

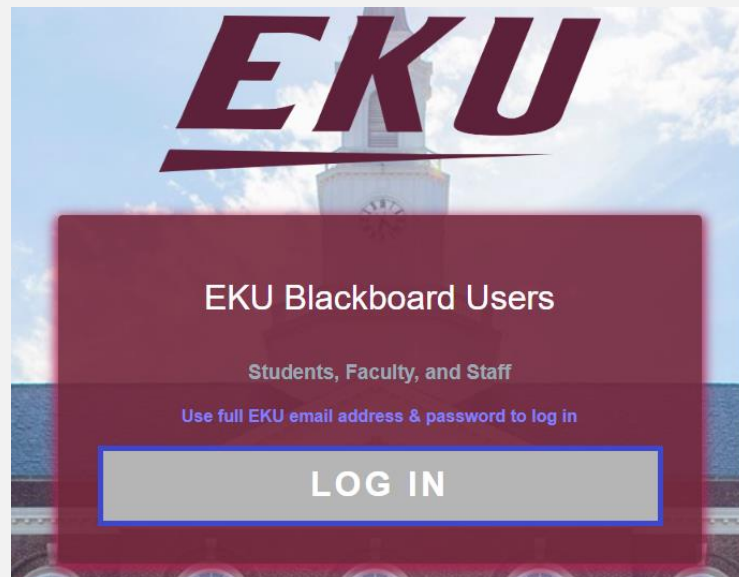
# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## MAKING YOUR COURSE AVAILABLE IN BLACKBOARD

Courses default to being unavailable before the semester starts, so that instructors can continue making changes. Once a course is ready to be viewed by the students, it can be made available through the following steps provided below:

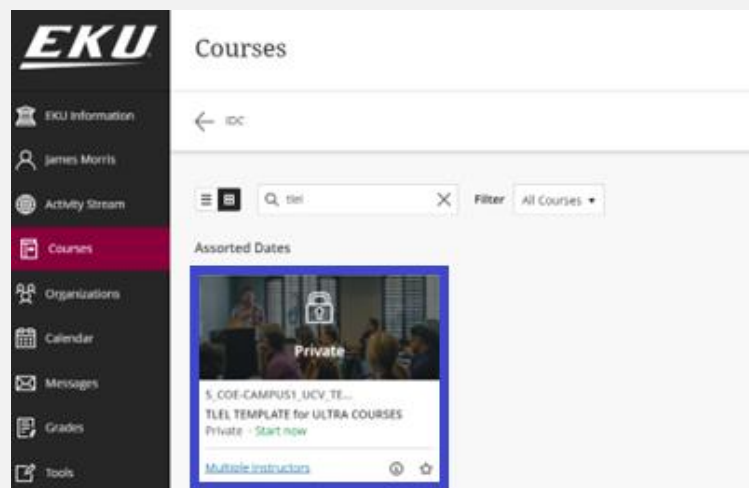
### STEP 1

Log into Blackboard.



### STEP 2

Select the appropriate course in which needs to be made available.









### STEP 3

# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

In the *Details & Action* section in the course's left-hand menu, click on the link for *students can't access this course*.

## Details & Actions

-  Roster  
[View everyone in your course](#)
-  Course Description  
[View the course description](#)
-  Progress Tracking ⓘ  
[Turn on](#)
-  Course Image  
[Edit display settings](#)
-  Course is private  
[Students can't access this course](#)
-  Class Collaborate  
[Join session](#) ▾

WELCOME  
to the course!



## STEP 4

Click on the *Open to Students* button.

## 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

This course is now available to students, and they will be able to view all of the content that has been made available for student access.

 Progress Tracking ⓘ  
[Turn on](#)

 Course Image  
[Edit display settings](#)

 Course is open  
[Students can access this course](#)

 Class Collaborate  
[Join session](#) ▾



 Big E Central  
 Visible to students ▾