

Course Availability in Blackboard

Blackboard course sites are created automatically for all academic courses approximately sixty days in advance of the first day of the term. Students are automatically enrolled into Blackboard courses when the course is created (if the student is officially enrolled via Banner). Add/drops are updated twice daily to Blackboard from the Banner system.

Courses are created as ‘unavailable’ to students (hidden from students but accessible to the instructor). Instructors must change the setting for every course, every semester when they are ready for students to access the course. Instructions for doing so are below.

Making Your Blackboard Courses Available to Students

From your course in Blackboard, do the following:

1. In the **Control Panel**, click **Customization**.
2. Click **Properties**.
3. Under **Set Availability**, click **Yes**.



3. **Set Availability**

Make this course available to users?

Make Course Available Yes No

Setting Course Availability

Your course is now available to students and will appear on their Blackboard Home Page.

NOTE: You can now set course availability within content areas

1. Click into any content area (e.g. Course Documents, Assignments, Course Information, etc.)
2. Click the lock icon in the upper right (between the Student Preview eyeball icon and the Edit Mode) to toggle Availability on or off (red is off).



Toggle Course Availability

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fclld@hartford.edu

Website: <http://www.hartford.edu/fclld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>