

# Queensborough Community College Blackboard Faculty Assistance Documentation

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## Making your course “Available” in Blackboard

How to make your course available for the upcoming semester. You should only do this once at the beginning of a new semester when you are ready to use Blackboard for your course.

1. Login to Blackboard via the CUNY Portal (<https://blackboard-doorway.cuny.edu>)
2. Review the listed courses to be sure that your new course has been created (course ID ends with 200502 for Spring, etc.)
3. Follow the link to your new course
4. Go to the “**Control Panel**”

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Manage Tools</a>	<a href="#">Import Package</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>
<a href="#">Recycle Course</a>	<a href="#">Archive Course</a>
<a href="#">Course Copy</a>	<a href="#">Resources</a>

5. Under “Course Options” follow the “**Settings**” link



### Settings

- ▶ [Course Name and Description](#)  
Set the title, description and category for your course.
- ▶ [Course Availability](#)  
Set user availability for this course.
- ▶ [Guest Access](#)  
Set guest access for this course.
- ▶ [Course Duration](#)  
Set duration of the course.
- ▶ [Enrollment Options](#)  
Control the enrollment options in the course.
- ▶ [Categorize Course](#)  
Categorize this course in the course catalog.
- ▶ [Set Course Entry Point](#)  
Select the entry point for this course.
- ▶ [Course Design](#)  
Set course banner and design.
- ▶ [Observer Access](#)  
Set observer access for this course.

6. On the Settings screen follow the “**Course Availability**” link



## Course Availability

### 1 Set Course Availability

Do you want this course available to users?

**Make Course Available:**  Yes  No

### 2 Submit

Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

7. In the “Set Course Availability” section click the “**Yes**” radio button
8. Scroll to the bottom of the screen and click “**Submit**”
9. You will see a confirmation screen, click “**OK**” to get back to the Settings screen
10. Click “**OK**” to return to the control panel.
11. You can click on the “My Institution” tab to view your course which is now displayed without the “*unavailable*” text.