

## Opening Your Class Early\* Before the Start of the Term

The Blackboard CE system is automatically set to keep students from entering their online classes until the first day of the term. This allows instructors time to prepare their sections without worrying about students seeing items that are not updated, etc.

However, there are also many good reasons to give early access to students. Here are the instructions to override the global block on a section-by-section basis.

Inside the Course:

1. From the **Build** tab, click on **Manage Course** on the lower left, and **Settings**.
2. Chose **Learning Context** from the second column of links.
3. From the **Course Availability to Students** dropdown box, choose “Always Available”.
4. Click **Save Values**.

Once this setting has been changed, students will have immediate access.

Note: Even when using the “Always Available” option, you can still deny access to individual students by using the “Deny Access” button in the Gradebook.

\*You should also know that the system is set to automatically deny access again at midnight on the last official day of the term. If you wish to keep your class available to students beyond that point, this same “Always Available” setting will do that, too. But be sure to go back and switch to ‘never available’ when you are ready to permanently close the class to students. Of course, you will still have access no matter what the setting is. 😊