

It is easier than ever to determine if students can “see” your course (referred to as being available or visible)

If your course appears in any system navigation in **RED** it is not available to students.

Making it available is as easy as 1, 2, 3.

The screenshot displays a course management interface with a dark blue header and a light grey sidebar. The main content area shows a course titled "Joule Basics (Unavailable - Admin. Block>Edit Settings>Visible to change.)" with three red circles numbered 1, 2, and 3 highlighting the breadcrumb path. The sidebar contains sections for Announcements, Upcoming events, and Administration. The Administration section is expanded, showing options like "Editing is OFF. Click to turn on.", "Edit settings", "Users", "Filters", "Reports", "Grades", "Outcomes", "Badges", and "Backup".

Check your NDM email | University Services for Success | Popular Resources & Quick Links | Can't Login? Reset Your Password | Joule Help | Joule 1

My home > Courses > Tech Support > **Joule Basics (Unavailable - Admin. Block>Edit Settings>Visible to change.)**

1 **2** **3**

Announcements

TOPIC 1

TOPIC 2

TOPIC 3

TOPIC 4

TOPIC 5

TOPIC 6

TOPIC 7

TOPIC 8

Editing is OFF. Click to turn on.

Announcements

Add a new topic...
Older topics ...

Upcoming events

There are no upcoming events

Go to calendar...
New event...

Administration

- Course administration
 - Editing is OFF. Click to turn on.**
 - Edit settings
 - Users
 - Filters
 - Reports
 - Grades
 - Outcomes
 - Badges
 - Backup

STEP ONE – Locate the Administration block.

Don't see it? Make sure you have not docked it to the far left of the window.

The screenshot displays a course management interface. At the top, a dark blue navigation bar contains links: "Check your NDM email!", "University Services for Success", "Popular Resources & Quick Links", "Can't Login? Reset Your Password", "Joule Help", and "Joule 1". Below this, a breadcrumb trail reads: "My home > Courses > Tech Support > Joule Basics (Unavailable – Admin. Block>Edit Settings>Visible to change.)". A red circle with the number "1" is placed over the "Admin. Block" part of the breadcrumb. A red arrow points from this circle to the "Administration" block in the right-hand sidebar. The sidebar also contains "Announcements" and "Upcoming events" blocks. The "Administration" block is expanded, showing a sub-section "Course administration" with a red warning icon and text: "Editing is OFF. Click to turn on." Below this are several options: "Edit settings", "Users", "Filters", "Reports", "Grades", "Outcomes", "Badges", and "Backup".

STEP TWO – Click “Edit Settings”

The screenshot displays a course management interface. At the top, a dark blue navigation bar contains several links: "Check your NDM email!", "University Services for Success", "Popular Resources & Quick Links", "Can't Login? Reset Your Password", "Joule Help", and "Joule 1". Below this, a breadcrumb trail reads "My home > Courses > Tech Support > Joule Basics (Unavailable - Admin. Block>Edit Settings>Visible to change.)". A red box highlights the "Edit Settings" link in the breadcrumb, with a red circle containing the number "2" and a red arrow pointing to the "Edit settings" option in the sidebar. A black circle containing the number "1" is positioned above the breadcrumb. The main content area features an "Announcements" section with eight topic buttons labeled "TOPIC 1" through "TOPIC 8". On the right, a sidebar contains three sections: "Announcements", "Upcoming events", and "Administration". The "Administration" section is expanded, showing a list of options: "Course administration", "Editing is OFF. Click to turn on.", "Edit settings", "Users", "Filters", "Reports", "Grades", "Outcomes", "Badges", and "Backup".

Check your NDM email! ▶ University Services for Success ▶ Popular Resources & Quick Links ▶ Can't Login? Reset Your Password ▶ Joule Help ▶ Joule 1

My home ▶ Courses ▶ Tech Support ▶ **Joule Basics (Unavailable - Admin. Block>Edit Settings>Visible to change.)**

Editing is OFF. Click to turn on.

Announcements

TOPIC 1

TOPIC 2

TOPIC 3

TOPIC 4

TOPIC 5

TOPIC 6

TOPIC 7

TOPIC 8

Announcements

Add a new topic...
Older topics ...

Upcoming events

There are no upcoming events

Go to calendar...
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Administration

- Course administration
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- Edit settings**
- Users
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- Backup



STEP THREE – Change “Visible” setting and save.


My home ▶ Courses ▶ Tech Support ▶ **Joule Basics (Unavailable – Admin. Block>Edit Settings>Visible to change.)** ▶ Edit settings ▶ Edit course settings


1 2 3


▶ Expand all



▼ General


Course full name*  Joule Instructor Basics 

Course short name*  Joule Basics


Course category  Tech Support

Visible  Hide ▾

Course start date  15 ▾ May ▾ 2014 ▾ 

Course ID number  TECH005

▼ Description

Course summary 

Change drop-down to SHOW and then scroll to the bottom of the page and click SAVE/ UPDATE.


Double check – Notice your course name is no longer in red!

▶ **Check your NDM email!**

▶ University Services for Success

▶ Popular Resources &

My home ▶ Courses ▶ Tech Support ▶ **Joule Basics**

 Announcements

TOPIC 1