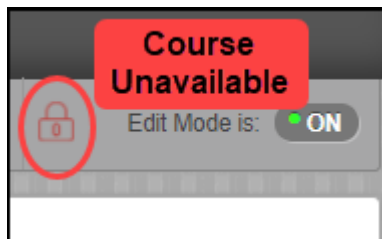


## How do I manage course availability?

### Changing Course Availability

- If your students report that the course is suddenly not available to them, it probably means the lock icon was clicked on by either the instructor or TA.
- If the lock icon is in the locked position, click on the lock icon to unlock the course.



- You can also change the course availability status by:
  1. From the **Control Panel**, click on **Customization**.
  2. Select **Properties**.
  3. Change the **Availability** to **Yes** or **No**.
  4. Click **Submit**.

### Change Course Availability Dates

1. From the **Control Panel**, click on **Customization**.
2. Click on **Properties**.
3. Set **Availability** to **YES**.
4. Change the **Start Date** to the date you want the course open to students.
5. Click **Submit**.