



Make Your Blackboard⁹ Course Site Available

Coppin State University automatically creates a Blackboard course site for every class that is officially offered each semester. However, all the course sites are set up as “unavailable” so that the instructor can go in and set up the course site before the students come in to it.

If you are the instructor-of-record (shown in EagleLINKS) for a course, you can log in to Blackboard and make the course "available" so that students can see it.

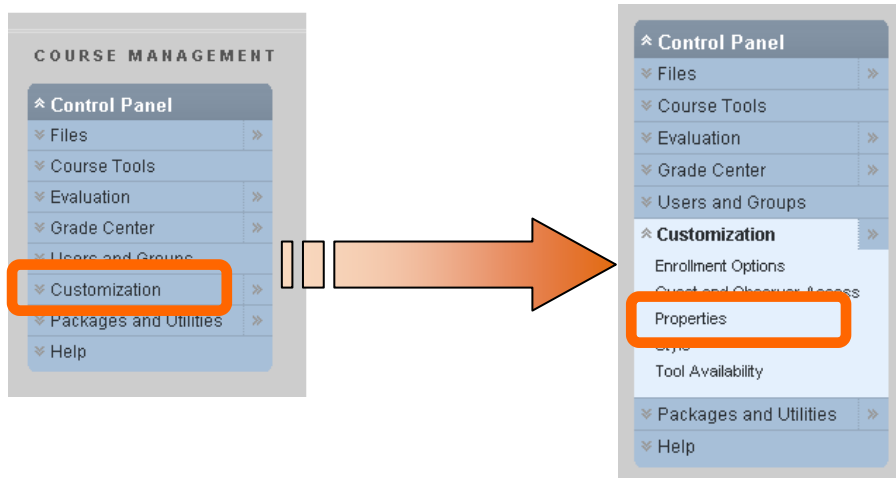


IMPORTANT NOTE: If you are NOT the instructor-of-record, talk with your department chair to make sure the necessary paperwork is put through to the Registrar. You need to be the instructor-of-record in order to **submit grades for students** in EagleLINKS, see the class roster, and access the Blackboard course site.

1. Log in to Blackboard <http://eaglebb.coppin.edu>
2. Go to your course site – you will see the word “*unavailable*” next to the name of your course, indicating that only you the instructor can access the course site; students cannot access it.

 [SOWK 460 - summer 2010](#) (*unavailable*)

3. In the **Control Panel** section in the lower left side of the screen click Customization..



The Customization section expands and displays more options.

4. Click **Properties** in the lower left section under “Course Options.”

The content panel displays the course properties.

4. Scroll down to section 3, **Set Availability**

5. For the setting Make Course Available, select **Yes**.

6. Scroll to the top of the screen and click **Submit**.

7. Click **OK**.

Students will now be able to see the Blackboard course site for your class.

Where to Get Help

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911
- Training sessions and tipsheets offered by Instructional Technology, website:
<http://www.coppin.edu/TLT>
- On campus HelpDesk for faculty and staff:
410-951-3888
- On campus HelpDesk for students, located in Grace Jacobs MC 16:
410-951-3872