Course Archive and Deletion

Courses and course materials are never actually deleted from the Blackboard server unless we receive a specific request to do so from the faculty member. Instead, we send out an email towards the end of every semester letting you know that we will be “hiding” classes from public view on a specific date. This email also provides you with an option of letting us know if you’d like for your course to remain open instead of having us hide it.

When we “hide” each course, we change a setting that makes it “unavailable.” The word “unavailable” appears next to each course so that you know it’s hidden from public view.

Instructors and TAs can still view “unavailable” courses, but students cannot.

You have the ability to manually change the availability of courses yourself, although you will not need to do this since we do it for you.

To change availability in our old Blackboard 8 server:

Control Panel > Settings > Course Availability

To change availability in our new Blackboard 9 server:

Course Management > Customization > Properties > §3 Set Availability