settings have moved out from the *Details & Actions* menu to the *Course Settings* area at the top-right corner of the screen. For reference, your section's availability status will appear in the top-right corner of the screen.

1. When viewing the section, click on the **Course Settings** icon.



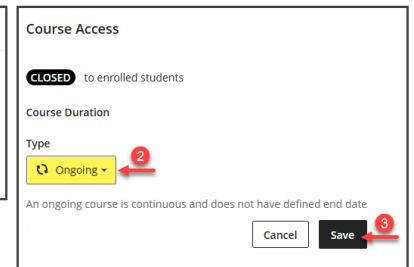
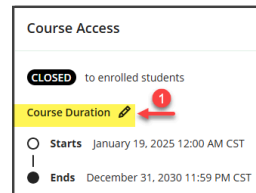
2. **Course Settings** page, ignore the warning at the top of the page and proceed as follows:

- a. **To open the course early, edit *Course Duration*; otherwise skip to step B.**

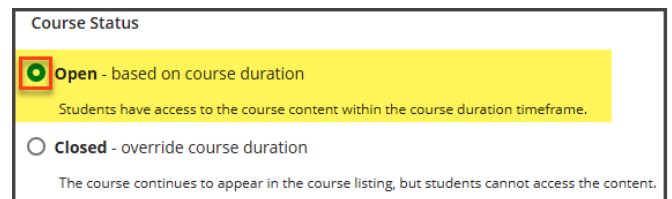
- i. Click the edit icon next to **Course Duration**.

- ii. Set **Type** to **Ongoing**.

- iii. Then, click the **Save** button and proceed to **step B**



- b. Scroll down to the **Course Status** section. Click the **OPEN** button. The section will become available based upon the Course Duration settings.



3. Exit the **Course Settings** panel to return to the Courses page. You will see the section's availability status confirmed in the top right corner of the page for easy reference.

If Course Duration has a future start-date and "Open" is selected, the section will still be marked as "Closed" but this will change to "Open" on the listed start-date.

