Term Settings - Course Availability to Students

Term Availability settings
Terms are assigned in the course creation process (Winter, Spring, Summer, Fall). With Term Availability, the instructor need not turn the course on (Available) or off (Unavailable) for students. The course is set to Available for students two days prior to the first day of instruction and Unavailable for students four weeks after the beginning of the immediately following Spring or Fall term (based on Grade Appeal Policy). The Instructor may opt out of the Term Availability settings and make the course Available/Unavailable manually.

In Bb, Available means students can see and enter the course
Unavailable means students can not see or enter the course, the Instructor always can.

Enter the Control Panel > Customization > Properties Page

Under Course Management > Control Panel
1. click Customization
2. click Properties
On the *Properties* page, part 3. *Set Availability*
Select or verify the option

*Yes* = course is visible to students, they can see and enter it.

*No* = course is hidden from student view.

*Use Term Availability* = students see the course during the term dates (two days prior to the first day of instruction and 4 weeks into next SP/FL term).

The Instructor always see the course link and can enter the course. This setting affects only student course access.

When the instructor sees the words *not currently available* by the course ID and name, that indicates students can not see it.

Keep *Use Term Availability* to allow the course to be turned on and off for students for the academic term.
Select Yes or No to opt out of Term Availability settings and set the course availability manually.

Click Submit to save your settings, Cancel to exit without making changes.

For courses set to manual availability, return to this page and make the course Unavailable (select No or Use Term Availability) when students no longer need to enter.

Use Term Duration

- Continuous
- Select Dates
- Days from the Date of Enrollment
- Use Term Duration

(Fall 2013 duration is from August 19, 2013 to December 24, 2013)

For Term Availability, keep Use Term Duration.
To open the course early or extend it after the term end date, select Continuous.
Avoid using Select Dates or Days from the Date of Enrollment.