1. Log into Blackboard.

2. If your course is not displayed: Select the “My Courses” module > “Settings” icon to enter “Personalize: My Courses.”

3. Checkmark the “Course Name” tick box next to your unavailable course, and “Submit.”

4. Enter your unavailable course from the “My Courses” module menu.

5. Navigate to “Course Management” > “Customization” > “Properties.”

6. Under “Set Availability” > “Make Course Available” > Select “Yes.”

7. Finally, select “Submit” to process your changes.