

Activating Your Course

In order for your students to see your courses, you must make the course active. Follow the steps below to activate your courses.

To activate your course

1. Select **My Home** to see your list of courses.
2. Under **My Courses**, locate your courses for the new semester.
3. Next to the course titles it will say (*Inactive*). This indicates that your course has not been activated.
4. Click on the pencil icon next to the course name.
5. The **Course Offering Information** page will appear.
6. Place a check mark in the box next to **Course is active**.
7. Select **Save**.
8. Select **My Home**. Your course should no longer say (*Inactive*) next to the title. Your course is now active.
9. Repeat for all your courses.