

Activate a Course Offering

Activating a course makes the course appear in the registered learner's My Courses widget. Activating a course also makes it available to learners if you have not set a Start Date and/or End Date for your course.

If you set a Start Date for your course that is later than the day you activate your course, the course appears in the My Courses widget, but is not available to learners until the date specified.
















If you set an End Date for your course and do not deactivate your course, after that specified date passes, the course remains visible in the My Courses widget, but is not available to learners.

1. On the navigation, click on **Course Admin**.

Course Home Content My Media Assessments Communication Resources **Course Admin**

2. Click on **Course Offering Information**.

Tools

 Announcements	 Assignments	 Attendance
 Book Management	 Broken Links	 Calendar
 Chat	 Checklists	 Class Progress
 Classlist	 Competencies	 Content
 Course Builder	 Course Design Accelerator	 Course Offering Information

2. Select the **Course is active** check box.

Tip: You can deactivate a course offering to hide it from learners without actually deleting it. This way the content (including user data) can be kept for future use.

Active

Course is active

3. Click **Save**.