How to Change the Availability of a Course

This tutorial will show you how to change the availability of your course. It’s an important setting for preventing students from accessing your course while it is under development, and making your course visible when the semester starts. It can also be used to grant students access before the semester begins, or keep the course available to the students after the semester is over.

The current availability setting in your course will depend on several factors. New course shells are created as “unavailable”. Once the course is ready, it is up to you to make it available. A course that has been copied from a prior semester inherits the settings from the original course, so the availability setting needs to be checked after copying.

To begin, enter your course and make sure that the Edit Mode switch in the top right hand corner of your course page is turned ON.

Expand the Customization link in the Control Panel by clicking on it. Next, click on the Properties link. The Properties Page controls many functional settings of the course, including Course Name, Course Availability and Course Duration.

Scroll down to Step 3, to the Set Availability section. This is where you can make your course available or unavailable to the students.

The next section, titled “Set Course Duration”, is equally important. It controls the exact dates the students will have access to the course.

**TIP:** The Course Duration settings only apply if the course is set to be available.

If the “continuous” option is selected, then the course becomes visible to the students as soon as the Course Availability is set to Yes.

If specific dates are selected and the Course Availability is set to Yes, the course will only be visible to the students during that time interval. 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.
If you copied your course and course settings from a prior semester, make sure to change the dates to the current semester.

When you are done making changes, click on the Submit button.

If you have any questions about this tutorial or need additional help, please contact the Instructional Design Team at WebCampus@unr.edu or (775) 682-6798.