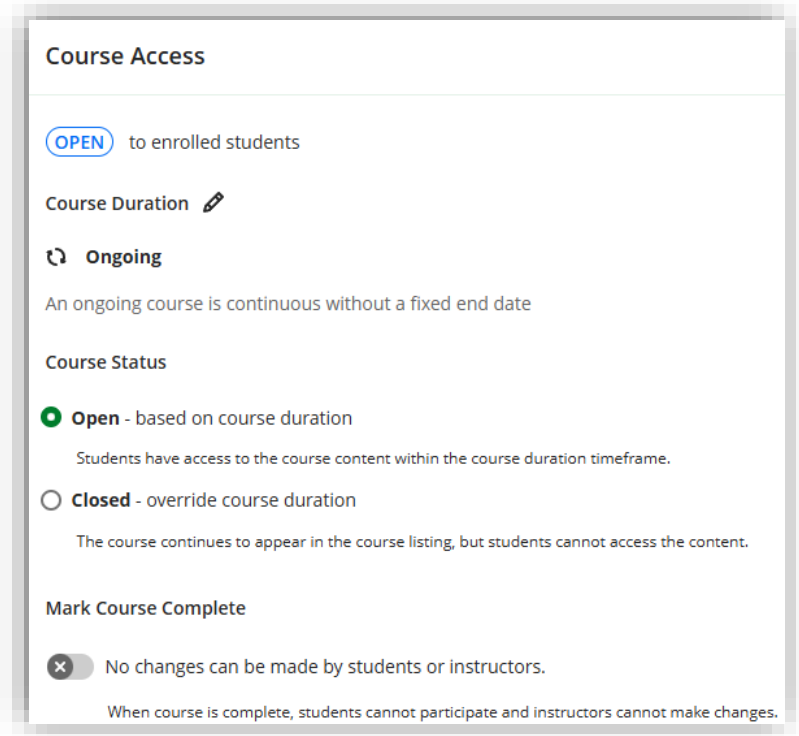
Manage Course Access from Course Settings

Instructors or users with appropriate privileges can set the course state from Course Settings. Courses, by default, are Open to students unless the Instructor chooses to Close the course.

Course access states are as follows:

- **Open**. Course content is available to students.
- **Closed**. Course content is not available to students. They will see the course on their Courses page but will not be able to open it. Previously called Private.
- **Complete**. Students cannot participate and instructors cannot make changes.

Open your Blackboard Course, at the top-right of the page, the current course access state is displayed as a colored pill next to **Course Settings**.

Select **Course Settings** to open a new window that will provide options to Open or Close the course. The **Course Complete** option locks the class to both student and instructor changes and would need to be opened back up by a Blackboard administrator.