

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

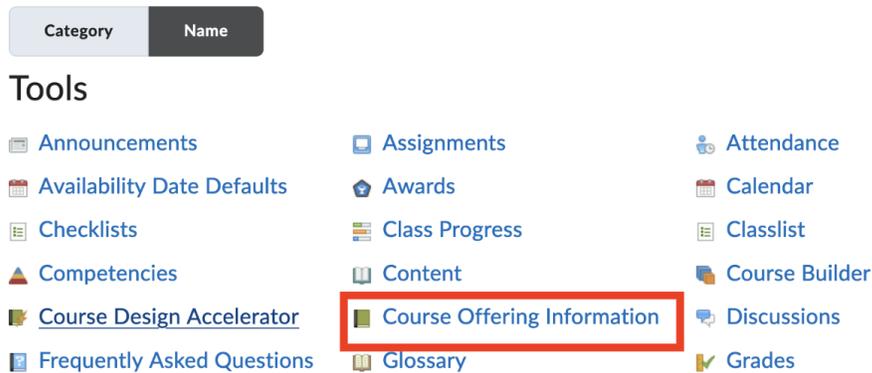


Figure 1: Course Administration webpage with "Course Offering Information" highlighted.

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

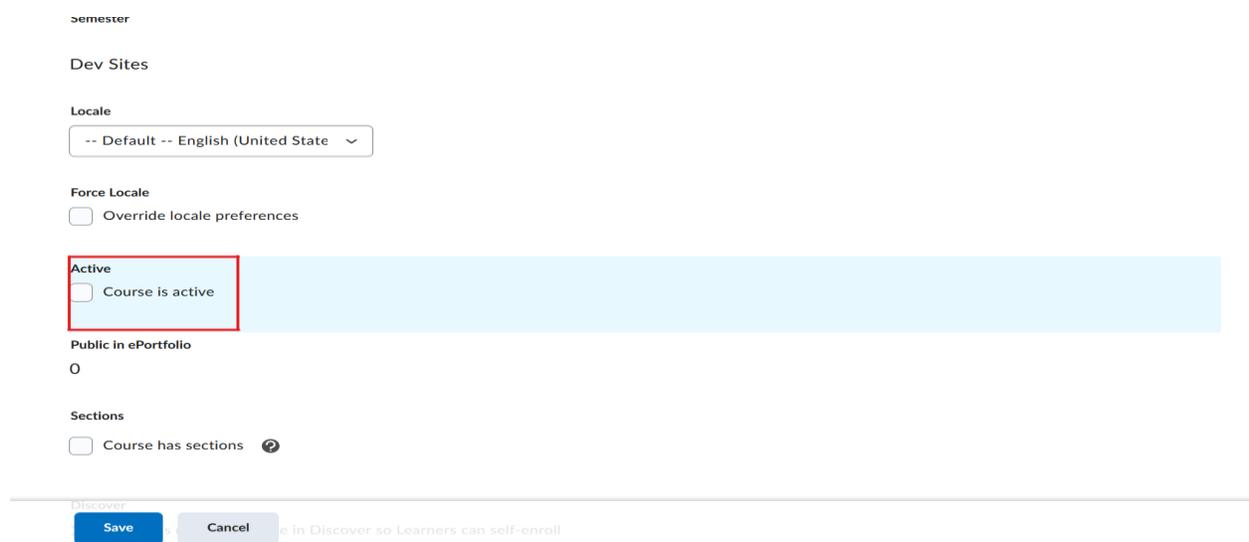


Figure 2: Course settings interface with options for locale, active status, and sections, alongside Save and Cancel buttons.

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

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**.