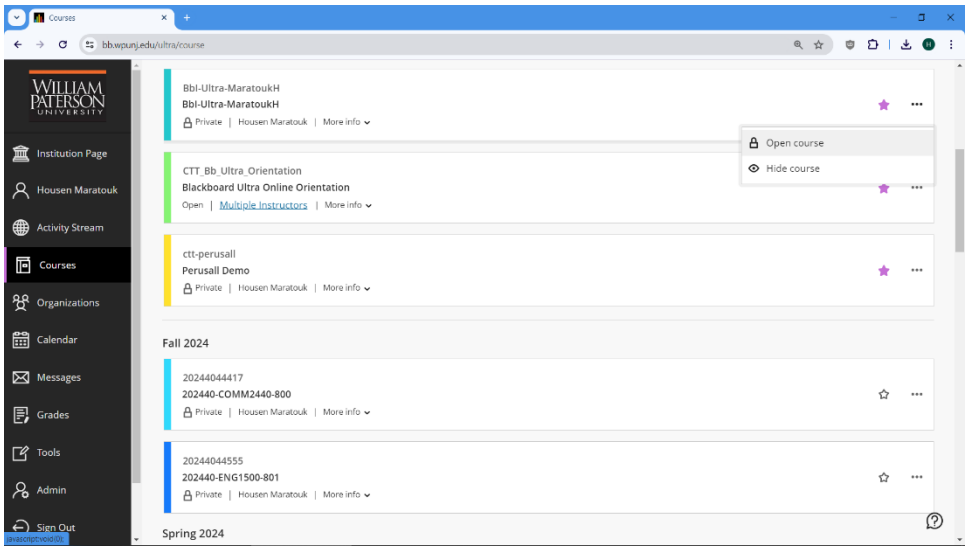
Center for Teaching with Technology

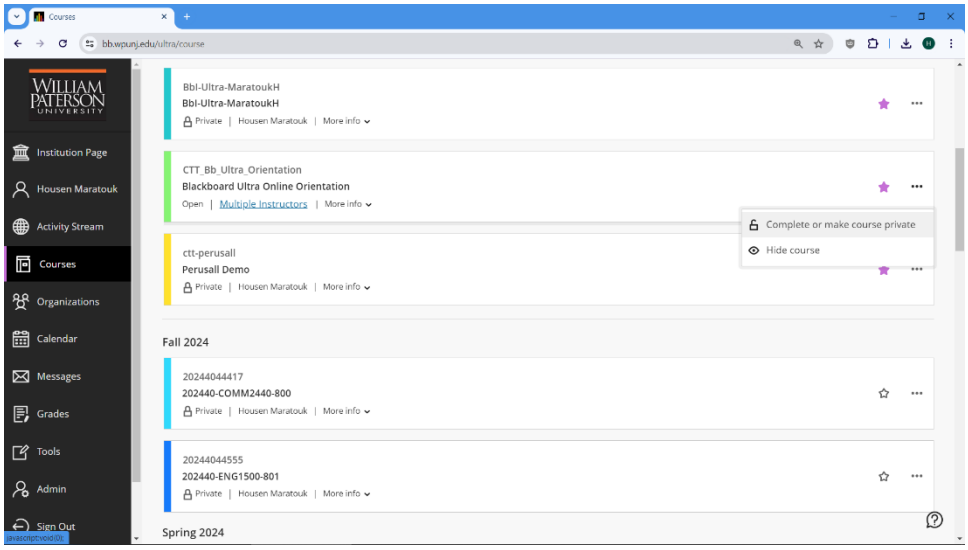
CTT Learning Space: Cheng Library 120k
Office: Library 120e – Phone: 973-720-2659

