Course Availability in Blackboard

Blackboard course sites are created automatically for all academic courses approximately sixty days in advance of the first day of the term. Students are automatically enrolled into Blackboard courses when the course is created (if the student is officially enrolled via Banner). Add/drops are updated twice daily to Blackboard from the Banner system.

Courses are created as ‘unavailable’ to students (hidden from students but accessible to the instructor). Instructors must change the setting for every course, every semester when they are ready for students to access the course. Instructions for doing so are below.

Making Your Blackboard Courses Available to Students

From your course in Blackboard, do the following:
1. In the Control Panel, click on Customization.
2. Click on Properties.
4. Click Submit.

3. Set Availability

Make this course available to users?

Make Course Available

Yes
No

Setting Course Availability

Your course is now available to students and will appear on their Blackboard Home Page.
Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and support to faculty and staff who are using technology in instruction by assisting faculty who are integrating instructional technologies into their classroom teaching and learning through: group or individualized meetings, phone and e-mail support, and by providing a faculty lab in Mortensen Library.

Phone: (860) 768-4661  Email: fcld@hartford.edu  Website: http://www.hartford.edu/fcld

Information Technology Services (ITS)
ITS Help Desk – Computing Center
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, Banner, campus facebook, and grades).

Phone: (860) 768-5999  Email: its@hartford.edu

Media Technology Services (MTS) – Harry Jack Gray Center E113
MTS maintains and installs classroom equipment, such as projectors, Symposiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)  Website: www.hartford.edu/mts