



## How do I schedule an end to my course's availability?

The default setting for courses to remain available is ongoing, meaning that if the student wants to go back and look at course content after the semester is over, the course will still be available. For various reasons, instructors may need to set an end date to their course's availability. This is a quick process.

First, log in to Blackboard. Click on the course you want to schedule for cut off.

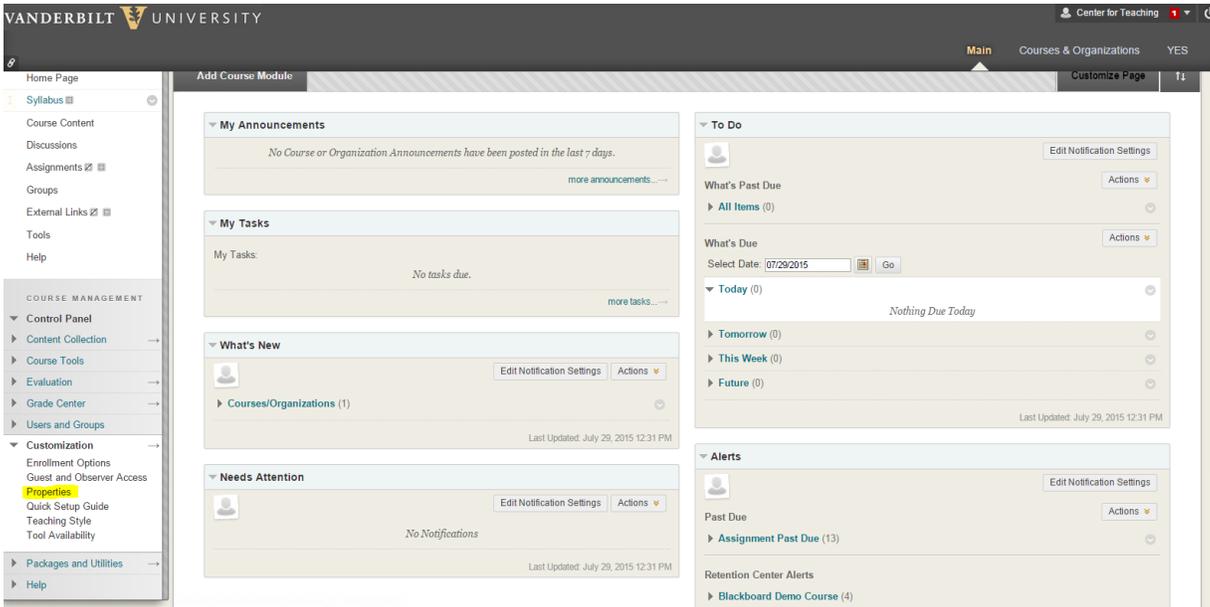
Note: If you want to open more than one course, you will have to complete these steps for one course at a time.

A screenshot of the Blackboard main page for a course. The top navigation bar includes "VANDERBILT UNIVERSITY", "Center for Teaching", and "Main Courses &amp; Organizations YES". The main content area is divided into several sections: "For Blackboard help" with links to FAQs and support; "For Blackboard outage or performance issues" with technical support links; "Tools" including Announcements, Calendar, Tasks, My Grades, Send Email, and User Directory; "Courses" showing "Blackboard Demo Course (not currently available)"; "My Media"; "Blackboard News" with updates on service interruptions and a summer update; "Tips for Instructors" regarding the Rubrics tool; and "Tasks" showing "No tasks due." with a "more tasks..." link.

