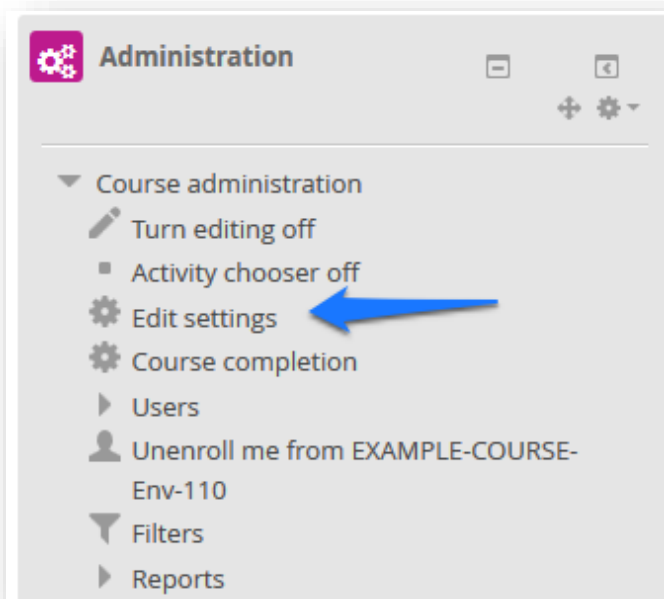


Making Courses Available to Students

Topic Title


In order to prevent misuse in unused courses, track usage, to help ensure your course is ready for students, and give instructor control over when their courses are available, instructors who wish to use Vancko Hall with students are now required to make courses available to students at the start of each term. To do this, instructors will need to


1. Enter the course
2. Locate the **Administration** block
3. Click on **Edit Settings**






4. In the **General** settings, locate the option **Visible** and change to either "Show" or "Hide"



▼ **General**


Course full name* 

Course short name* 

Course category 

Visible  

course start date 
 

Course ID number 

5. Scroll down and click "Save changes"

Frequently Asked Questions

How do I know if the course is available to students or not without looking in the settings?

When viewing the course listings on the Vancko Hall entrance page courses that are open will be shown in bold black lettering while closed courses are titles are greyed out.

What if I want to open my course to students one week before the start of the term?

That is up to you—you have the ability to do so by following the above instructions

What if I post an announcement in the News Forum whole the course is still unavailable?

An email will not be sent to your students notifying them of a forum post. The course will need to be available before forum post emails will be sent to students.

If I have a META course with the content and a blank child course (CRN course) –what do I do?

If the META course with the content is hidden, the child courses will not show any content. To open your META course, enter the META (which contains content) and follow the steps outlined above.