DROPPING STUDENTS FROM A STACKED BLACKBOARD SECTION

If you have stacked enrollments in a course through Blackboard’s Course Copy command, students who have dropped the class WILL NOT be automatically removed from the stacked course. You will need to manually disable the dropped student’s enrollment using the following procedure.

STEP ONE: MAKE THE COURSE UNAVAILABLE TO THE STUDENT

1. In your course’s CONTROL PANEL, click on the USERS AND GROUPS menu. From the expanded list of options, click USERS.

2. In the list of users that appears, roll over the name of the student. Click the gray arrow button that appears and select CHANGE USERS AVAILABILITY IN COURSE from the context menu.
3. On the form that appears, set AVAILABLE (THIS COURSE ONLY) to NO. Then, click SUBMIT.

4. You will be taken back to the Users page. You will still see the student listed in your Users list, but the student’s availability will be set to “No”. This means that the student will no longer be able to access the course.

STEP TWO: HIDE THE STUDENT FROM YOUR GRADE CENTER

Please note that although the student will no longer have access to the course, the student will still appear in your course’s Grade Center as an unavailable user.

You may choose to hide this student from your view of the Full Grade Center.

Follow these steps to hide the unavailable user’s row in the Grade Center:
1. Roll your mouse over the student’s row. Click the gray arrow button next to the name of the student and select **HIDE ROW** from the context menu.

2. A confirmation message will state that the action was successful and the selected row will be hidden from view.