

## Course Availability

By default, all courses are created so that they are only seen by the instructor. The course will be “unavailable” until the instructor makes it visible to the students. You can confirm that the course is unavailable several different ways.

You can confirm that the course is unavailable in two ways. The instructor can look at the Home screen and see what it says next to the course he or she is teaching. The course would say unavailable in parenthesis as shown below:



### My Courses

#### Courses you are teaching:

 [TEST-EIS-100-P:EIS Test Class 16](#) (unavailable)

No Announcements.



If the instructor prefers to use the Courses tab, the course would also say unavailable as shown below:

#### Courses you are teaching:

 [TEST-EIS-100-P:EIS Test Class 16](#) [Unavailable]

Course ID:

Instructors:

Home Courses

Announcements  
 Course Information  
 Instructor Information  
 Course Documents  
 Assignments  
 Communication  
 Discussion Board  
 External Links  
 Course Tools

**Tools**

- Communication
- Course Tools
- Course Map
- Control Panel**
- Refresh
- Detail View

COURSES > TEST-EIS-100-P:EIS TEST CLASS 16 > ANNOUNCEMENTS

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

October 31, 2005 - November 07, 2005

**Mon, Nov 07, 2005 -- Assessment Posted**  
 The Test Test 102505 has been made available in the folder Assignments.

To activate or make the course available to students, enter the course in question and open the Control Panel.

Content Areas	
<a href="#">Course Information</a>	<a href="#">Assignments</a>
<a href="#">Course Documents</a>	<a href="#">External Links</a>
Course Tools	
<a href="#">Announcements</a>	<a href="#">Digital Dropbox</a>
<a href="#">Staff Information</a>	<a href="#">Glossary Manager</a>
<a href="#">Send Email</a>	<a href="#">Messages</a>
<a href="#">Discussion Board</a>	<a href="#">Manage Chalk Title</a>
<a href="#">Collaboration</a>	
Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Course Design</a>	<a href="#">Import Package</a>
<a href="#">Money Tools</a>	<a href="#">Export Course</a>
<a href="#">Settings</a>	

User Management	
<a href="#">List / Modify Users</a>	
<a href="#">Manage Groups</a>	
Assessment	
<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Survey Manager</a>	<a href="#">Gradebook Views</a>
<a href="#">Pool Manager</a>	<a href="#">Performance Dashboard</a>
<a href="#">Course Statistics</a>	
Help	
<a href="#">Support</a>	
<a href="#">Manual</a>	
<a href="#">Contact System Administrator</a>	

In the Control Panel, click on Settings. This is the link on the bottom left side of the screen

## Settings

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▶ **Course Availability**

Set the availability of the course.

▶ **Guest Access**

Set guest access for the course.

▶ **Set Course Entry Point**

Select the entry point for the course.

▶ **Observer Access**

Set observer access for the course.

▶ **Set Locale**

Set the Locale for the course.

Course Availability is the top link.

Click on the link to set availability

## Course Availability

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**1 Set Availability**

Make this course available to users?

**Make Course Available:**  Yes  No

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit

To make the course available to students, change the setting from “No” to “Yes.”

Course Availability is the master On / Off switch for the course. When a course is unavailable, only the instructor can see it. Students do not even see the link for the course on their Welcome page.