

MAKE A COURSE AVAILABLE/UNAVAILABLE TO STUDENTS

BRIGHTSPACE GUIDELINES FOR FACULTY

Ideally, you will want to open access a week before the semester starts. This gives students ample time to familiarize themselves with the course layout, review the syllabus, and prepare for the first week's activities. However, if your course involves sensitive or time-restricted materials, you may opt for a different timeline.

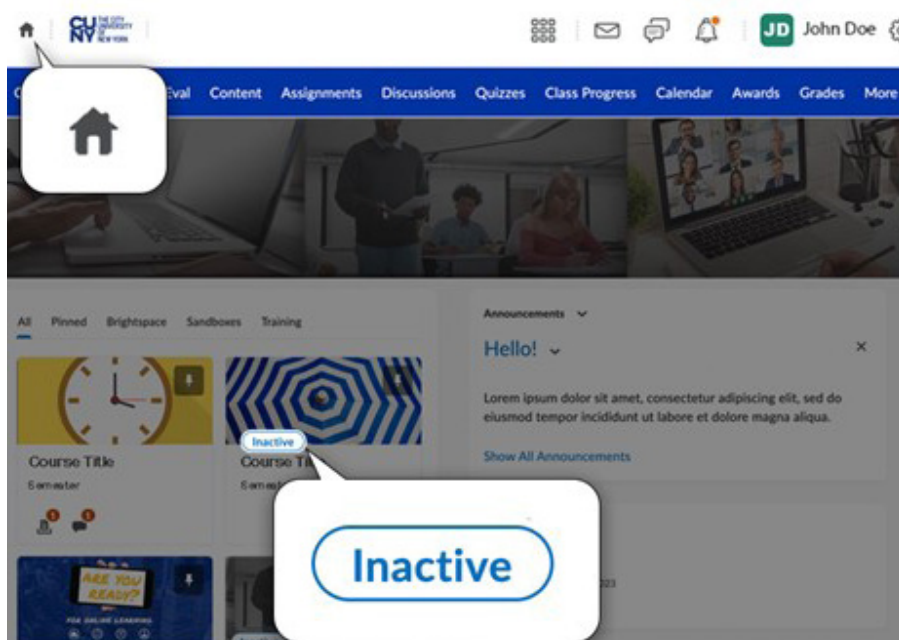
The timing of making your course available is not just a logistical consideration – it is also a pedagogical one that aligns with Universal Design for Learning (UDL) principles. By providing students with early access to course materials, you offer multiple means of engagement and representation. Students with different learning preferences and abilities can take the time they need to navigate and understand the course structure, which assures inclusivity.

✓ Check If Your Course Is Available in Brightspace.

Click on the home icon at the top of the page to access your Brightspace dashboard.

Locate the course on the My Courses widget on your dashboard.

🔔 In Brightspace, courses labeled “Inactive” will not be visible to students.

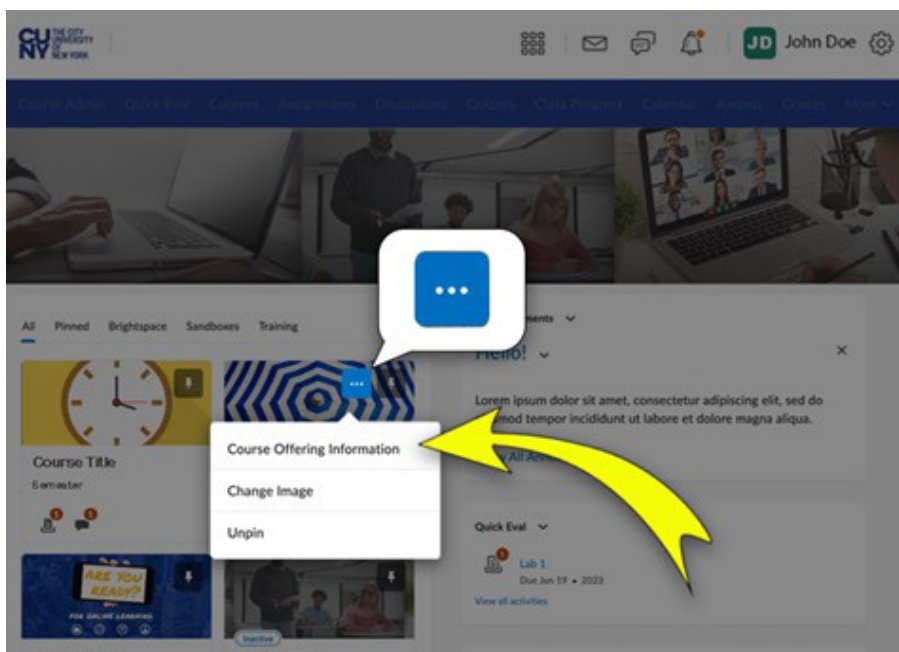


✓ Make Your Course Available.

