Step by Step: Turning Off Student Access To A Course

An instructor may need to turn off a student’s access to a course but keep the student data. This might occur, for example, when the student withdraws from a course. The instructor does this by turning off the course availability to the particular student in the Users tool.

1. In the course **Control Panel**, click on **Users and Groups**. Then click the **Users** link.

2. The **Users** page will display the list of all users. Find the student whose access to the course should be blocked.
   
   Click the **action link** next to the user’s name and click the “Change User’s Availability in Course” option in the drop-down menu.

3. On the **Change User’s Availability in Course** page, select **No** from the **Available** drop-down menu.

4. Click the **Submit** button.
5. The Users page will show **No** in the **Available** column for the student.

In the Grade Center, the student’s account will show a circle with a slash in it.