

Making Previous Courses Visible to Students

If you wish to adjust settings to make any of your previous trimester sections visible to students,

simply go to your Blackboard CE-8 shell, and follow these instructions:

1. Go to the Teach tab
2. Click Manage Course
3. Select Settings
4. Select Learning Context
5. Select Always Available (students)

The process is illustrated below:

In the Teach tab, locate Instructor's Tools. Click on **Manage Course**.



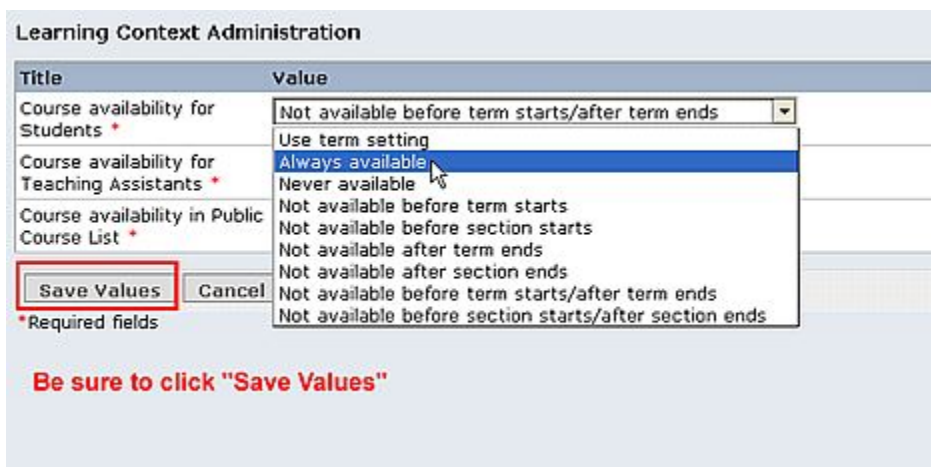
A new screen appears: Click **Settings**



A new screen opens: Select the Learning Context option.



On the next screen, under **Course Availability for Students**, use the dropdown menu to select: **Always available**. **Save Values**.



Once you have completed this process, this section will be available to students.

All current and previous classes remain intact on our server. Only student access has been changed.

If you have any questions about this process, or if you would like to remove any previous courses from your own MyWebCT list, please contact Barbara Mandel ext. 4940 or Jan Engle ext. 3073.