How to Change the Availability of a Course

Instructors have the ability to change the availability of a course to students and guests.

This tutorial illustrates steps to change the availability of a course.

1. Enter your course and make sure that the Edit Mode switch in the top right hand corner of your page is turned ON.

2. Expand the Customization link in the Control Panel by clicking on It.
3. Next, click on the Properties link.

4. The Properties Page controls many functional settings of the course, including Course Name, Course Availability and Course Duration.
5. Scroll down to step 3, to the Set Availability section. This is where you can make your course available or unavailable to the students. By default the course will be made available during the dates of the term, if the “Use Term Availability” button is chosen. If a different date for availability is preferred, one must change it in the “Set Course Duration”, in order to have a different availability date than the term’s dates.

6. The next section, titled “Set Course Duration”, is equally important. It controls the exact dates the students will have access to the course. Again, if a different availability date is preferred, change the selected days.

7. To set the dates, click on the Select Dates radio button. Next make sure to click on the Start and End Dates checkboxes as they are not selected automatically. Choose the desired dates from the Date Selection Calendar.
8. When you are done making changes, click on the Submit button.