

# Make Students Unavailable in Your Course

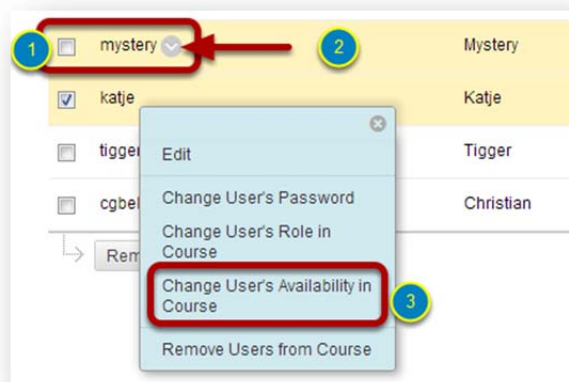
This tutorial will show how you can set a user in your Blackboard course to be unavailable, so the user can no longer see the course. It does not remove the user from the course, and preserves all of the work the user has done in the course.

## Access Users and Groups



In your course, go to the section **Control Panel -> Users and Groups -> Users** to display the list of current users in your course.

## Access User Options



Find the student user you want to make unavailable in the users list (1). Each user will have a drop down arrow (2). Click on the arrow to see the users options list and select **Change User's Availability in Course** (3).



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## Set User Availability

1. Role and Availability

Role

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

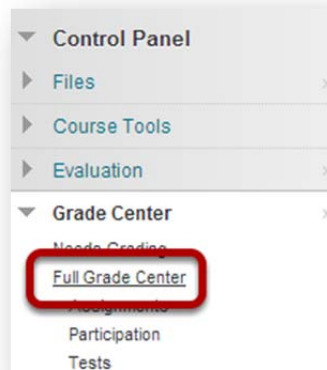
Available (this course only)

Yes  
No  
Yes

4

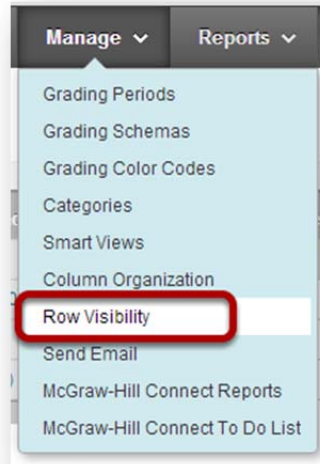
On the Role and Availability page, **change the Availability setting to 'No'** (4). Click **Submit** to confirm the change.

## Hide Rows in Grade Center



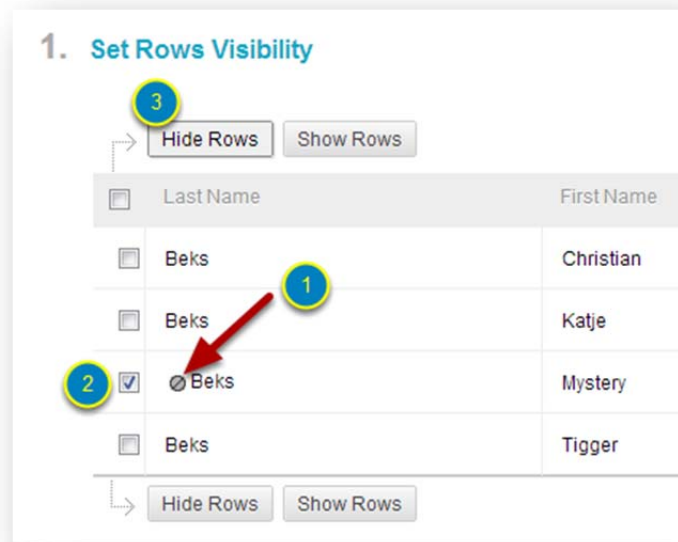
Once a user is unavailable in the course, you may want to hide them from your Grade Center as well. In your course, under the Control Panel, go to **Grade Center -> Full Grade Center**.

## Change Row Visibility



In the Grade Center, go to the **Manage menu**, and select **Row Visibility**.

## Show/Hide User Rows



The users that are unavailable in the course have an **icon marked** in front of their user name (1). Select the user that you want to hide from the Grade Center (2), and click on **Hide Rows** (3). Click **Submit** to confirm the changes. You can hide multiple users at the same time. To reverse the action, and show the user back in the Grade Center, select the user (2) and click on **Show Rows**.