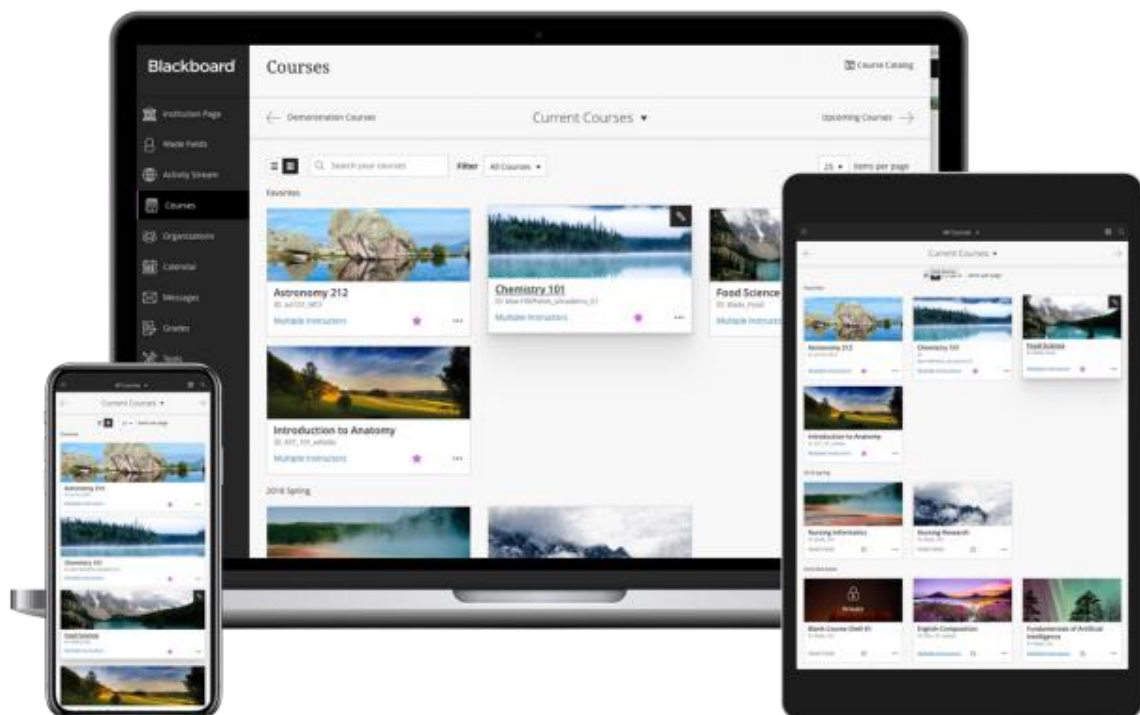


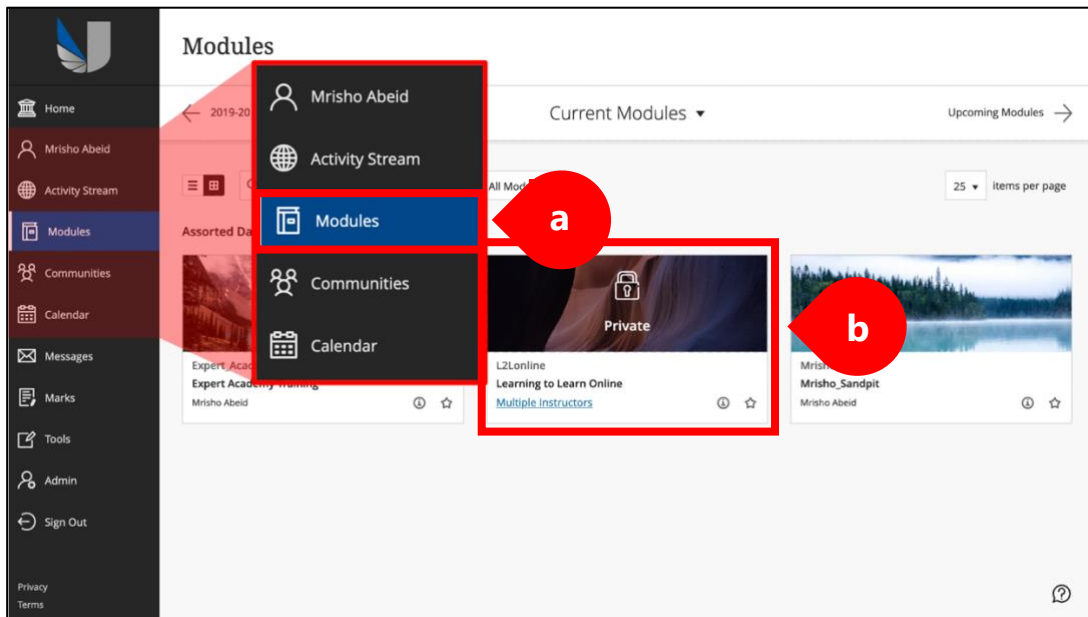
BLACKBOARD: MAKING MODULES OR COURSES AVAILABLE TO STUDENTS

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 accessibilities are changed.

