Changing Student Availability
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It is possible to “remove” a student from your course by designating them as “unavailable”. Students that are designated as “unavailable” can be made “available” at any time. The availability status of the student will only affect the course you are working in.

Change the Availability of a Student
Follow these steps to change the availability of a student:

1. Log into your course and go to the Control Panel.
2. Under Users and Groups, click Users.

3. Set up your search criteria.

4. Enter the text you would like to search for.

- Your search results will appear below.
5. Click the chevron next to the Username and click **Change User’s Role in Course**.

6. Under **Role and Availability**, go to the drop down menu under **Available (this course only)**, and choose either **No** or **Yes**.

7. Click **Submit**.

- You will receive a notification saying the student’s role has been changed.
When a student becomes unavailable, you will see a ( ⚫ ) symbol next to their name in the Grade Center.