

Grant or Deny Access

Directions

1. From the **Teach** tab,
2. Click on **Grade Book**
3. Select the students that will be denied or granted access by checking on the box next to their name.
4. Click **Grant Access** or **Deny Access** as appropriate
5. A Red X will appear by the names of the students who are denied, the red X will be removed if the student is granted access.

Diagram

The diagram illustrates the process of granting or denying access in a Grade Book interface. It shows the following steps:

- Clicking on the **Teach** tab (indicated by a red arrow).
- Clicking on the **Grade Book** link in the **Instructor Tools** menu (indicated by a red arrow).
- Clicking on the **Grade Book** link in the **Members** list (indicated by a red arrow).
- Clicking on the **Grant Access** or **Deny Access** buttons (indicated by a red arrow).

The interface shows the **Grade Book** section with a **Create Column** dropdown, **Grades** and **Members** tabs, and a list of students with checkboxes. The **Members** list includes **Last Name** (Alphanumeric), **alef**, **alpha**, **beta**, and **betbet**. The **alef** and **alpha** rows have checkboxes checked, and the **alef** and **alpha** rows have a red X next to their names. The **beta** and **betbet** rows have checkboxes unchecked. The **Grades** and **Members** tabs are visible, and the **Members** tab is selected.

At the bottom, there are buttons for **Send Mail**, **Export to Spreadsheet**, **Grant Access**, and **Deny Access**.