



Managing Visibility

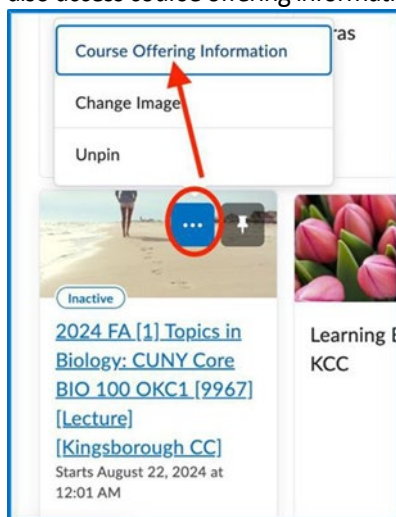
You can control the visibility of all items in Brightspace, including your entire course as well as its files and grades.

Course Visibility

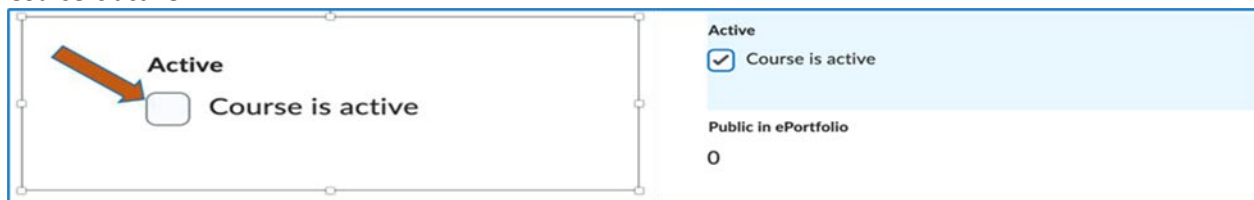
In Brightspace, making your course visible (available) is termed **Making your Course Active**.

To make your course active:

- On the KCC Brightspace homepage, go to the course you wish to make active. Hover on the course and an icon of three dots appear. Click on it and select **Course Offering Information** from the Dropdown menu. (Note: You can also access course offering information from Course Admin on the Navbar within the course)



- On the course information page, scroll down to the section named **Active**. Check the box to the left of the term **Course is active**.



- Students attempting to view the course will now be able to see the active course.

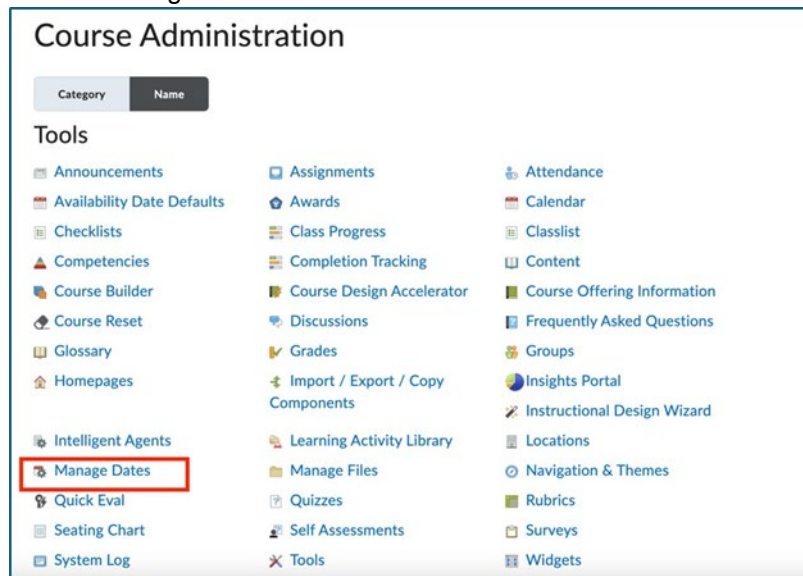
Visibility of Course Items

You can determine the visibility of items in your course, such as grades, modules, and assignments by viewing the **eye icon**. However, visibility may also be affected by the dates or conditions you have set. For this reason, it is

helpful to use the **Manage Dates** tool to check item visibility.

