Course Availability

The article below applies only to Faculty. Click here if you are a student missing a course in Blackboard.

By default, all courses in Blackboard are set to **Unavailable**. This means that only you (the professor) will be able to see and interact with the course. You must set your course to **Available** if you want your students to see and interact with your course. There are two ways a professor can toggle course availability.

### Toggle course availability (method 1)

1. **Log into Blackboard** and, in the **Hofstra BB (Faculty) tab**, click the link for the course you wish to make available or unavailable.

2. In the navigation menu on the left, click the link for one of the content areas of the course (Syllabus, Course Documents, Assignments, etc.). This method will not work in Announcements or Faculty Information.

3. Locate the **Make Available/Unavailable** button on the top right of the screen. It is located between the Student Preview and the **Edit Mode On/Off** buttons. The icon for the button is that of a locked or unlocked padlock.

4. If the padlock is closed, red and says the words **Make Available** when you hover your mouse over it, the course is currently unavailable. Clicking the padlock will make the course available.

   If the padlock is open, black and says the words **Make Unavailable** when you hover your mouse over it, the course is currently...
available. Clicking the padlock will make the course **unavailable**.

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**Toggle course availability (method 2)**

A video from Blackboard showing *how to toggle course availability using method 2* is available on YouTube. Written directions can be found below.

1. **Log into Blackboard** and, in the **Hofstra BB (Faculty) tab**, click the link for the course you wish to make available or unavailable.

2. In the lower section of the navigation menu on the left, click the **Customization** link. The link will be under the **Course Management** heading.

3. **Click Properties.**

4. **Scroll down to the Set Availability section** and use the **Yes** or **No** radio buttons to make your course available or unavailable.
5. After making a selection, click Submit.