

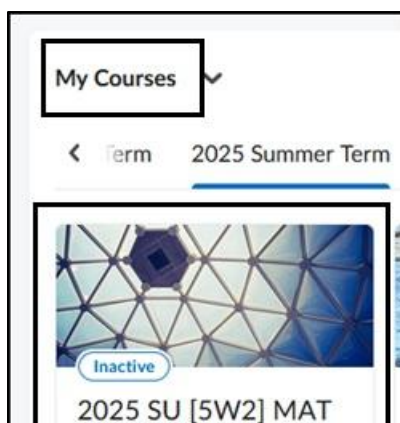


Activate your Brightspace Course

Instructors must activate their course in Brightspace to grant learner's access. Inactive courses are not visible to learners on their My Courses widget.

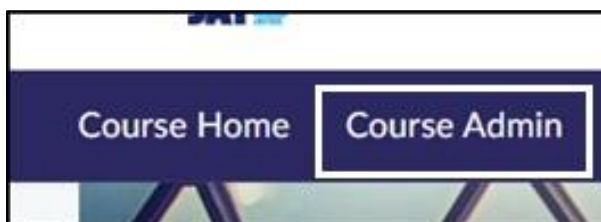
Set Course as Active

1. Select the course on the **My Courses** widget.



Note: An inactive label is a reminder for instructors that the course is not accessible to learners. Learners cannot see inactive courses in Brightspace.

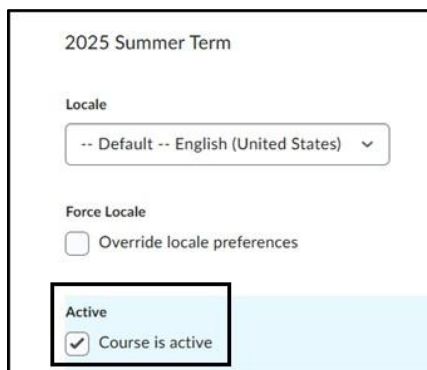
2. Select **Course Admin** on the Course navbar.



3. Select **Course Offering Information**.



4. Select the **Course is Active** box.

A screenshot of a settings form for the '2025 Summer Term'. It includes a 'Locale' dropdown menu set to '-- Default -- English (United States)'. Below that is a 'Force Locale' section with an unchecked checkbox for 'Override locale preferences'. At the bottom, there is an 'Active' section with a checked checkbox labeled 'Course is active', which is highlighted with a black box.

Note: Setting a Start Date/End Date for a course without setting the **Course as Active** will **NOT** make the course accessible to learners.

5. Select **Save** to hold settings. This will make the course accessible immediately to all learners.

A screenshot showing two buttons: a blue 'Save' button and a light gray 'Cancel' button, both enclosed in a black rectangular border.

For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu