

## Availability

Use of the Learning Management System, Blackboard, is strongly recommended to promote student success and provide a consistent learning environment. Empty Blackboard shells have been created for all traditional courses; faculty should copy content or request a template and provide a syllabus for students. Please communicate with students regarding how you plan to use Blackboard.

Non-traditional course shells (competency, dissertation, independent study, internship, thesis) have shells created; however, they have been made unavailable by default. Faculty can use the Blackboard shell by making it available and adding content at any time during the semester.

### What is availability?

The availability request allows faculty to show or hide a Blackboard course shell from students in Blackboard. We strongly suggest that faculty avoid hiding traditional Blackboard shells; however, this practice is preferred if the shell is empty. If there is a circumstance where a faculty member who has a Blackboard course shell decides they will not be using it for the semester they can hide that course shell from students to avoid confusion or they could activate a shell if they suddenly need to share materials due to illness or adverse weather.

**If a course is set to be available**  : It will follow the normal availability pattern; it will only become available to students on the first day of class and will become hidden to students after the term ends.

**If a course is set to be unavailable**  : It is not visible to students in Blackboard.

### Reminders

- \*This feature is NOT available for fully online courses.
- \*The status of any course can be seen on the overview page at [www.uml.edu/bbsetup](http://www.uml.edu/bbsetup).
- \*You can change the availability of a course at any point before or during a semester.
- \*If courses are merged the child course(s) will follow the availability status of the parent course.

Log into [www.uml.edu/bbsetup](http://www.uml.edu/bbsetup) and select the “Make Request” option from the menu on the left. Then choose “Hide or Show Classes”.

Once you select to make an availability request select which term the request is for and click continue.

Academic Technology <b>Blackboard Course Management</b> Overview <b>Make Request</b> My Requests	<h2>Choose a Term</h2> <p>Select the term you would like to make a request in and click <i>Continue</i>.</p> <p>2022 Fall <input type="button" value="Continue"/></p>
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Most courses are set as available by default. To hide a course(s) from students uncheck the box next to the course(s) you wish to hide and click next.

**Note:** Child courses availability cannot be changed because they follow the availability of their master/parent course.

## Choose Available Classes

Courses that are checked  will be available to students for the semester. Uncheck a course that you wish to hide from students in Blackboard. Most courses are available by default.

**i** Child course availability cannot be changed as it is controlled by the master/parent course.

**i** Courses set as available will follow the normal availability pattern; they will only become available to students on the first day of class and become hidden to students after the term ends.

2022 Fall

### CHEM.1210 Chemistry I (Formerly 84.121)

- CHEM.1210-103C (#6902)
- CHEM.1210-204C (#6792)
- CHEM.1210-205C (#6793)
- CHEM.1210-206C (#6794)
- CHEM.1210-213C (#6801)

Review your selection and make sure of your choices before hitting the submit button.

## Review

Please review your selection for which courses will be available.

**i** Courses set as available will follow the normal availability pattern; they will only become available to students on the first day of class and become hidden to students after the term ends.

2022 Fall



CHEM.1210-103C Chemistry I (Formerly 84.121)

Unavailable



CHEM.1210-204C Chemistry I (Formerly 84.121)

Available



CHEM.1210-205C Chemistry I (Formerly 84.121)

Available



CHEM.1210-206C Chemistry I (Formerly 84.121)

Available



CHEM.1210-213C Chemistry I (Formerly 84.121)

Unavailable

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Submit Availability Request

Once you submit your request you will receive an email confirmation that your request has been successfully submitted. Please allow up to an hour for availability requests to be reflected in Blackboard.

To continue with your course setup click the “Make another request” button.



## Request Submitted

You will receive an email confirmation shortly.

Please allow up to **one hour** for your request to process and the changes to be reflected in Blackboard.

To continue setting up your courses, click *Make Another Request*.

[Make Another Request](#)

For questions about availability please contact [bbhelp@uml.edu](mailto:bbhelp@uml.edu).