

MAKE STUDENTS “UNAVAILABLE” IN BLACKBOARD

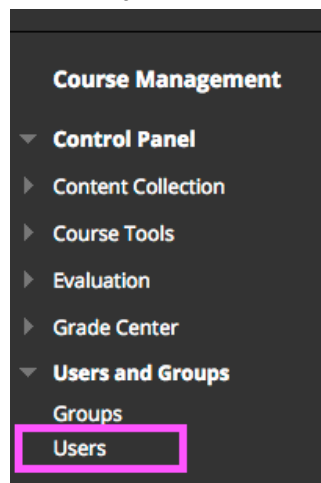
(<http://www.youtube.com/watch?v=LojaLo8CREo>)







Making a student “Unavailable” in your Blackboard course means...

- They will no longer have access to your Blackboard course site
- They will not be able to complete a final course evaluation for your course
- You can always change a student’s status back to “Available” if you want them to access your course again.
- All coursework and submissions created by students enrolled in your Blackboard course remain regardless of whether their status is Available or Unavailable.

We recommend that you make students that have dropped your course unavailable before term-end course evaluations are deployed in Blackboard (usually two weeks before the end of the term).

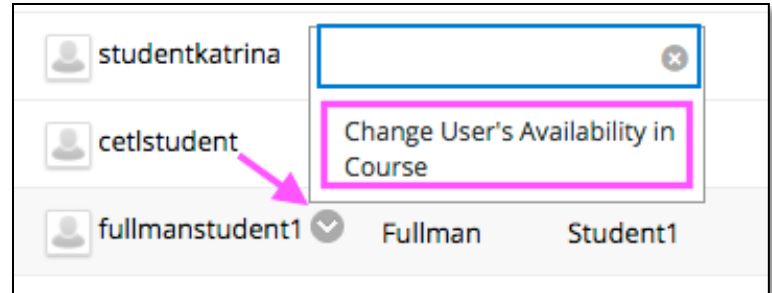
1. Go to the left menu bar and scroll down to the **Course Management** section. Under **Users and Groups**, click on **Users**.
2. A Roster will appear that lists all students that have enrolled in your course including those that have dropped. In the far right column under Available, you will see their availability status.



USERNAME	FIRST NAME	LAST NAME ▲	EMAIL	ROLE	OBSERVER	AVAILABLE
 amandine_clouvel	Amandine	Clouvel	Amandine.Clouvel@my.hnu.edu	Student		Yes
 studentfullman	Student	Fullman	fullman@hnu.edu	Student		Yes
 fullman_previewuser	Katrina	Fullman_PreviewUser	fullman@hnu.edu	Student		Yes
 nobel_hadgu	Nobel	Hadgu	Nobel_Hadgu@my.hnu.edu	Student		Yes
 studentkatrina2	student	katrina2	kfullman@yahoo.com	Student		Yes
 studentkatrina	Test	Student	kfullman8@gmail.com	Student		Yes

3. If you want to make a student unavailable, hover over their name and click on the down arrow.

4. Select **Change User's Availability in Course** in the drop-down menu.



5. In the Available drop-down menu, select **No**.