To check visibility using Manage Dates:

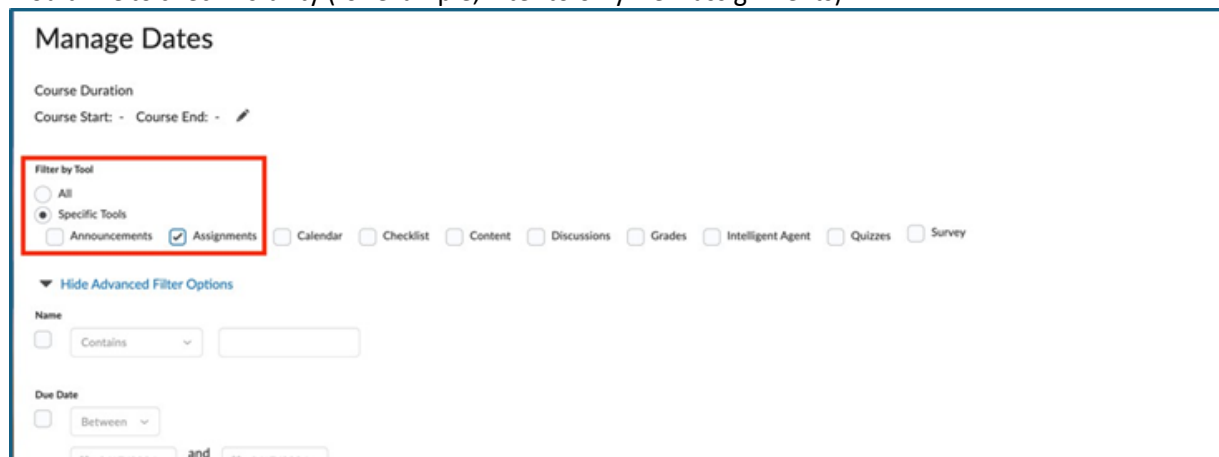
- Go to **Course Admin** on the Navbar.
- Click on Manage Dates.



- Scroll to the bottom of the page to view the table of all of your course components and click on the chevron for the column named **Visibility Status**.

	Type	Name ▲	Due Date	Start Date	End Date	Days Available	Start/End Dates in Calendar	Other Dates	Visibility Status
☐	Checklist	Week 2 Checklist	N/A	N/A	N/A	-	☐		Visible

- To decrease the number of items in the table you can **filter by tool** and select the specific tool for which you would like to check visibility (for example, filter to only view assignments).



The last column provides the visibility information. Visibility of items is described as:

- **Visible if conditions met:** a release condition has been applied to this item. When the condition is satisfied, the item will be visible.
- **Visible:** the item can be seen by users within the date range you may have set. Refer to the Due Date, Start Date and End Date columns for more information.

- **Hidden:** the item cannot be seen by users.

☐	Announcements	test	N/A	6/20/2024 9:08 AM	-	-	☐	Visible if conditions met
☐	Discussion Forum	test	N/A	-	-	-	☐	Visible
☐	Grade Item	Total	N/A	-	-	-	☐	Hidden

- Throughout Brightspace, you will see an icon of an eye with line through it if the item is hidden.

Edit HTMLDownloadPrintAlternative formats

Activity Details

Learning Objectives

Completion Summary

☒ Hidden

☒ Required: Automatic

 View this topic to complete the activity

- If an item is hidden and you want to make it visible, open the tool (assignments, discussion, quizzes etc) that the item is associated with.
- Click on the chevron next to the item name and select from the dropdown menu, **Make Visible to Users**.

	Assignment
	No Category
☐	ATI 1 -- Maternal/Fetal Health
☐	ATI 2 -- Pediatrics
☐	ATI 3 -- Geriatrics
☐	ATI 4 -- Pharmacol
☐	ATI 5 -- Mental He

View Submissions

Edit Assignment

Make Visible to Users

Manage Exemptions

Delete Assignment

Copy Assignment

Copy to Other Courses

Submission Log