Changing the Availability of a Journal

You can change the availability of one or more Journals directly from the Journals page.

1. Log into Blackboard, and select your course.

2. Click Journals from the Course Tools menu.

3. Make sure that Edit Mode is ON.

4. Click the checkbox next to each Journal you wish to make available or unavailable.
5. Point to the Availability button above or below the list, and select either Make Available or Make Unavailable from the drop-down list.

![Diagram of Make Available and Make Unavailable options]

Beneath the name of each Journal made unavailable, the words (Journal is not available) will appear.

![Diagram showing Weekly Journal being made unavailable]