






Opening a Course to Students in Bb Ultra

1. Click 'Course Settings' located at the upper right corner of the page.
2. On the Course Settings page, locate the Course Access section
3. Under 'Close Status', select **Open** – *based on course duration*.
4. Click the exit button  to close the page. The  indicator should now be displayed in the upper right corner of the page.

Making a Course Unavailable to Students at the End of a Semester

1. Click 'Course Settings' located at the upper right corner of the page.
2. On the Course Settings page, locate the Course Access section
3. Under 'Mark Course Complete', click the toggle button  to change it to the 'On' position .
4. Click the exit button  to close the page. The COMPLETE indicator should now be displayed in the upper right corner of the page.

Completed courses are not editable by instructors, and no work can be submitted by students. Content can still be viewed by students.