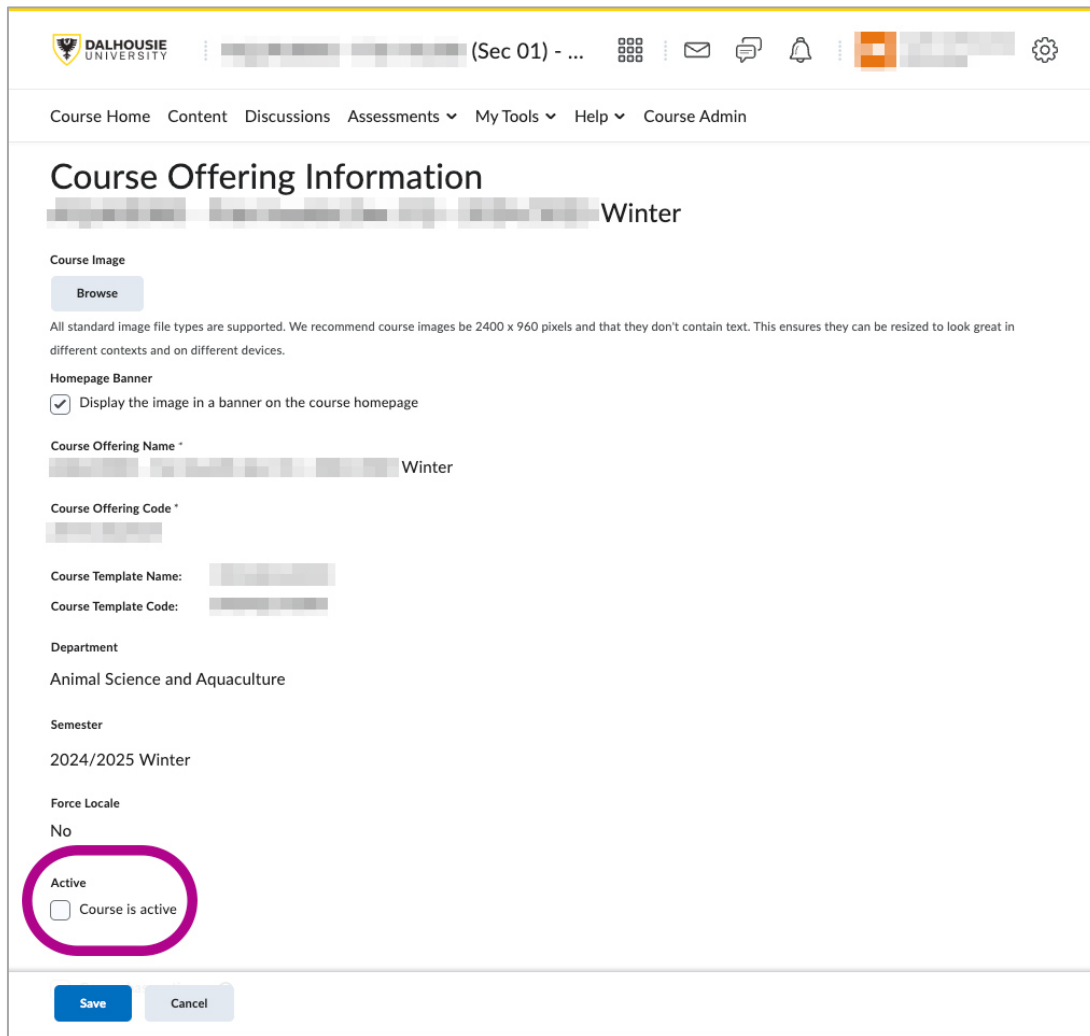


Making Courses Available to Students

Course sites are empty and **inactive** by default, which prevents students from accessing unused courses. To ensure a course site is active and available for the start of the semester, instructors must make courses “Active” for students to access the course in Brightspace. The default start and end dates are based on the academic calendar; no start or end date input is required.

1. In a Brightspace course, click “**Course Admin**” in the navigation bar.
2. Select the “**Course Offering Information**” link.
3. Scroll down the page to locate the “**Active**” heading and check the box beside “**Course is active**”.



The screenshot displays the 'Course Offering Information' page in Brightspace. At the top, there is a navigation bar with 'Course Admin' selected. Below the navigation bar, the page title is 'Course Offering Information' followed by 'Winter'. The form contains several sections: 'Course Image' with a 'Browse' button; 'Homepage Banner' with a checked checkbox 'Display the image in a banner on the course homepage'; 'Course Offering Name' with a text input field containing 'Winter'; 'Course Offering Code' with a text input field; 'Course Template Name' and 'Course Template Code' with text input fields; 'Department' with the text 'Animal Science and Aquaculture'; 'Semester' with the text '2024/2025 Winter'; 'Force Locale' with the text 'No'; and 'Active' with a checkbox 'Course is active' which is currently unchecked. A red circle highlights the 'Active' section. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

4. Click the blue “**Save**” button at the bottom of the page.