Changing a Student's Availability in a Course

Making a Student Unavailable

1. If **Control Panel** is not expanded, click the words **Control Panel**.
2. Click **Users and Groups**.
3. Click **Users**.
4. Search for the student you would like to make unavailable.
5. Click next to student's username.
6. Click **Change User's Role in Course**.
7. In **Section 1: Role and Availability**, select **No** from the drop down menu.
8. Click **Submit**.

Making a Student Available

1. If **Control Panel** is not expanded, click the words **Control Panel**.
2. Click **Users and Groups**.
3. Click **Users**.
4. Search for the student you would like to make available.
5. Click next to student's username.
6. Click **Change User's Role in Course**.
7. In **Section 1: Role and Availability**, select **Yes** from the drop down menu.
8. Click **Submit**.