Making a Student Unavailable in a Course Site

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: Available, select No from the drop down menu.
8. Click Submit.