

When you request a conversion of your Blackboard Original course to Ultra, it will need to be opened to allow students to access content. You can freely open or close your course as needed. This document will show you how to open your course so students can see your content.

1. Open your Blackboard Ultra course. At the top right corner of the screen next to the Course Settings button, it will either say **Open** or **Closed**. If the course is Closed, you will need to set the course to Open to allow students to access it (Figure 1).

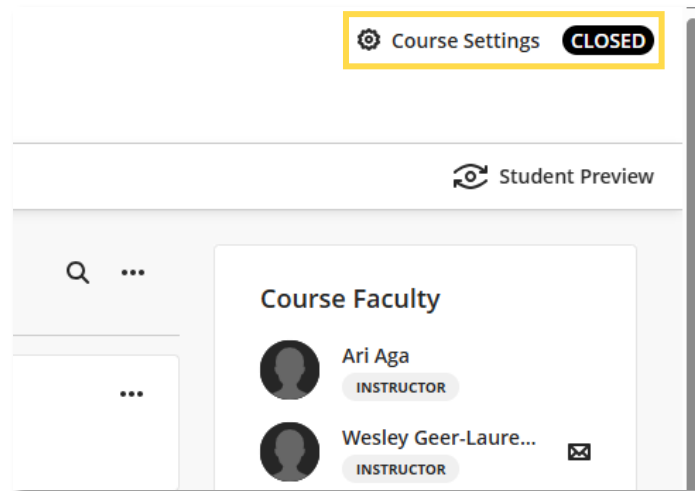


FIGURE 1

2. Click on **Course Settings** to edit. Scroll down to the Course Status section, then change the setting to **Open** (Figure 2).

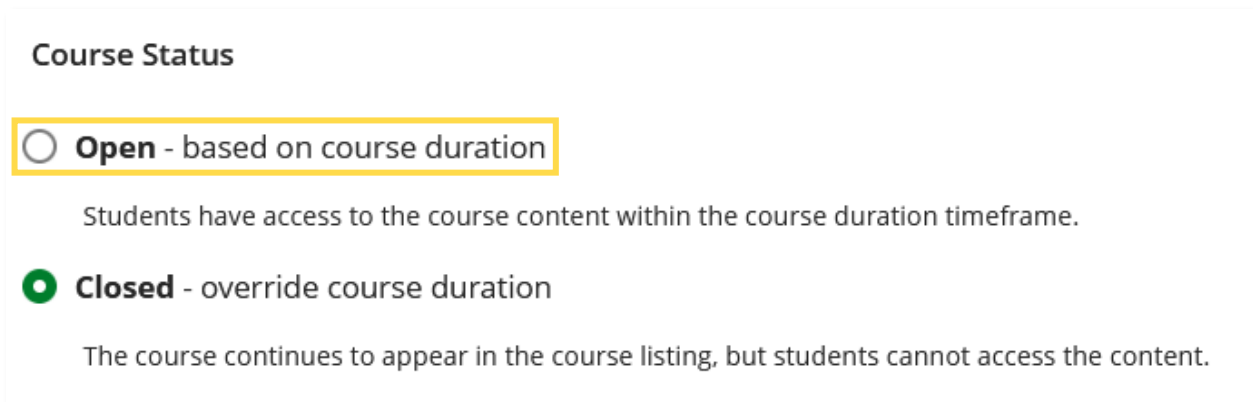


FIGURE 2

3. The setting is saved automatically. If you would like to close the course again, follow the same directions but change to the **Closed** setting. Remember to change back to Open once you are done working on your course, or else students will not have access.