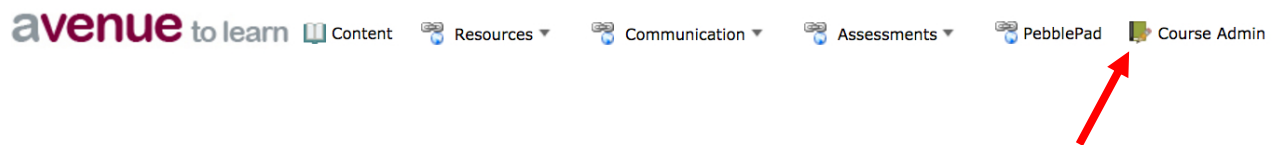


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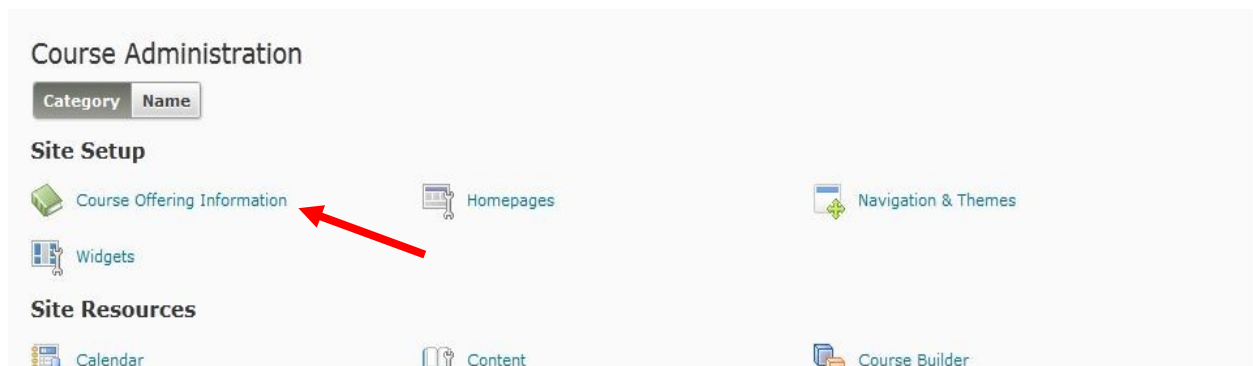
Activate a Course

When you request a course shell for your course, you can develop in it without students being able to access the course. Instructors must activate the course for students to see the course. This process has to be completed for each offering each semester. To activate a course so that students can participate in your course, follow these steps:

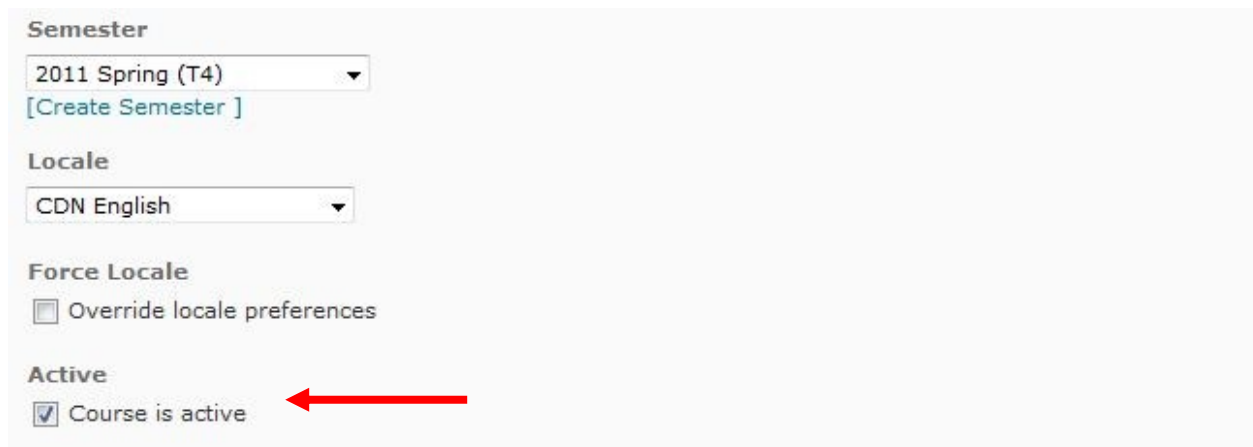
1. Enter the course you wish to activate. Once at the Course Homepage, click **Course Admin**, in the top right hand corner.



2. On the next page, click **Course Offering Information**.



3. In the list of options, you should see **Active**. Click the checkbox next to Active and click **Save**, at the bottom of the page, to confirm the change.



You have now made your course Active, and it will be able to be accessed by students.