MAKING A COURSE UNAVAILABLE TO SPECIFIC USERS IN THE COURSE

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.
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.

**MAKING THE COURSE AVAILABLE TO A STUDENT AGAIN**

Simply follow this process again and set the student’s availability to “Yes”.