How to make a Student Unavailable for a Course?

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.

**Guideline:** Students that go on LOA or withdraw from a course are disabled (made unavailable) in the corresponding Course. (This prevents the deletion of records of student participation in the Course up to that point.) This action makes the course unavailable to the student but does not remove them from the Grade Center. Once a student is removed from the course, all course data is deleted.

The Users Page

1. Click on Users and Groups from the Control Panel, and select Users.
2. Click the contextual arrow next to the Username of the student whom you want to make unavailable in the course.

3. Select **Change User's Availability in the Course.**

4. On the next page, select **No** from the drop-down arrow next to **Available (this course only).**

5. Click **Submit.** The student is no longer available in the course.

The student is no longer available in the course, and the course will not appear in his or her Course List module until an Instructor switches availability back to **Yes.**