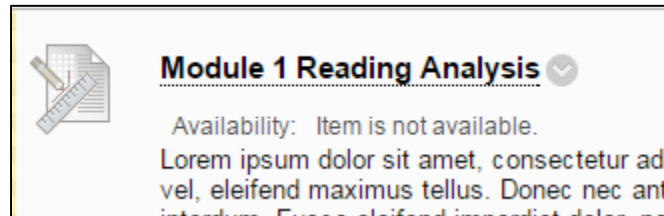


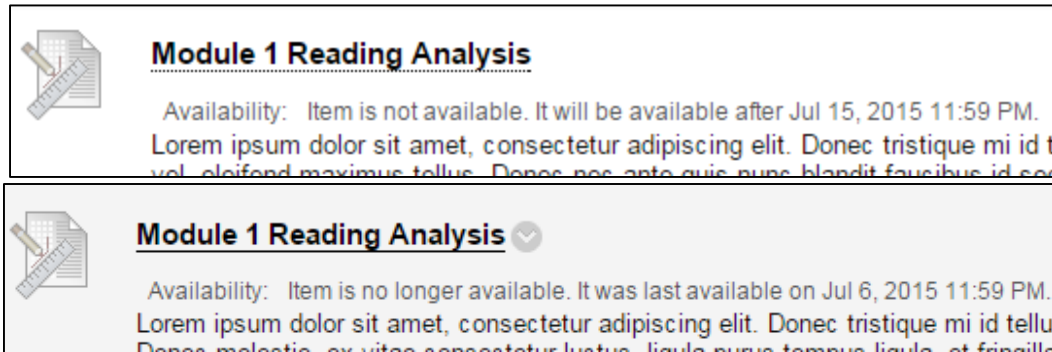
Making an Item Available in a Course

When an instructor posts an item or assignment in a course, several options are available for limiting the availability of the item to students. If an instructor reports that students cannot see the item or assignment that the instructor has posted, it may be due to the following:

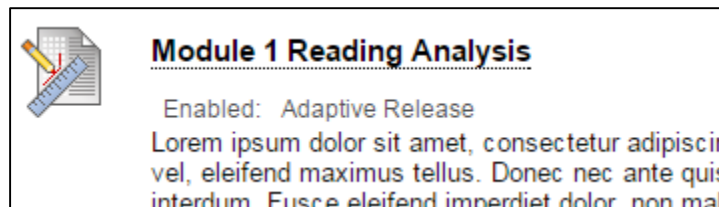
1. The instructor may have chosen to make the item or assignment unavailable when posting it. If an item or assignment is unavailable in a course, the instructor will see a grayed out icon next to the item name, with the words **Availability: Item is not available** underneath.



2. The instructor may have set the item to be available for a limited period of time. If an item was set to be available for a limited period of time, the instructor will see a grayed out icon next to the item name, with the words **Availability: Item is not available** underneath. The date when the item was last available or will next be available is also included.



3. The instructor may have set an Adaptive Release rule on the item. If the item was set to have an adaptive release rule, the words **Enabled: Adaptive Release** will appear under the item name.



4. The instructor may have copied the item from a previous section of the course, creating a duplicate content area on the course menu.

This document outlines the steps for making an item available within a course so that students can view it. **Important:** Only instructors should request assistance with making an item available. Help desk and support staff will not make an item available without the instructor's permission.

Adjusting Availability and Dates on an Item, Assignment or Test

Here are the steps to make the item or assignment available, or to adjust the dates of availability:

1. Hover over the name of the item to make the drop-down menu button appear.
2. Click on the drop-down button and select **Edit**.
3. Set the availability according to the type of item you have posted:
 - If you have posted an item (e.g., a file or a block of text), go to **3. Standard Options**, then select **Yes** next to **Permit Users to View this Content**.
 - If you have posted an assignment, go to **5. Availability** and check the box next to **Make the Assignment Available**.
4. To remove the availability dates, uncheck the boxes next to **Display After** and **Display Until**.
 - **Important:** If you do want to limit the dates of availability, the item must be set to **Available**. Otherwise, the item will remain hidden when the “Display After” date arrives.
5. Click **Submit**.

Here are the steps to make a test available, or to adjust the dates of availability.

1. Hover over the name of the test to make the drop-down menu button appear.
2. Click on the drop-down button and select **Edit the Test Options**.
3. Go to **2. Test Availability** and select **Yes** next to **Make the link available**.
4. To remove the availability dates, uncheck the boxes next to **Display After** and **Display Until**.
 - **Important:** If you do want to limit the dates of availability, the item must be set to **Available**. Otherwise, the item will remain hidden when the “Display After” date arrives.
5. Click **Submit**.

Removing Adaptive Release

Here are the steps to remove adaptive release rules from an item, assignment or test:

1. Hover over the name of the test to make the drop-down menu button appear.
2. Click on the drop-down button and select **Adaptive Release**.
3. Clear any rules that may appear in this section by unchecking the boxes or selecting **None** from the drop-down menu.
4. Click **Submit**.

Locating and Removing Duplicate Content

If you have copied your content from a previous section of the course, be sure to check through **all** of the buttons in the course menu. Blackboard occasionally creates duplicate content areas or items in a course when copying, particularly if the file names do not match up exactly. Be sure to delete any duplicate items or sections after copying content. Also, it may be helpful to check the grade center for duplicate items that appear as a result of copying.