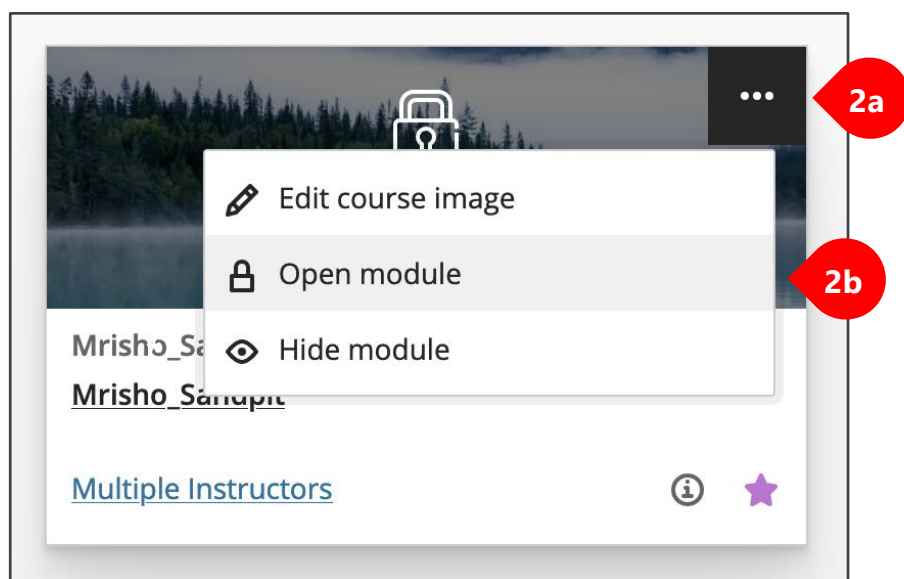


1. After logging into Blackboard and while on the base navigation,
 - a. open **modules** (for courses and modules)
 - b. select a module that is currently set to **private**

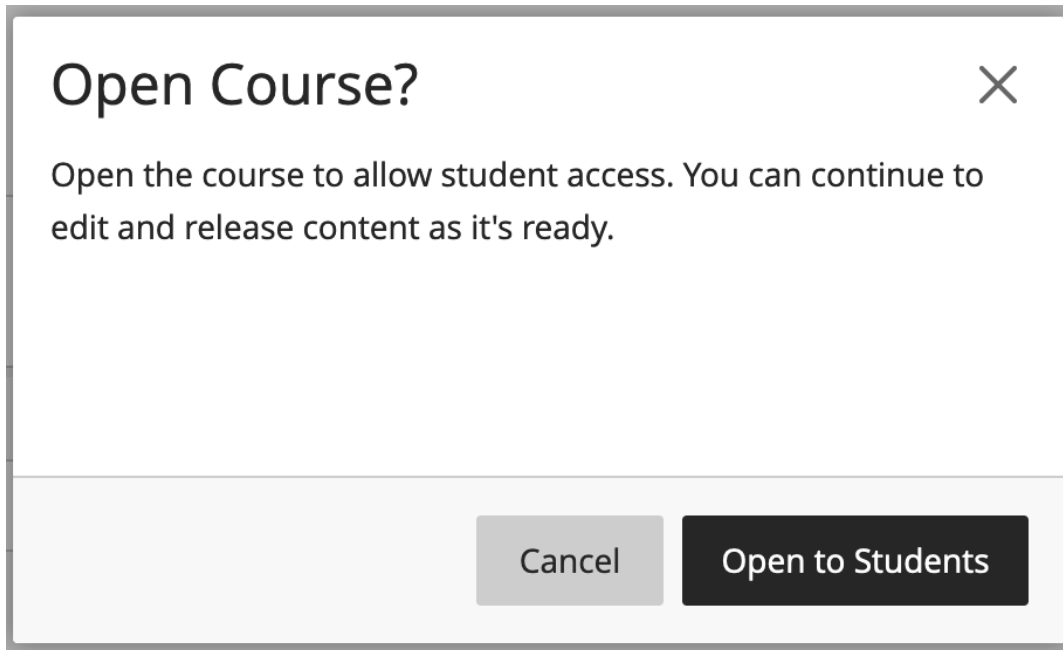
** By default, all newly created modules are set to **private**. This is to allow you as an instructor to populate the materials for the module and make sure it is ready for use before you make it available to students. **All private modules are inaccessible to students.***



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**.

