

Set Course Duration Dates in Blackboard

By default, your Blackboard Learn courses are set up to be continuously available, which means there are no start or end dates associated with your courses. As soon as a course appears in your course list, enrolled students can see it. Enrolled students will also continue to have access to their old courses.

If you want to limit student access to your courses, you must set your course duration, or start/end dates.

1. Access your course

1.1 Log into Blackboard

Log into Blackboard Learn at <https://learn.kent.edu> or through Flashline.

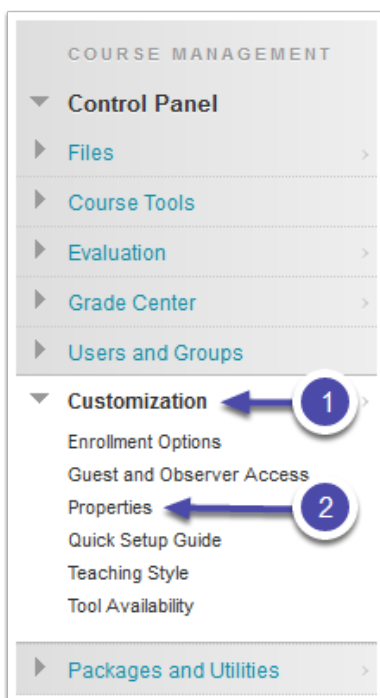
1.2 Enter your course

Click on the name of your course to access it.

2. Set Course Duration

2.1 Access the course properties

In the Control Panel, click to expand the **Customization** section. Then click the **Properties** link.



2.2 Locate Course Duration section

Scroll down to Section 3: Set Course Duration. **Select the radio button next to Select Dates.** This will open the Start and End date fields.

Note: You may set a start date, end date, or both.

2.3 Set Course Start Date

To make a course become available on a specific date, **select the checkbox next to Start Date**, then **enter the date** as MM/DD/YYYY (or click the **calendar icon** to the right of the date field to pop open the calendar).

2.4 Set Course End Date

To make a course become unavailable on a specific date, **select the checkbox next to End Date**, then **enter the date** as MM/DD/YYYY (or click the **calendar icon** to the right of the date field to pop open the calendar).

3. Set Course Duration

Duration

Continuous

Select Dates

Days from the Date of Enrollment

Start Date

Enter dates as mm/dd/yyyy

End Date

Enter dates as mm/dd/yyyy

2.5 Submit

Once you have set your Start and/or End Dates as desired, click **Submit**.