

How to Activate a Course

Updated June 2025

All UMaine newly created course shells are set to be “inactive” by default. You must activate your course shell to make it visible for students to access. This document provides you with the steps on how to make it active. Once you have activated it, your course is available to students immediately! All images in this tutorial are screenshots of the preceding step(s).

Step 1: Open the Course

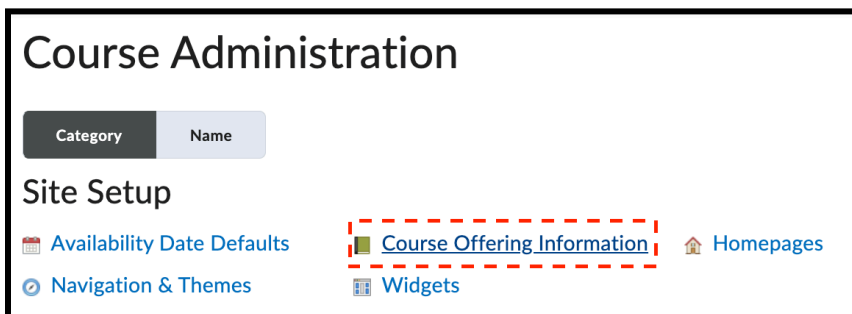
First, navigate to your **course** within Brightspace.

Step 2: Go to Course Admin

From the Brightspace course **Navbar**, select “**Course Admin.**”

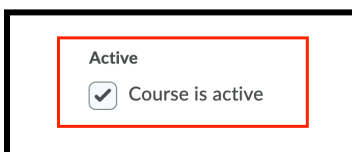
Step 3: Access Course Offering Information

Select “**Course Offering Information.**”



Step 4: Make the Course Active

Check the “**Course is active**” box.



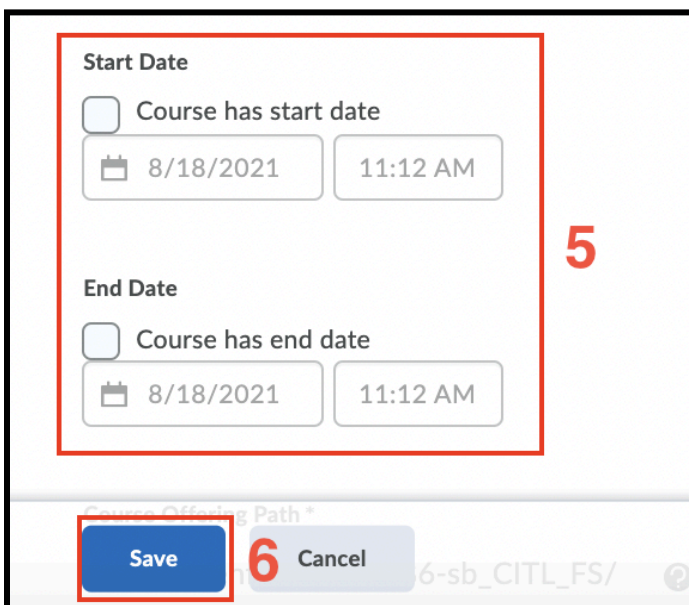
Step 5: Add Start Date (optional)

Ensure that you set the correct “**Start Date**” to restrict Learners from accessing the course shell before that date. If you want the course to immediately become active, you don’t need a “**Start Date**.”

Note that the “End Date**.” should automatically be set to 15 days after your official class grade due date on Mainstreet.*

Step 6: Save

Click “**Save**.”



The screenshot shows a form for setting course dates. It has two sections: 'Start Date' and 'End Date'. Each section has a checkbox labeled 'Course has start date' and 'Course has end date' respectively. Below each checkbox are two input fields for date and time, both showing '8/18/2021' and '11:12 AM'. A red box highlights the date and time selection area, and a large red number '5' is placed to the right of this box. At the bottom of the form, there is a blue 'Save' button and a grey 'Cancel' button. The 'Save' button is highlighted with a red box, and a large red number '6' is placed to its left. Below the buttons, there is a text field labeled 'Course Offering Path *' with the value '6-sb_CITL_FS/' and a question mark icon.