Setting Course Availability in Blackboard Ultra

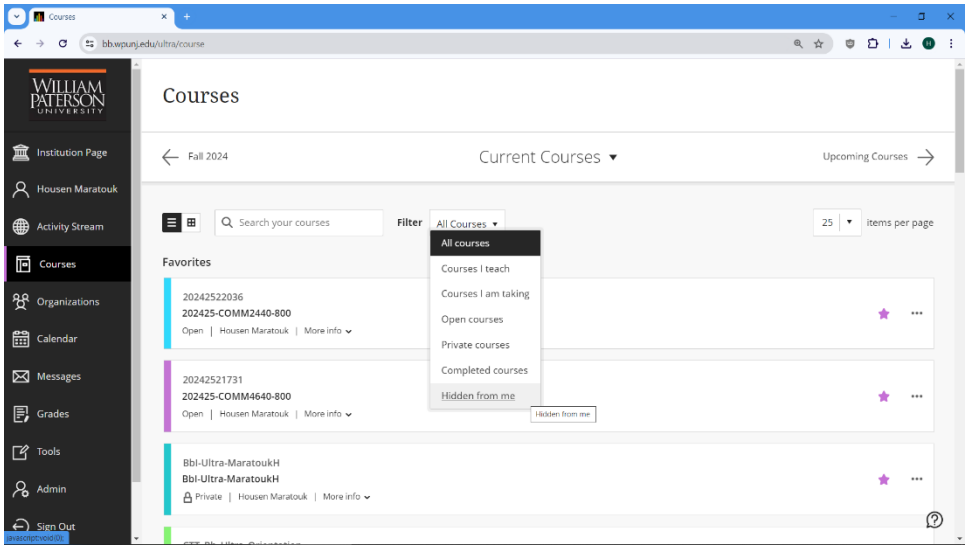
In Blackboard Ultra, course availability can be set from the courses page before entering a course shell, or it can be set after entering the course shell. To do so, right from the courses page, click on the three dots that appear far to the right of the name of a course; and if the course is currently set to be private, which means it is hidden from students, you can click on "Open Course."



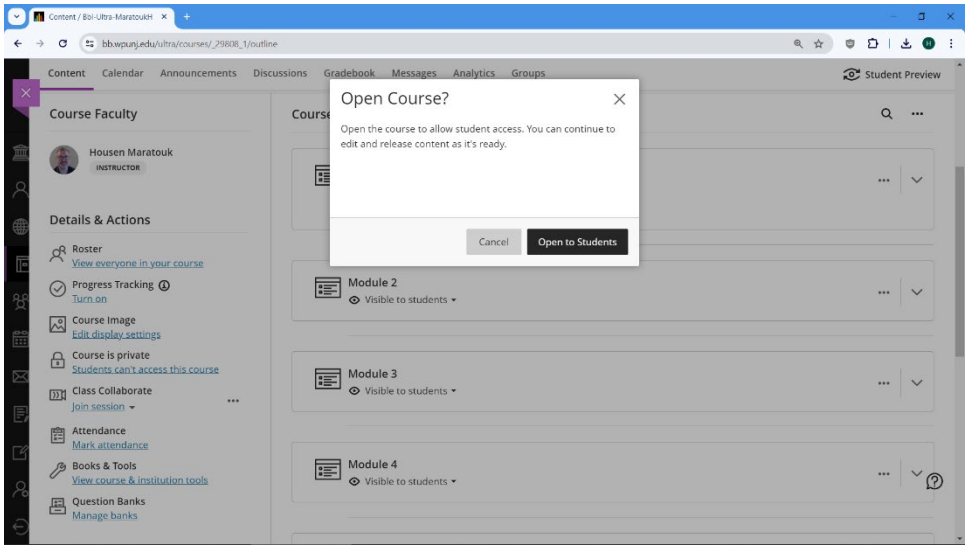
If a course shell is currently open to students, clicking the three dots far to the right of its name on the courses page will allow you to mark it as being either complete or private. The first of these options, Complete, makes it so that students can continue to enter the course shell, but can no longer submit to assignments, take tests, or participate in discussions. Making a course private makes it so that students can no longer enter this course shell, but please note that this is different from the second option in the menu, Hide Course.



If you click this, you make the course shell no longer visible to you on the courses page without affecting visibility for students. If you have clicked on the link to hide a course, either inadvertently or deliberately, and wish to restart the view, you can do so by clicking on the pull-down menu for Filter and choosing the option that reads hidden from me. This will give you a list of course shells that have been hidden and allow you to make them visible again by clicking on the three dots far to the right of the menu and then on Show Course.



And finally, to set course availability while inside of a course shell, look for the link that appears in the menu on the left-hand side of the screen under Details and Actions. This will have a label showing whether it's currently private, open, or complete, with an underlined link just below it, which when you click on it, will allow you to open the course or to mark it as being private or complete.


Content / Bol-Ultra-MaratoukH
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Student Preview
Course Faculty
Housen Maratouk
INSTRUCTOR
Details & Actions
Roster
View everyone in your course
Progress Tracking
Turn on
Course Image
Edit display settings
Course is private
Students can't access this course
Class Collaborate
Join session
Attendance
Mark attendance
Books & Tools
View course & institution tools
Question Banks
Manage banks
Open Course?
Open the course to allow student access. You can continue to edit and release content as it's ready.
Cancel
Open to Students
Module 2
Visible to students
Module 3
Visible to students
Module 4
Visible to students