

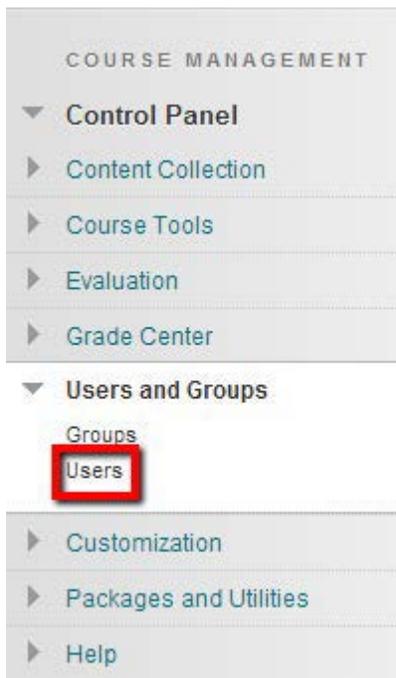
How to make a Student Unavailable for a Course?

Users who have been enrolled in a Course but made Unavailable by the Instructor will not see the Course in my Courses and do not have access to the course. These users must be made Available by the Instructor in order to see that they are enrolled in the course.

Guideline: Students that go on **LOA** or **withdraw** from a course are disabled (made unavailable) in the corresponding Course. (This prevents the deletion of records of student participation in the Course up to that point.) This action makes the course unavailable to the student but does not remove them from the Grade Center. Once a student is removed from the course, all course data is deleted.

The Users Page

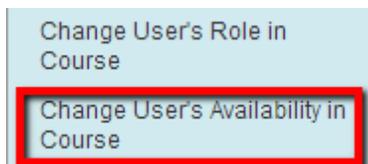
1. Click on **Users and Groups** from the Control Panel, and select **Users**.



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)**.

ROLE AND AVAILABILITY

Role

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

Available (this course only)

Yes ▾
No
Yes

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**.