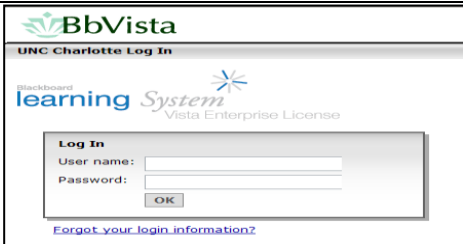


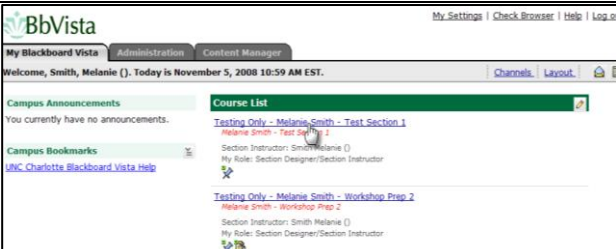
# Activating Your Blackboard Vista Course

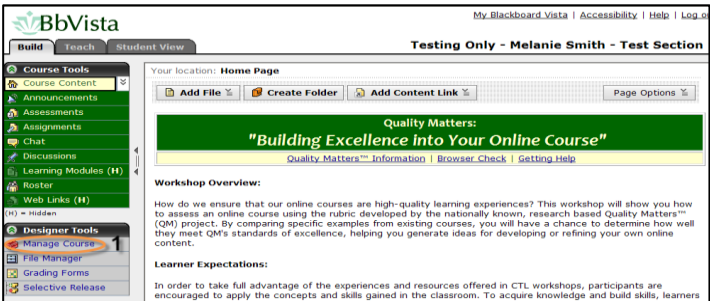
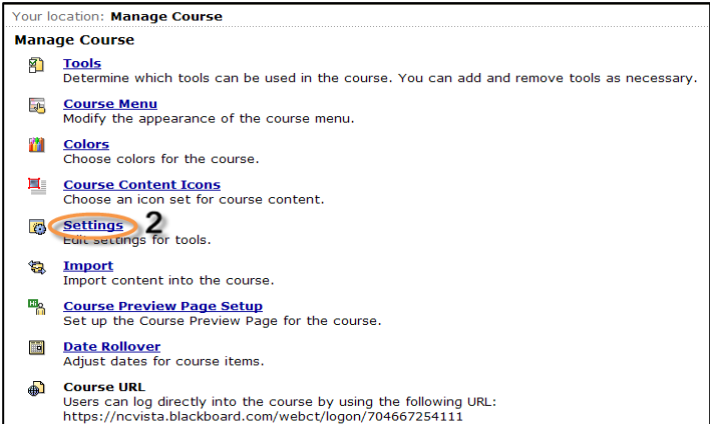
Beginning Spring 2009, all faculty members will have a Blackboard Vista course for every course he or she is teaching. Faculty can allow students access to course content by adjusting the “administrator” settings of the course.

By default, all courses will be unavailable to students, and thus will not appear on their Blackboard Vista course list.

To “activate” your course in Blackboard Vista, please follow the steps outlined below.

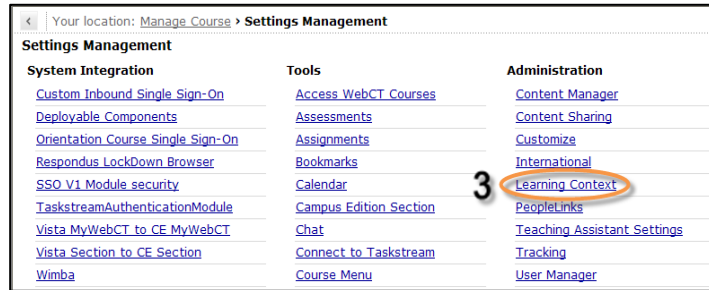
Step 1	Access Blackboard Vista	
<p>1. Log into Blackboard Vista at <a href="http://ncvista.blackboard.com">http://ncvista.blackboard.com</a>.</p>		

Step 2	Select Course	
<p>1. Click the course link you wish to make available, or activate, for your students.</p>		

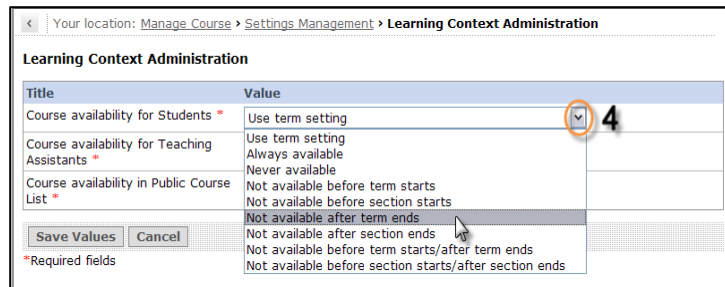
Step 3	Modify Course Settings	
<p>1. In the lower “Designer Tools” or “Instructor Tools” menu, click <b>Manage Course</b>. The Manage Course screen is displayed.</p>		
<p>2. Click <b>Settings</b>. The Settings Management screen is displayed.</p>		

# Activating Your Blackboard Vista Course

3. Under “Administration” (the third column), click **Learning Context**. The Learning Context Administration screen is displayed.



4. From the “Course availability for Students” drop-down menu, select **Not available after term ends**. Once saved, this setting gives students **immediate** access to the course. Access is automatically terminated after the last day of final exams.



**NOTE:** If you would like to allow student access beyond the final exam date for any reason (incompletes, viewing grades, etc.), select **Always available**. You can change this setting if you wish to disable student access at a later date.

5. Leave the default **Use term setting** from the “Course availability for Teaching Assistants” drop-down menu.

## Step 4 Save Settings

1. Click **Save Values**.

