

## 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 Course', click the toggle button  to change it to the 'Off' position 
4. Click the exit button  to close the page. The **OPEN** indicator should now be displayed in the upper right corner of the page.

## Making a Course Unavailable to Students

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 Course', click the toggle button  to change it to the 'On' position 
4. Click the exit button  to close the page. The **CLOSED** indicator should now be displayed in the upper right corner of the page.