Student Availability

Changing your student’s access to your Blackboard course

If a student has turned in any work in your Blackboard course and they need to be denied access (ex: lack of payment), changing their availability to the course is the best course of action. If they are removed/deleted from the course, all course work is lost. If only their availability was changed, and they get back in your class, the denied availability can be reversed and they have not lost any work.

Step 1: Open the Users Page
In the Control Panel, click on “Users and Groups”, and then click on “Users”.

Step 2: Select the Student
Find the student, click on the **Options Menu button** to the right of the user name and click on “Change User’s Availability in Course”.

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Step 3: Change Availability

On the new “Change User’s Availability in Course” screen, update the student’s availability, by selecting “Yes” or “No”. Click Submit.

Step 4: Verify change

If you change a student’s availability to “No”, the change will be reflected in the Grade Center. Their name will still be there but with a not available symbol next to the name. The instructor will still have access to grades and course work.

If you change the availability to “Yes”, the student will once again have access to the course and grades, and the symbol in the Grade Center will be gone.