

Making a Course Unavailable to Specific Students



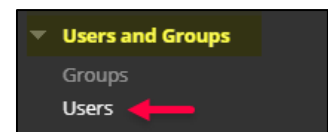
Blackboard Learn

Instructors may suspend a student’s access to a Blackboard course section while they wait for the registrar to fulfill an instructor-initiated-withdrawal request or to make a course available to specific students finishing an incomplete. The following process preserves a student’s information and modifies a student’s access to a course.

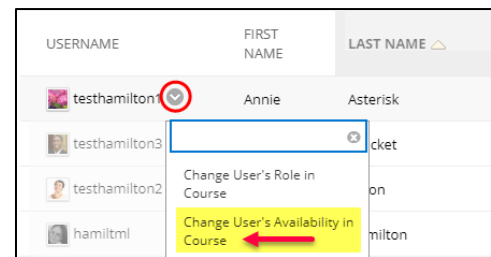
Making a Course Unavailable to a Student

Follow these steps when you need to turn off access to students who will be withdrawn. You may also use these steps to turn off course access to students who finished a course when you must leave the course available to a student finishing an incomplete.

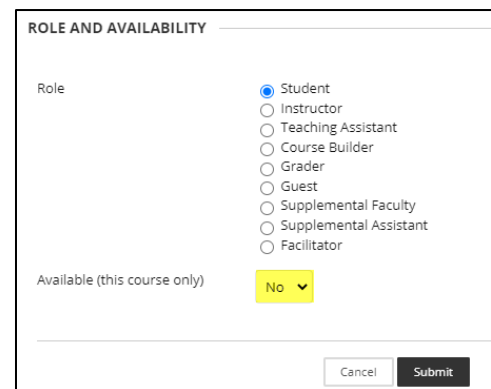
1. In your course’s **CONTROL PANEL**, click on the **USERS AND GROUPS** menu. From the expanded list of options, click **USERS**.



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. The student’s availability will be set to “No”. This means that the student will no longer be able to access the course.

USERNAME	FIRST NAME	LAST NAME	ROLE	OBSERVER	AVAILABLE
testhamilton1	Annie	Asterisk	Student		No
testhamilton3	Brett	Bracket	Student		Yes

Making a Course Available to a Revoked Student

If you made the course unavailable to a student through the above steps, simply follow this process again and set the student’s availability to “Yes” to undo the change.