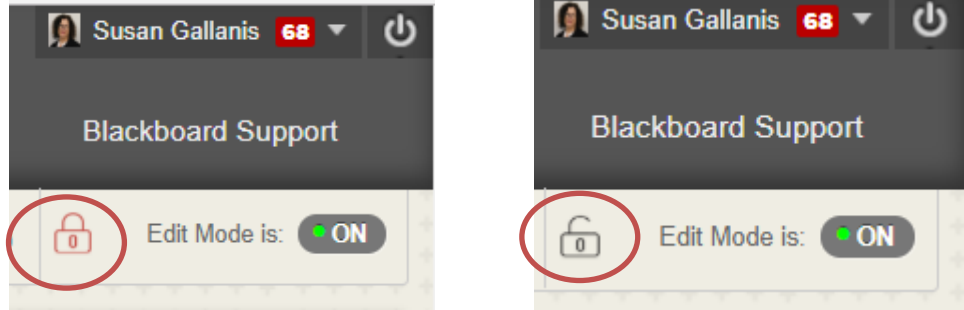


11. Open Course to Students – Two options.

- a. Option one: From inside the course on the Home page there is a lock on the upper right corner of the screen. Click on the lock to open or close the course to the students. If the lock is closed, students cannot see your course. Of the lock is open, students can see your course on Blackboard.



- b. Option two: Open and close all your courses from one page using the Quickly tool. Click on Quickly Tools on the My Institution page (the page you land on when you first log into Blackboard) then click on Course Availability. Click On/Off to make each course available or unavailable.

