Making Student Unavailable in Blackboard

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.

How to change student availability

1. From the home screen, in the “my courses” box select the course that you wish to make a student inactive
2. Or from the “courses” tab select the course from the “Course List” box
3. Click the control panel button to expand the menu on the left side of the page.
4. Click on Users and Groups to expand the menu
5. Click on Users

6. Find the student you wish to make unavailable.
7. Click the chevron next to the username of the student you wish to make inactive
8. From the popup menu, select Change User’s Availability in Course
9. From the next screen select **No** from the drop down box

10. Click **Submit**