ACADEMIC TECHNOLOGY (ITS)



TUTORIAL

MAKING YOUR COURSE AVAILABLE

How to make your Blackboard course available to students.

1. Login to blackboard.pace.edu

F	ACE UNIVERSITY	· · · · · · · · · · · · · · · · · · ·
Welcom	e to Blackboard at Pace Uni	versity
Log	in here with a Pace University	ID
	Log in to Blackboard	

2. Go into the course you want to make available

CE UNIVERSITY	, ,				L	Heidi Clorof	lla <mark>15</mark>
	My Resource Page	Courses	Community	ePortfolio	- Bookstore	Library	He
Course Search	Course List	C	ourse Catalog				
Go	Courses where you are: Student academic-tech: Academic Technology Instructor: Heather Askildsen; John Blackwell: Martina Blackwood; George Chacko; Lucio Forti; Beth Gordon; Brian Gregory: Umme Kazmi; Sasenarayan Ramkumar, Fallon Saratovsky; Antonio Soares; Blackboard Support; JBlackwellTest: JBlackwellTest Instructor: John Blackwell; John Blackwell (Local); Courses where you are: Teaching Assistant CIS-101-MASTER: CIS-101-MASTER (<i>not currently available</i>) Instructor: Olga Bogomolova; Andrea Calloway; Catherine Dwyer, Jonathan Hill; Constance Knapp; Julia Nornee; HAskildsenTest Instructor: Heather Askildsen; Koppalakonda Sarah; NURS-161-23520.201620; Teaching & Learning for Primary Health Care - SPRING 2016 (<i>not currently available</i>) Instructor: Jeffrey Keefer; NURS-840-21966.201620; Teaching & Learning in Advanced Practice Mursing SPRING 2016 (<i>not currently available</i>) Instructor: Jeffrey Keefer;		 Adult Enrollment CIS 101 Fall 200 Dyson College o Lienhard School Lubin School of School of Compi School of Educa School of Law 	t Services D4 f Arts and Scien of Nursing Business uter Science and tion <i>Browse Cours</i>	ce d Information Sys	items	

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3. On the Control Panel on the lower left side of the screen, select Customization.



4. Under Customization, select Properties



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5. On the Properties page, scroll down until you see Set Availability

* Indicates a required j	Cancel Submit	
NAME AND DESCRIP	rion	
-X- Course Name	[Feaching & Learning in Advanced Practice Nursing SPRING 2016	
Course ID	NURS-840-21966.201620	
Description		
*** ·		
Term	Spring 2016	Character count: 50 🏒
LASSIFICATION		
Subject Area	Education	
Discipline	Higher Education	
ET AVAILABILITY -		
Make this course availa	ble to users?	
Make Course Available	 Yes No Use Term Availability (Spring 2016 is Available) 	

6. Under Set Availability, select Yes.



- 7. Scroll down to the bottom of the page.
- 8. Hit Submit.



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