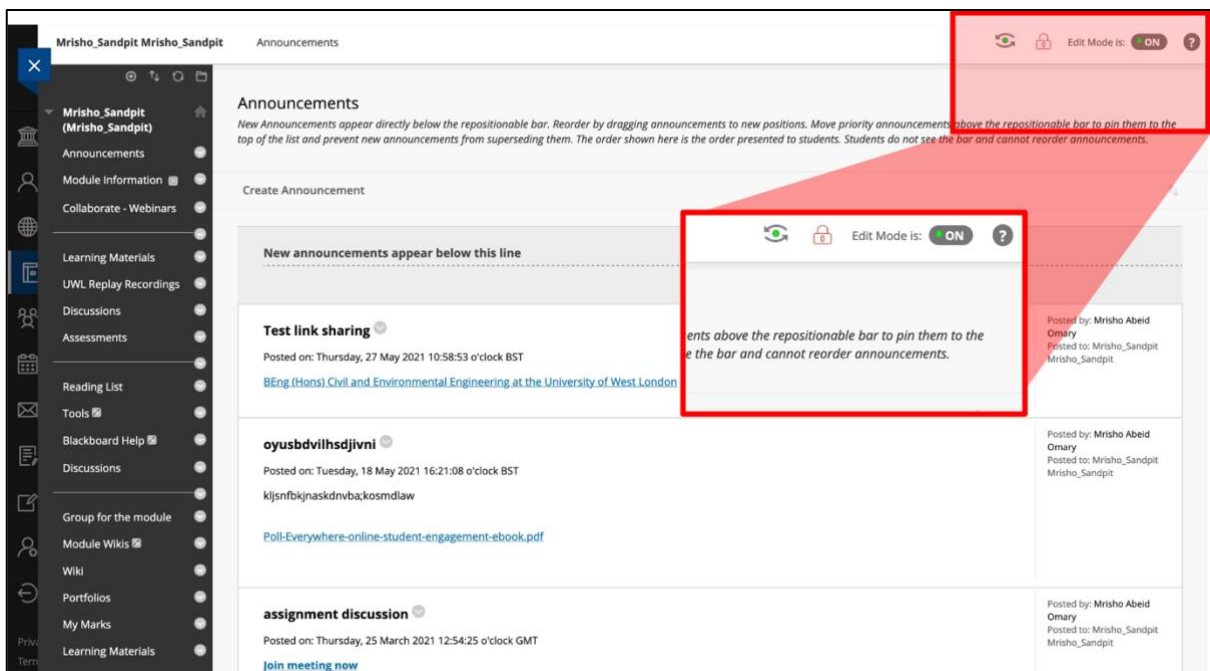


* A pop-up dialog box will prompt you to confirm whether you would like to unlock/open the module. Select **Open to Students** to achieve this.

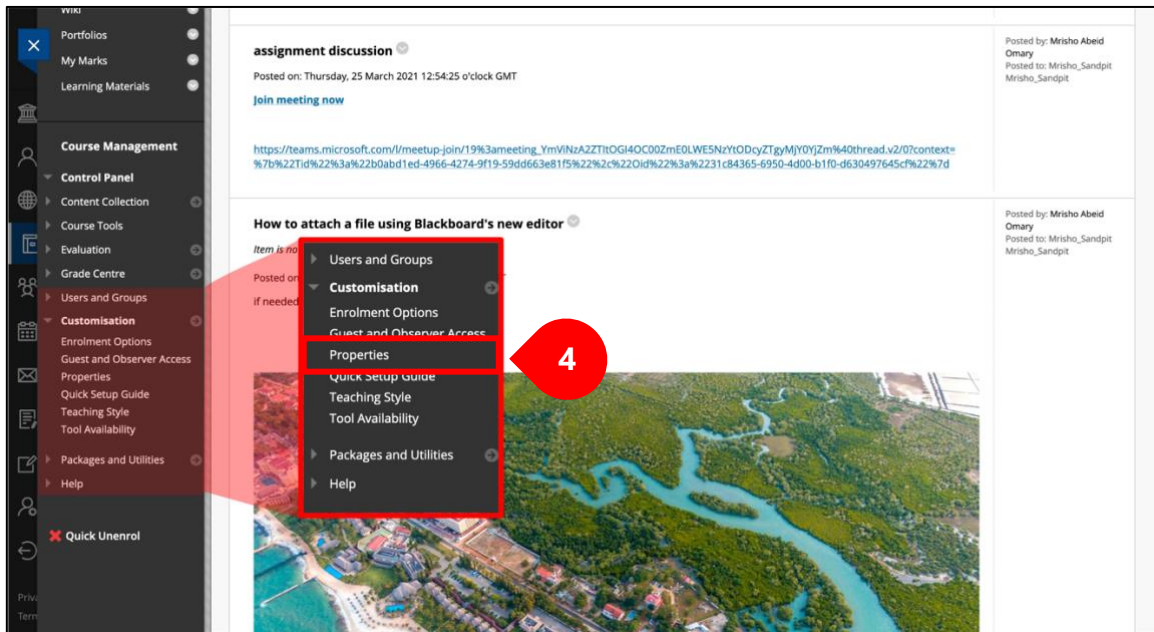


3. **OPTION 2:** While in the module itself, select the **red padlock** icon on the *top-right hand side* of its page.

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



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



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

