

How To Activate a Course

- 1. Log onto Brightspace using your CUNY credentials.
- 2. Select the course in which you would like to work on.
- 3. On the navigation bar locate and select "Course Admin".
- 4. Next click on "Course Offering Information".

Course Administration

| Category Name | | |
|----------------------------|-----------------------------|---------------|
| Tools | | |
| Announcements | Assignments | Attendance |
| Availability Date Defaults | 😭 Awards | 🛗 Calendar |
| E Checklists | 🚆 Class Progress | Classlist |
| Competencies | Content | Course Builde |
| Course Design Accelerator | Course Offering Information | Discussions |
| Frequently Asked Questions | Glossary | Grades |

Figure 1: Course Administration webpage with "Course Offering Information" highlighted.

5. Once in the course offering information page scroll down to where it says **Active.** There will be a box.

| Semester | | | |
|--------------------------|---------------|--|--|
| Dev Sites | | | |
| Locale | | | |
| Default English (U | nited State 🗸 | | |
| Force Locale | erences | | |
| Activo | | | |
| Course is active | | | |
| Public in ePortfolio | | | |
| 0 | | | |
| Sections | | | |
| Course has sections | Ø | | |
| Discover Save 5 Cance | | | |

Figure 2: Course settings interface with options for locale, active status, and sections, alongside Save and Cancel buttons.

6. Click on the box. A check will appear after.



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| Semester |
|--|
| Dev Sites |
| Locale |
| Default English (United State 🗸 |
| |
| Force Locale |
| Override locale preferences |
| Active ✓ Course is active |
| Public in ePortfolio |
| 0 |
| Sections |
| Course has sections |
| |
| Discover Save s Cancel e in Discover so Learners can self-enroll |

Figure 3: Image showing course status as active with options for locale and public settings.

7. Next Click Save.

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