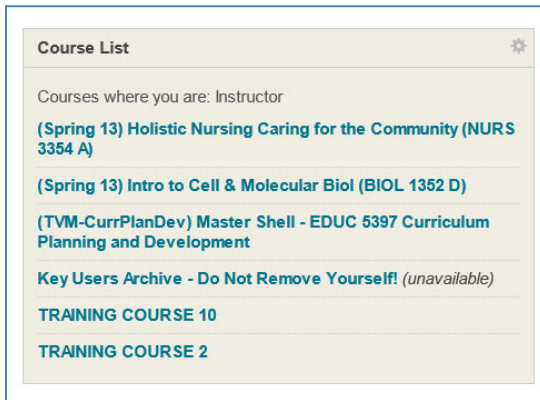
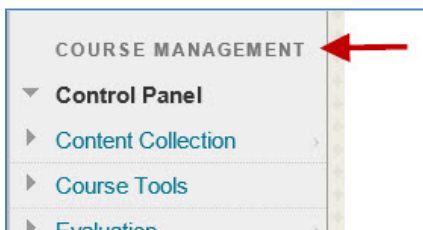


Making a Student Unavailable in a Course

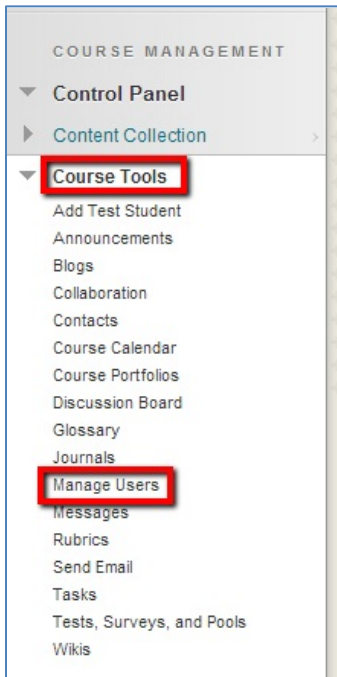
1. Log into Blackboard and select your course.



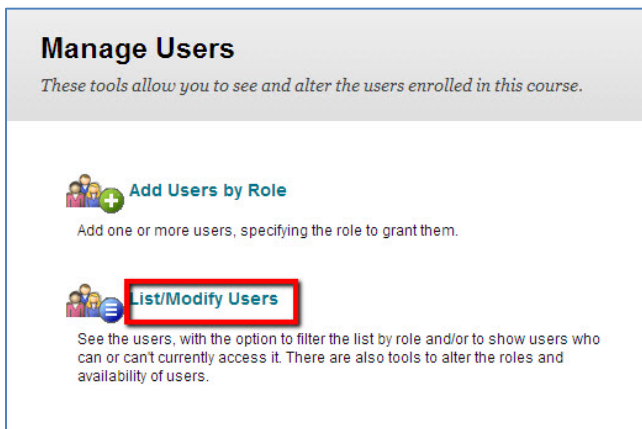
2. Navigate to the Course Management area on the left of your course.



3. Click on Course Tools and select “Manage Users.”



4. Click on “List/Modify Users”



- Click the box next to the left of the student's name that you want to make unavailable in the course.

<input type="checkbox"/>	Test	Student	OK
<input checked="" type="checkbox"/>	Test	Student	OK
<input type="checkbox"/>	Test	Student	OK
<input type="checkbox"/>	Training	Training01	OK

- Click on the contextual menu next to "OK" under "Enrollment Status."

<input type="checkbox"/>	First Name	Last Name ▲	User Account Status	Enrolment Status	Course Role	Username
	Cynthia	Lopez	OK	OK	Instructor	lopezcc
<input type="checkbox"/>	Test	Student	OK	OK	Student	gilesl_s
<input checked="" type="checkbox"/>	Test	Student	OK	OK	Student ▼	lopezcc_s
<input type="checkbox"/>	Test	Student	OK	OK	Student	training01_s
<input type="checkbox"/>	Training	Training01	OK	OK	Instructor	training01

- Click "Make Unavailable" from the drop down menu.

<input type="checkbox"/>	First Name	Last Name ▲	User Account Status	Enrolment Status	Course Role	Username
	Cynthia	Lopez	OK	OK	Instructor	lopezcc
<input type="checkbox"/>	Test	Student	OK	OK	Student	gilesl_s
<input checked="" type="checkbox"/>	Test	Student	OK	OK	Student ▼	lopezcc_s
<input type="checkbox"/>	Test	Student	OK	OK	Student	training01_s
<input type="checkbox"/>	Training	Training01	OK	OK	Instructor	training01

- The student's enrollment status is now "Unavailable" in the course.

<input type="checkbox"/>	First Name	Last Name ▲	User Account Status	Enrolment Status	Course Role	Username
	Cynthia	Lopez	OK	OK	Instructor	lopezcc
<input type="checkbox"/>	Test	Student	OK	OK	Student	gilesl_s
<input type="checkbox"/>	Test	Student	OK	Unavailable	Student	lopezcc_s
<input type="checkbox"/>	Test	Student	OK	OK	Student	training01_s
<input type="checkbox"/>	Training	Training01	OK	OK	Instructor	training01