

Making Your Course Available

All courses are created as Unavailable to students. Instructors must make them available when they are ready for student view.

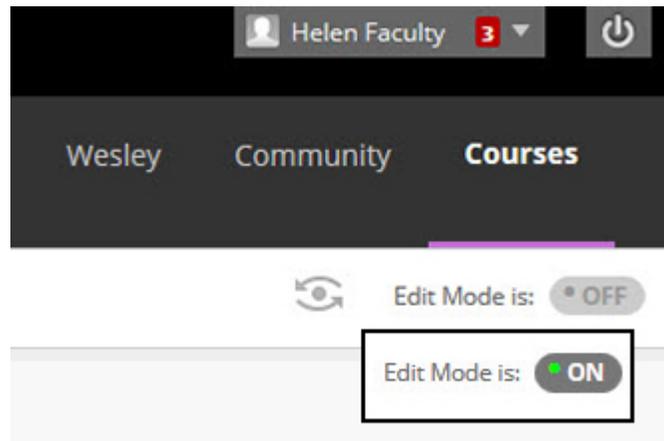
1. Navigate to blackboard then enter your username and password. You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



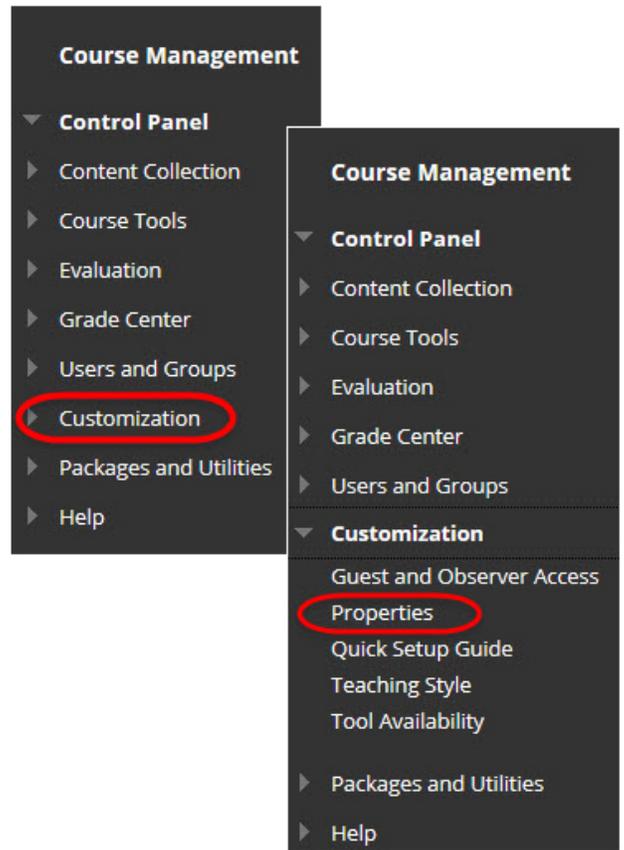
2. Enter the course you will be making available



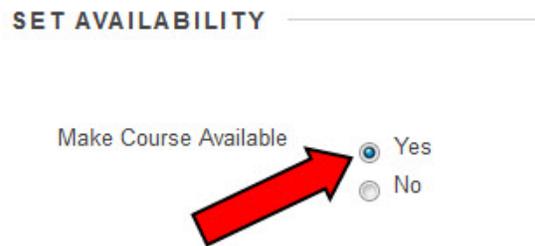
3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. If the Edit mode shows as Off, click **OFF** once to turn it on.



4. On the Course Management Menu in the lower left corner, click **Customization**. Then click **Properties**.



5. Under Set Availability click the radio button next to **Yes**.



6. Click **Submit**



7. You will receive a confirmation message shown at the top of the screen in green letting you know you have successfully made the course available.



For further assistance, please contact Educational Technology at edtech@wesleyseminary.edu