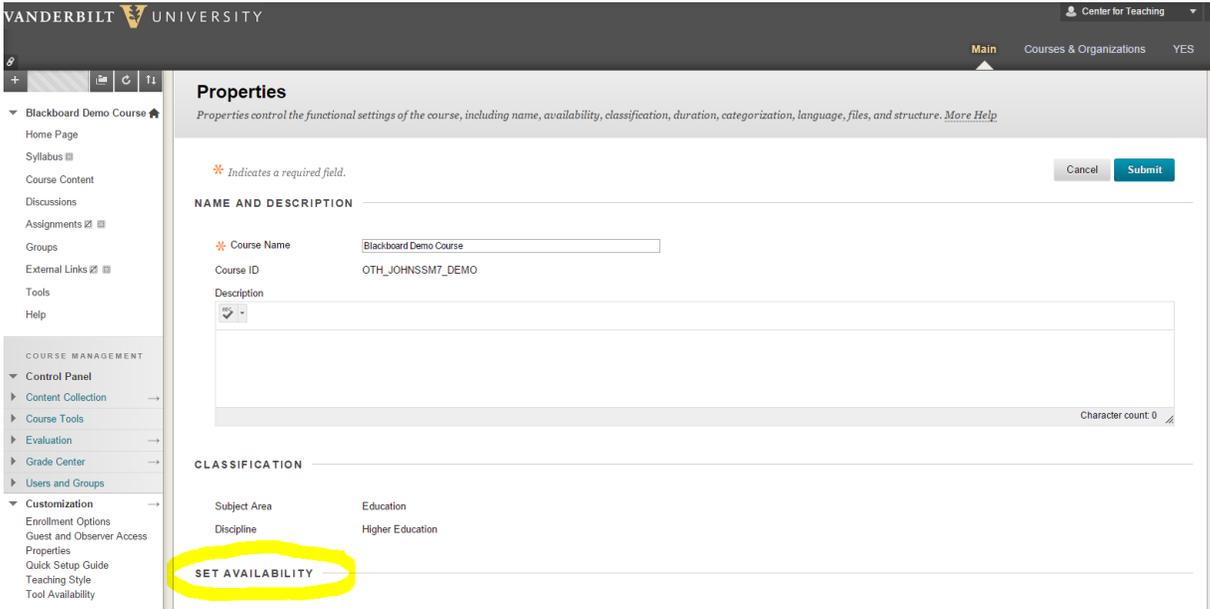
Once you are on the main page of your course, look on the left-hand column for the tab called "Customization."

A screenshot of the Blackboard course home page. The top navigation bar includes "VANDERBILT UNIVERSITY", "Center for Teaching", and "Main Courses &amp; Organizations YES". The main content area is titled "Home Page" and includes sections for "My Announcements", "My Tasks", "What's New", "To Do", and "Needs Attention". The left-hand navigation menu is visible, with "Customization" highlighted in yellow. The "To Do" section shows "What's Past Due", "What's Due" (with a date of 07/29/2015), and "Today", "Tomorrow", "This Week", and "Future" sections, all showing zero items.

When you open the “Customization” options, you will see “Properties.”



Click on Properties. Find the section called “Set availability.”



Next to “Set Availability”, click on “Yes” to make the course available to students.

In the next section called “Set course duration”, you can choose how long the course will be available.

- “Continuous” means that the course will be available indefinitely, even after the semester is over, until you manually make the course unavailable. This is the **default**, but might not be the best setting for your course. Instructors will want to limit their course’s availability if:
  - ...the course incorporates content that is only licensed for a single semester or for currently enrolled students.
  - ...students should have downloaded all necessary content to their own devices and continued access is no longer necessary
  - ...the course is scheduled to be archived
- If you choose “Select Dates”, you can set the course to be available for specific dates. For example, you can set the course to only be available for the dates of the term in the academic calendar. “Days from the Date of Enrollment” has a similar effect, allowing you to make the course unavailable automatically after a specified number of days.

VANDERBILT UNIVERSITY

Center for Teaching

Main Courses & Organizations YES

Properties  
Quick Setup Guide  
Teaching Style  
Tool Availability

▸ Packages and Utilities →  
▸ Help

**SET AVAILABILITY**

Make this course available to users?

**Make Course Available**  Yes  
 No

**SET COURSE DURATION**

**Duration**  Continuous  
 Select Dates  
 Days from the Date of Enrollment

**COURSE FILES**

Choose the **Course Files Default Directory** for this course. This is the default location where files are saved for the course and does not conflict with the Content System Home Page setting. Users can choose to save files in another location.

Course Files Default Directory

Display course specific options only  Display all Content Collection options

Click **Submit** to proceed. Click **Cancel** to go back.

Once you have made your selections on the “Properties” page, click on “Submit” to effect your changes.

**Note:** Make sure to inform students on the syllabus and on Blackboard when the course is scheduled to be made unavailable so they will make sure to download necessary content before that date.