Making an Ultra Course Section Available to Students



Faculty are to make Blackboard sections, for all course types, available to students no later than the start-dates listed in Self-Service.

Manage course availability through <u>Course Settings</u> on the Course's page or directly within a section. You may open a section <u>earlier</u> by editing the <u>Course Duration</u> property.

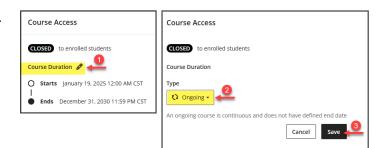


Course Status Meanings

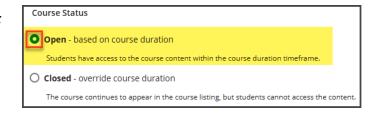
- **Closed** Section is *unavailable* to students. The instructor can edit the course and make it available when ready.
- Open Section is currently available for enrolled students based upon the Course Duration settings.
- **Completed** The instructor marked the section as complete; it is available in 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:
 - 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**.
- Scroll down to the *Course Status* section. *Click the OPEN button*. The section will become
 available based upon the Course Duration
 settings.



 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





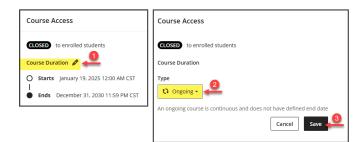
Making a Section Available from within the Course Section

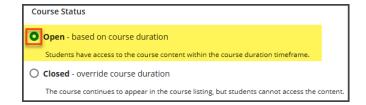
The availability settings have moved out from the *Details & Actions* menu to the *Course Settings* area at the top-right corner of the screen. For reference, your section's availability status will appear in the top-right corner of the screen.

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

