

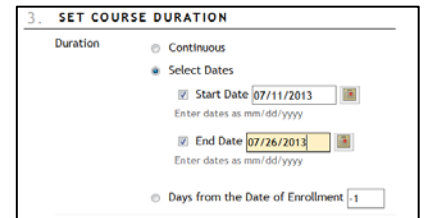
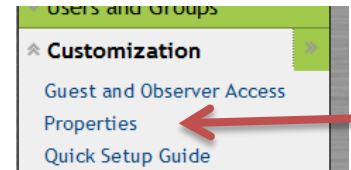
Extend Bb course availability to select student(s)

Scenario: an instructor granted an incomplete to a student. The course needs to be available past the regular availability dates to this student only.

Two-Step Process: An instructor has to extend course availability dates and make this course unavailable to other users.

Step 1. Extend course availability dates.

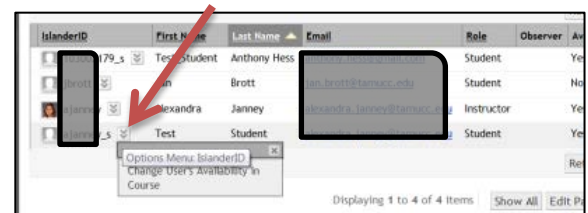
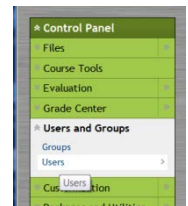
1. In the green control panel – click **Customization**. Click **Properties** from the drop-menu.
2. Properties page will open – find option 3 – **Set Course Duration**.
3. Click inside **Select Dates** radio button, add check inside the square buttons, and input start and end dates. Click Submit.



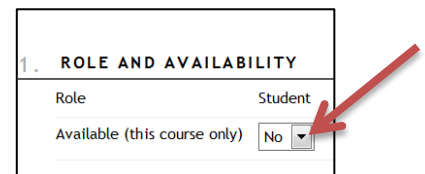
Your course availability has been extended.

Step 2. Make course unavailable to all users but the select one(s).

1. In the green control panel – click **User and Groups**. Select **Users** from the drop-menu.
2. Users page will open. A list of all users in the course will be displayed.
3. Click the chevron by a student's name. These are the students or users that the course will NOT be available to.



4. Click **Change User's Availability in the course** in the frame that appears.



5. On the next page – **Change the Available (this course only) to NO.**

6. Repeat for the rest of the class.

Your course is now available to the selected user(s) only.