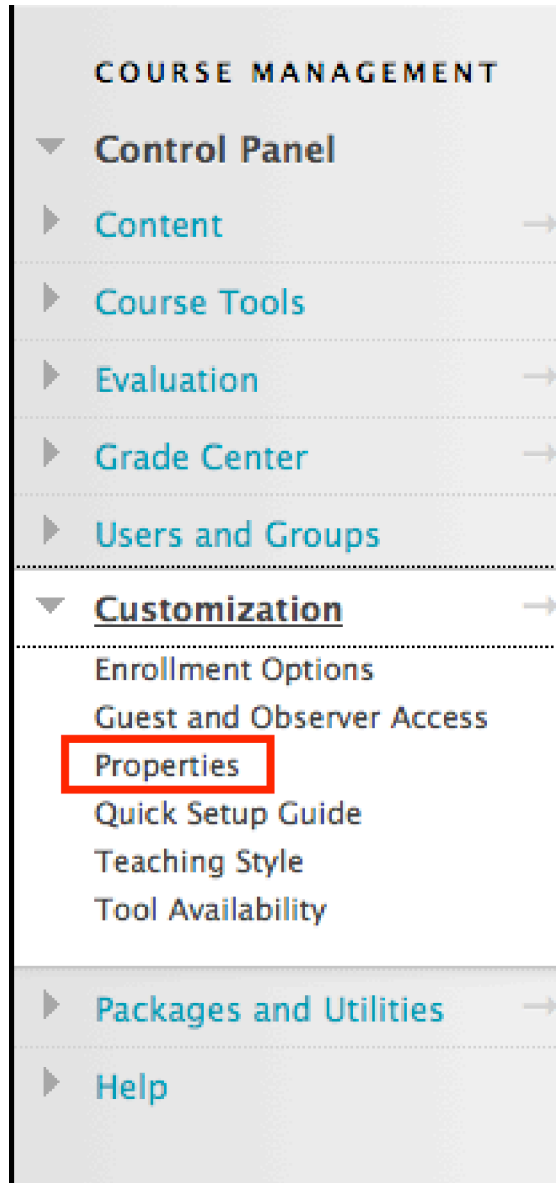


1. Under **Control Panel**, Select **Customization**. Select **Properties** from the menu.



2. Locate the **Set Availability** option.

3. Select **Yes**.

### 3. Set Availability

*Make this course available to users?*

Make Course Available  Yes  
 No

4. Select **Submit**.



Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.