

BLACKBOARD: MAKING MODULES OR COURSES AVAILABLE TO STUDENTS

This document will show you how to make a module/course or community available to students. This is important to know because all private modules will remain unavailable to students until their acessibilities are changed.





- 1. After logging into Blackboard and while on the base navigation,
 - a. open modules (for courses and modules)
 - b. select a module that is currently set to **private**

* By default, all newly created modules are set to **private**. This is to allow you as an instructor to populate the materials for the module and make sure it is ready for use before you make it available to students. **All private modules are inaccessible to students**.

| | Modules | | |
|------------------|--------------------------|----------------------|---|
| 🚊 Home | ← 2019-20 A Mrisho Abeid | Current Modules 👻 | Upcoming Modules $ ightarrow$ |
| A Mrisho Abeid | Activity Stream | | |
| Activity Stream | | All Mod | 25 🔻 items per page |
| Modules | Assorted Da | a | |
| 웑 Communities | ନ୍ତୁ ନୁହ Communities | - A | Children and the second state of the second |
| 🛗 Calendar | | Private | b |
| Messages | Expert Acac | L2Lonline | Mrish Mrisho Sandait |
| E Marks | Mrisho Abeid | Multiple instructors | Mrisho Abeid |
| C Tools | | | · |
| Admin | | | |
| \ominus Sign Out | | | |
| Privacy Terms | | | Ø |

2. **OPTION 1:** On the module, select **the 3-horizontal dots** on the *top-right hand corner* of its box to open a dropdown menu of options. On this menu, select **open module**.





* A pop-up dialog box will prompt you to confirm whether you would like to unlock/open the module. Select **Open to Students** to achieve this.

| 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 | | |

3. **OPTION 2:** While in the module itself, select the **red padlock** icon on the *topright hand side* of its page.

* Doing this will instantly unlock the module without any additional prompts.

| | Mrisho_Sandpit Mrisho_Sandpit | Announcements | | ۲ | Edit Mode is: ON |
|----------------|---|---|--|----------------------------------|--|
| | Thrisho_Sandpit (Mrisho_Sandpit) Announcements | Announcements New Announcements appear directly below the repositionable bar. Reorder by dragging annou top of the list and prevent new announcements from superseding them. The order shown here | incements to new positions. Move priority announcements is the order presented to students. Students do not see the | above the repos bar and canno | itionable bar to pin them to the reorder announcements. |
| 8 | Module Information 🗃 💿 | Create Announcement | | | |
| • | Collaborate - Webinars Solution | New announcements appear below this line | 🔄 🔒 Edit Mode is: 🚺 | 90 | |
| Ŷ | Discussions S Assessments S | Test link sharing © Posted on: Thursday, 27 May 2021 10:58:53 o'clock BST | ents above the repositionable bar to pin them t e the bar and cannot reorder announcements. | o the | Posted by: Mrisho Abeid Omary Prösted to: Mrisho_Sandpit Mrisho_Sandpit |
| | Reading List | BEng (Hons) Civil and Environmental Engineering at the University of West London | | _ | |
| Ē | Tools 🖬 🛛 🔤 Blackboard Help 🖾 💮 Discussions 💮 | oyusbdvilhsdjivni © Posted or: Tuesday, 18 May 2021 16:21:08 o'clock BST | | | Posted by: Mrisho Abeid Omary Posted to: Mrisho_Sandpit Mrisho_Sandpit |
| ۲ ع | Group for the module 💿 Module Wikis 🕸 💿 | kijsnfbkjnaskdnvba;kosmdlaw Poll-Everywhere-online-student-engagement-ebook.pdf | | | |
| La la | Wiki 💿 | | | | |
| Priv. Terri | Portfolios 🛛 💭 My Marks 🔊 Learning Materials 🕞 | assignment discussion Posted on: Thursday, 25 March 2021 12:54:25 o'clock GMT Join meeting now | | | Posted by: Mrisho Abeid Omary Posted to: Mrisho_Sandpit Mrisho_Sandpit |



 OPTION 3: While in the module/community, navigate to course/organisation management > customisation > properties



- * Once there, scroll down to SET AVAIALBILITY and
- a. Select **YES**.
- b. Then **submit** to save changes made.

| SET AVAILABILITY | | | |
|-------------------------------|---------------|--|---------------|
| Make this course available to | users? | | |
| Make Course Available | ● Yes ○ No | | Ь |
| Click Submit to proceed. | | | Cancel Submit |