OPTION A

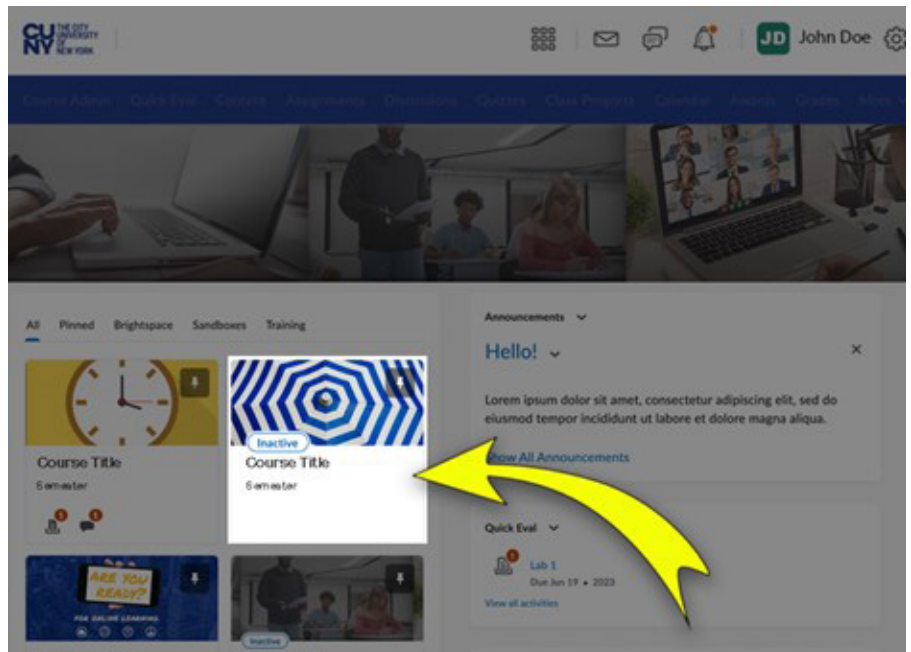
From the college landing page, hover over the course you want to make available click on the 3 dots icon.

Select Course Offering Information.



OPTION B

From the college landing page, click on the course you wish to make available.

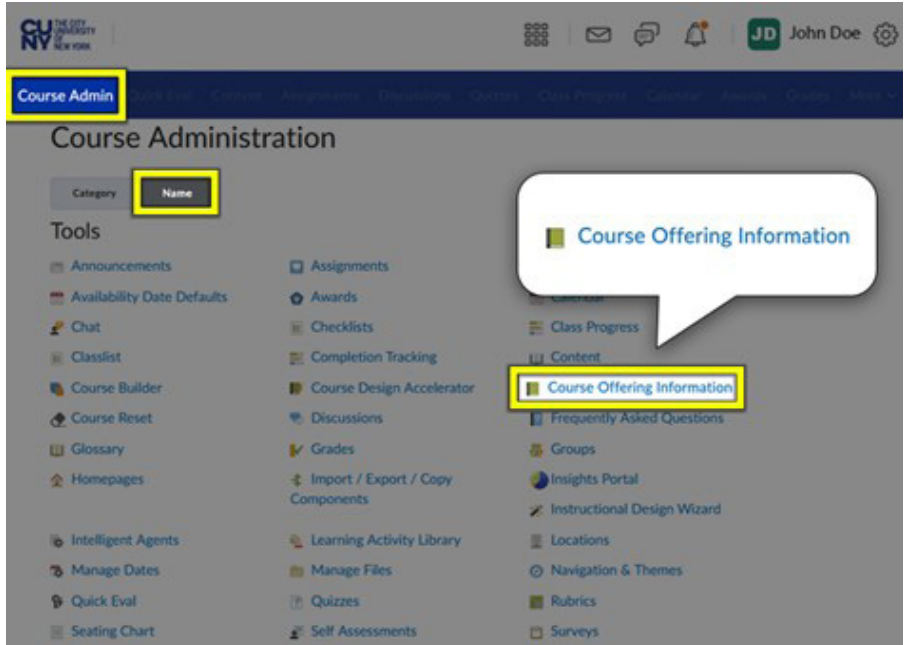


Click the Course Admin link in the top navbar.

Click on the Name button.

Click on the Course Offering Information link.

*(If you filter Brightspace tools by category, the Course Offering Information link appears under Site Setup.)



Checkmark the Course Is Active option.



Once the Make Course Active is checkmarked and saved, students will have immediate access to the course. However, the course might still appear inactive for about 15 mins while the system is updated.

NOTE

If you wish to make the course inactive, repeat the steps above and uncheck the Course Is Active option.

