Dear Faculty,

As you begin teaching in Brightspace today, you may notice that your course isn't active and that students cannot access it. To make your course active, we recommend you follow the steps below:

<u>Make your course Active:</u>

1. Go to brightspace.cuny.edu
2. Go to Course Selector.
3. Go to your specific course offering.
4. On the NavBar find "Course Admin" or "College Administration tool".
5. Go to Course Offering Information.
6. Put a checkmark in the box beside "Course is Active" under "Active."
7. **Click Save.**

Students attempting to view the course will now be able to see the active course. They can refresh their browser which should now show them the courses they are currently enrolled in.
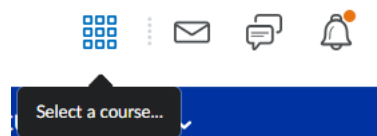
If you or your students have any questions, please contact your campus LMS administrator.
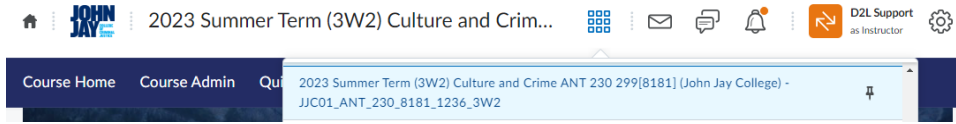
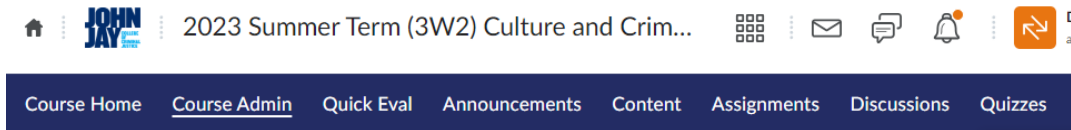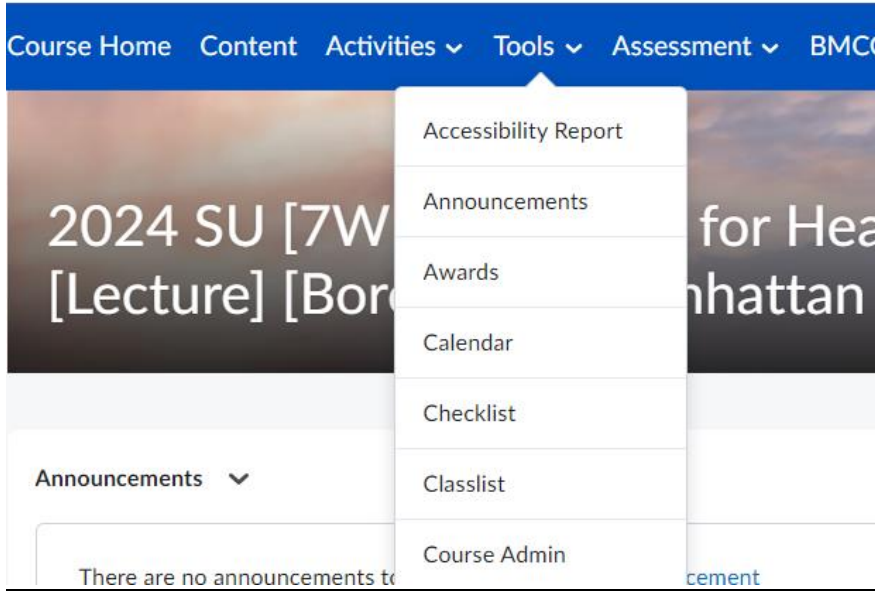Step-by-step visual instructions:

<u>Step 1:</u>
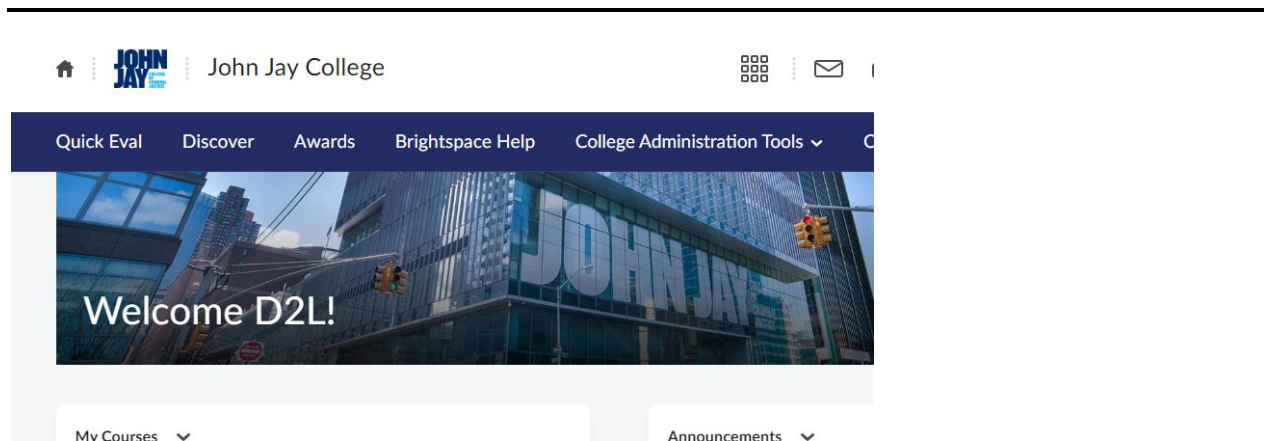
<u>Step 2:</u>

Step 3:

Step 4:

Or

Step 5:

Course Administration

Category	Name

Site Setup

📅 Availability Date Defaults	📗 Course Offering Information	🏠 Homepages
⚙ Navigation & Themes	▦ Widgets	

Site Resources

📅 Calendar	🖾 Content	🔋 Course Builder
📙 Course Design Accelerator	🔗 External Learning Tools	📘 Frequently Asked Questions
📖 Glossary	⟳ Import / Export / Copy Components	🖊 Instructional Design Wizard
		🔋 Learning Activity Library
⚬ Links	⟳ Manage Dates	🗂 Manage Files

Learner Management

👥 Attendance	☰ Class Progress	⬜ Classlist
👥 Groups		

Assessment

🖾 Assignments	🏆 Awards	☑ Checklists
🔺 Competencies	✔ Grades	📊 Quick Eval
🔲 Quizzes	🖥 Rubrics	⚔ Self Assessments

Step 6:

Active

☑ Course is active

Step 7:

Save **Cancel**