



UNIVERSITY OF HARTFORD

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. Go to the **Control Panel**.
2. Click **Settings** located under the Course Options heading.
3. Click **Course Availability**.
4. Select ‘Yes.’
5. Click **Submit**.

A screenshot of the Blackboard 'Course Availability' settings page. The page has a title bar with a Blackboard icon and the text 'Course Availability'. Below the title bar, there are two main sections. The first section is titled '1 Set Availability' and contains the question 'Make this course available to users?' followed by the label 'Make Course Available:' and two radio buttons: 'Yes' (which is selected) and 'No'. The second section is titled '2 Submit' and contains the instruction 'Click Submit to finish. Click Cancel to quit.'

Setting Course Availability

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

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 wishing to use the lab may contact FCLD.

Phone: 768-4661

Email: fcld@hartford.edu

Website: <http://uhaweb.hartford.edu/fcld/>

Information Technology Services (ITS)

ITS Help Desk – Computing Center

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, Facebook, and grades).

Phone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services (MTS) – Harry Jack Gray Center 111A

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-way video classrooms, Smart Podiums, COWS, laptops, etc.) 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: 768-4643 (Main) or 768-4662 (Tech Line)

Website: www.hartford.edu/mts