

## Blackboard Term Availability and Term Duration

IMPORTANT: All courses are set to the same Term Availability and Duration by default.

The Term Duration dates will vary based on the current term. Primary Instructors in Blackboard have access to view Availability Dates under Edit Options On/Course Management/Properties (refer to image below).

Blackboard Course Access for **students**:

- Start Date: Date listed first under Term Duration (at Midnight/central standard time)
- End Date: Date listed last under Term Duration (at 11:59 p.m.)

To extend the Course Availability and Duration:

Go to Course Management/Customization.  
Select Properties.

**\*Note:** All courses are set to the same Term Availability and Duration by default.

However, any changes i.e. extended dates will make the course available to **ALL** students.

Note: To change Availability Status for students go to Course Management/Users.

You will now see a list of users who are enrolled in your Blackboard course.

Locate the user whose availability you wish to change, hover over the username and click on the chevron that appears.

Click on Change User's Availability in Course to change the user's availability.

You will have to change **each** user availability **individually**.

The screenshot displays the Blackboard Course Management interface. On the left, a sidebar menu shows 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Enrollment Options', 'Guest and Observer Access', and 'Properties' (highlighted with a red box). The main content area is divided into two sections: 'SET AVAILABILITY' and 'SET COURSE DURATION'. In 'SET AVAILABILITY', the 'Make Course Available' section has 'Yes' selected (highlighted with a red box). In 'SET COURSE DURATION', the 'Use Term Duration' option is selected (highlighted with a red box). Below this, a list of users is shown. The first user, '@jeffersonstate.edu', is highlighted with a red box. A dropdown menu is open for this user, showing options: 'Edit', 'Change User's Password', 'Change User's Role in Course', 'Change User's Availability in Course' (highlighted with a red box), and 'Remove Users from Course'. At the bottom, the 'Enrollment Availability' section shows 'Yes' selected (highlighted with a red box). The 'Submit' button is also highlighted with a red box.

You can choose to allow all students access for the extended time or you can also hide anything you do not want all students to be able view such as content, folders, modules, assignments, and tests.

Locate the content you wish to change, hover over the content and click on the chevron that appears.

You will have to change **each** content area availability **individually**.

