

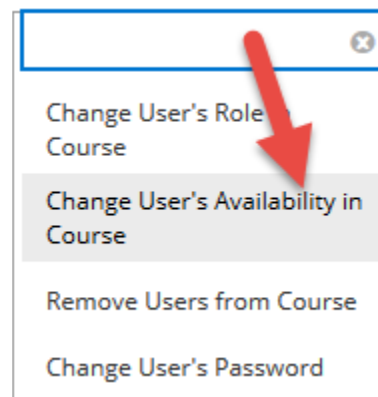
# EXTEND BB COURSE AVAILABILITY TO SELECT USER(S)

**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 must extend course availability dates and make this course unavailable to other users.

Step 1. Make course unavailable to all users but the select one(s).

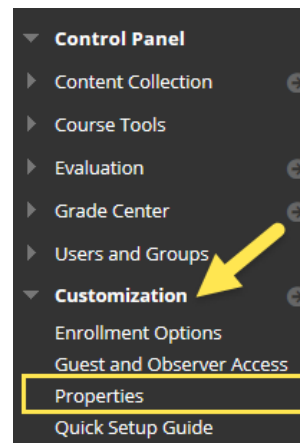
1. In the Course Management section of the course menu, select **User and Groups** (you may need to click the Control Panel link to expand the menu).
2. Select **Users** from the drop-menu.
3. Users page will open. A list of all users in the course will be displayed.
4. Click the chevron by a student's name. These are the students or users that the course will NOT be available to.
5. Click **Change User's Availability in the course** in the frame that appears.
6. On the next page – **Change the Available (this course only)** to **NO**, then click the **Submit** button.
7. Repeat for the rest of the class.



**Your course is now available to only the user(s) not altered by the steps above.**

Step 2. Extend course availability dates.

1. In the control panel, select **Customization**, then **Properties** from the drop-menu.
2. Properties page will open. Scroll to the **Set Course Duration** section.
3. Click the **Select Dates** radio button.
4. Click the Date Selection Calendar icon for the Start or End date, whichever is appropriate for your need.
5. Select the desired date.
6. Click the **Submit** button to finalize your course properties settings.



**Your course is now available between the dates set in the preceding steps.**