



CHOOSING A PRIVATE COURSE TO MAKE PUBLIC

STEP 1

Once you have identified the course, you will notice the lock underneath the course title. This identifies a locked course and students will not be able to access the content.



STEP 2

Click on the Three Ellipses / List View

Once you have selected the three ellipses located to the very far right, a menu populates with 2 choices to select from. You will need to choose **Open Course** to unlock the course for student viewing.

STEP 3

Click on the Three Ellipses / Thumbnail View

Once you have navigated to the upper right hand corner, select the three ellipses within the black square. A menu populates with 3 choices to select from. You will need to choose **Open Course** to unlock the course for student viewing.

