

MAKING A COURSE UNAVAILABLE TO SPECIFIC USERS IN THE COURSE



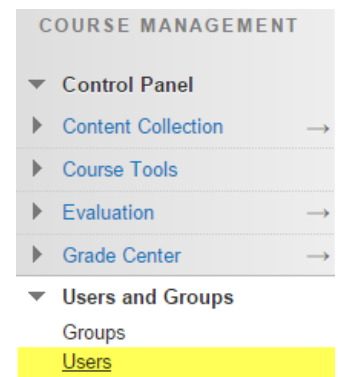
Blackboard Learn

Instructors wishing to suspend a student's access to a Blackboard course may follow this process. This process preserves the student's information in the course and prevents the user from accessing the course. This process is typically performed when:

- The instructor has filed an instructor initiated withdrawal request with the registrar, but would like to immediately suspend a student's access to the course while the request awaits processing.
- The instructor would like to make a course available to a student finishing an incomplete at the end of the semester but would like to make the course unavailable to *all other* students in the course.

MAKING THE COURSE UNAVAILABLE TO A 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 next to the student's name and select **CHANGE USERS AVAILABILITY IN COURSE** from the context menu.

Users					
Enroll Supplementary Users		Batch Enroll Use			
Search: Username Not blank					
<input type="checkbox"/>	Username	First Name	Last Name	Role	Available
<input checked="" type="checkbox"/>	testhamilton1	Annie	Asterisk	Student	Yes
<input type="checkbox"/>	testhamilton3		ket	Student	Yes
<input type="checkbox"/>	testhamilton2		n	Student	Yes
<input type="checkbox"/>	meganh		ton	Instructor	Yes

- On the form that appears, set **AVAILABLE (THIS COURSE ONLY)** to **NO**.

Change User's Availability in Course

Cancel

Submit

Then, click **SUBMIT**.

ROLE AND AVAILABILITY

Role

- Student
- Instructor
- Teaching Assistant
- Course Builder
- Grader
- Guest

Available (this course only)

- 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.

Success: Role edited.

Users

Enroll Supplementary Users

Search:

Remove Users from Course

<input type="checkbox"/>	Username	First Name	Last Name	Role	Available
<input type="checkbox"/>	testhamilton1	Annie	Asterisk	Student	No
<input type="checkbox"/>	testhamilton3	Brett	Bracket	Student	Yes
<input type="checkbox"/>	testhamilton2	Collin	Colon	Student	Yes
<input type="checkbox"/>	meganh	Admin Megan	Hamilton	Instructor	Yes

MAKING THE COURSE AVAILABLE TO A STUDENT AGAIN

Simply follow this process again and set the student's availability to "Yes".