

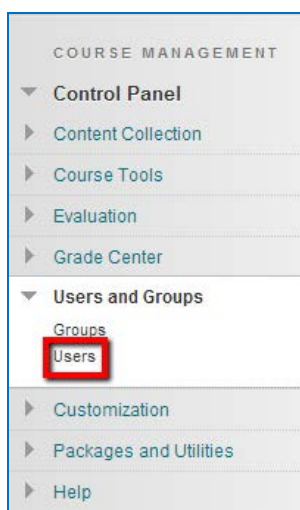
Making a Student Unavailable for a Course

Instructors do not have the ability to remove a user from a course in Blackboard. However, they may deny users access temporarily by making the course unavailable to them—or, in Blackboard terminology, making users unavailable to the course.

Blackboard provides two routes for changing availability, both found in the Control Panel.

The Users Page

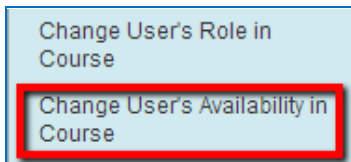
1. Click on **Users and Groups** from the Control Panel, and select **Users**.



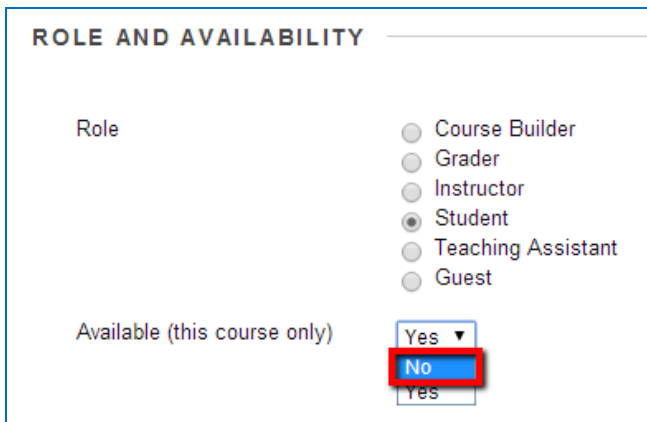
2. Click the contextual arrow next to the Username of the student whom you want to make unavailable in the course.

<input type="checkbox"/>	training1	training1	training1	Student
<input type="checkbox"/>	training2	training2	training2	Instructor
<input checked="" type="checkbox"/>	training3	training3	training3	Student
<input type="checkbox"/>	training4	training4	training4	Student

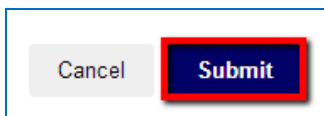
3. Select **Change User's Availability in the Course**.



4. On the next page, select **No** from the drop-down arrow next to **Available (this course only)**.

A screenshot of a form titled "ROLE AND AVAILABILITY". Under the "Role" section, there are radio buttons for "Course Builder", "Grader", "Instructor", "Student" (which is selected), "Teaching Assistant", and "Guest". Under the "Available (this course only)" section, there is a dropdown menu with "Yes" selected. The "No" option in the dropdown is highlighted with a red rectangular border.

5. Click **Submit**. The student is no longer available in the course.

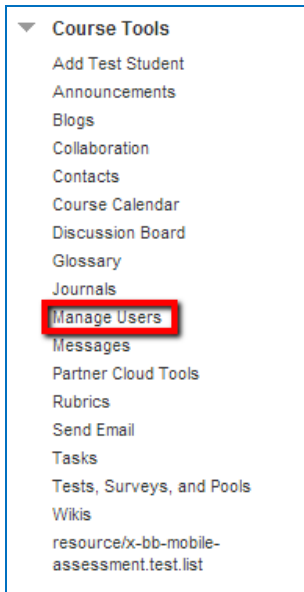


The student is no longer available in the course, and the course will not appear in his or her Course List module until an Instructor switches availability back to **Yes**.

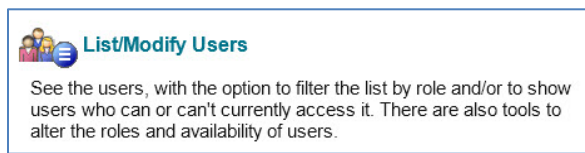
Manage Users

As an alternative, the Manage Users command can be used to change students' availability. You can temporarily block or unblock several students' access to the course simultaneously. (See the tutorial on *Modifying Users*.)

1. In the Control Panel, click the **Course Tools** link, and select the **Manage Users** option.



2. Click the **List/Modify Users** link.



3. Check the checkboxes for any student whose status you would like to change. Point to the **Change Enrolment Status** button, and select the appropriate option. The new status will appear in the Enrollment Status column. Click **OK** to return to the Manage Users page.

