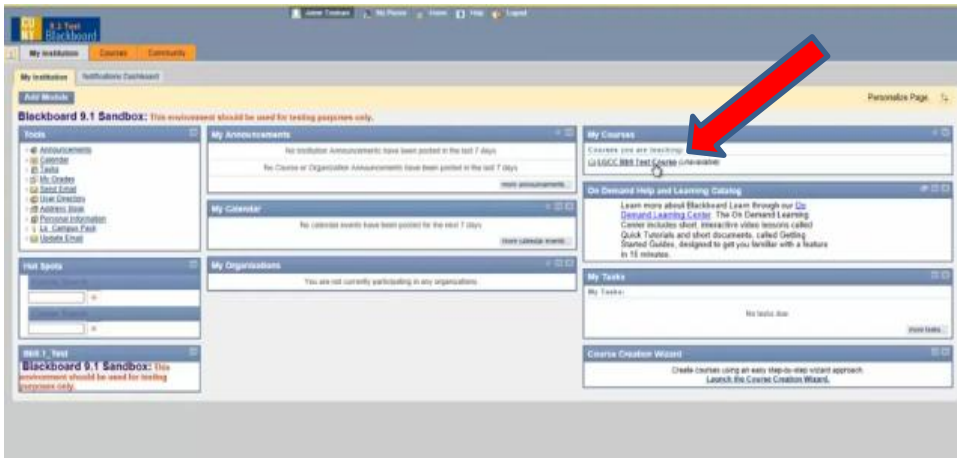
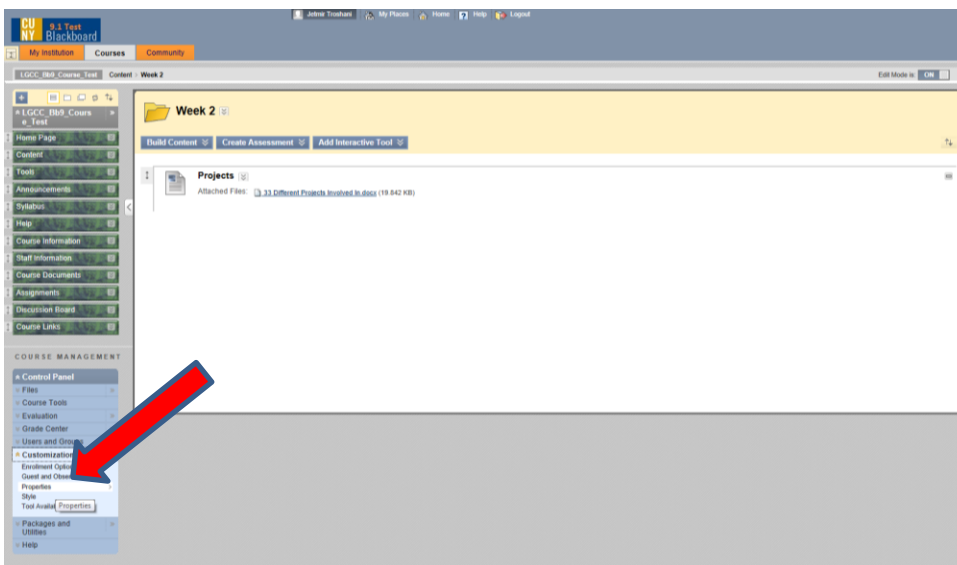


Make course available on BB 9.1

1. Under **My Courses** click on the **Course Link**.



2. In the **Control Panel** under **Customization** click on **Properties**.



3. Under **Set Availability** to make course available click **Yes**.

The screenshot shows the 'Properties' form for a course. The 'Set Availability' section is highlighted, and a red arrow points to the 'Yes' radio button. The form includes sections for Name and Description, Classification, Set Availability, and Set Course Duration.

Properties
Properties control the functional settings of the Course. [More Help](#)

★ Indicates a required field

1. Name and Description
Course Name: LGCC Bb9 Test Course
Course ID: LGCC_BB9_Course_Test
Description:

2. Classification
Subject Area: Education
Discipline: Higher Education

3. Set Availability
Make this course available to users?
Make Course Available: Yes No

4. Set Course Duration
Duration: Continuous Select Dates
Start Date: Enter dates as mm/dd/yyyy
End Date: Enter dates as mm/dd/yyyy
Days from the Date of Enrollment:

4. To Complete Process on the bottom right Click **Submit**.

The screenshot shows the 'Properties' form with the 'Submit' button highlighted at the bottom right. The form includes sections for Classification, Set Availability, Set Course Duration, Categorize Course, Select Language Pack, and Course Files.

2. Classification
Subject Area: Education
Discipline: Higher Education

3. Set Availability
Make this course available to users?
Make Course Available: Yes No

4. Set Course Duration
Duration: Continuous Select Dates
Start Date: Enter dates as mm/dd/yyyy
End Date: Enter dates as mm/dd/yyyy
Days from the Date of Enrollment:

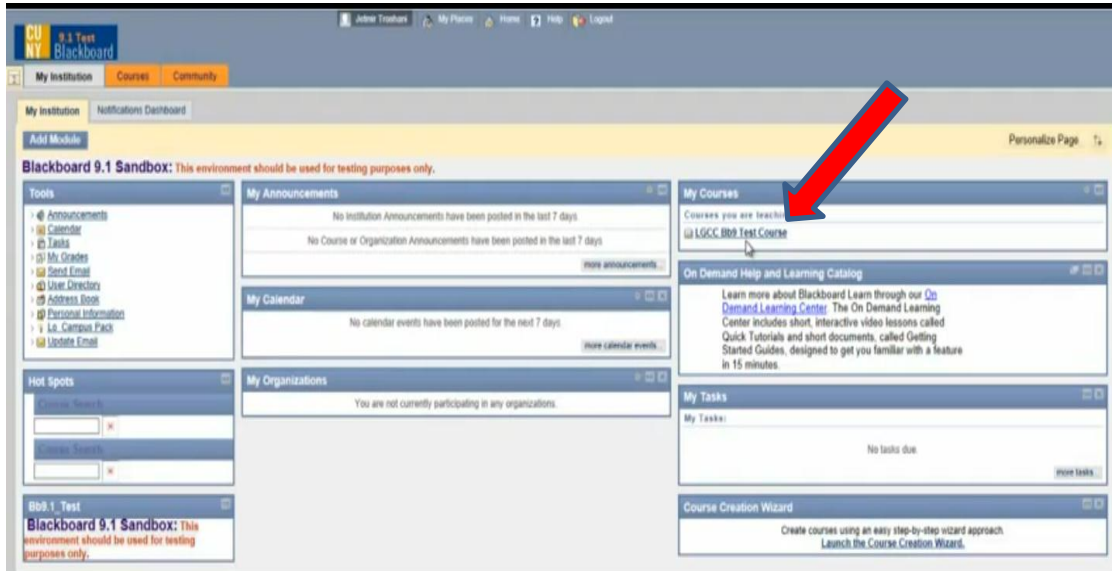
5. Categorize Course
Items to Select:
Selected Items: LGCC (LaGuardia)

6. Select Language Pack
Select the Language Pack that will be used for buttons, files, and other text supplied by the system. Entering the Language Pack will override individual users' language choices.
Language Pack: System Default
Enforce Language Pack:

7. Course Files
Course Files Default Directory: /courses/LGCC_BB9_Course_Test

8. Submit
Cancel Submit

5. Your course is now available.



To view the Video Tutorial for this handout access the link below.

<http://youtube.com/LAGCCISMD>