Disable a User from a Blackboard Course

Instructors are no longer being able to remove students from Blackboard. This function has been disabled in the Blackboard course management system. Instructors are able to disable a student’s access to the course. Any student with information recorded in the Grade Center should not be deleted until the student is verified as not enrolled in the course.

1. Under Control Panel, click Course Tools and select Manage Users. (If the Manage Users tool is not available under Course Tools, select Customization > Tool Availability > check the box next to Manage Users and click Submit. Manage Users should be listed in Course Tools.)

2. Click on List/Modify Users on the Manage Users page.
3. Instructors can change student’s access to the course by clicking the double-down arrow under **Enrolment Status** and selecting **Make Unavailable** from the menu.

![Image of course management interface]

4. The student’s enrollment Status is showing as **Unavailable**.

![Image of course management interface showing **Unavailable** status]

5. To make the student available to the course again, repeat step 1 and 2. On Step 3, select **Make Available** to reactivate student’s access to the course.

**Note:** Disabling a student’s access to a course will **NOT** delete the student’s information associated with this course. Instructors can change the accessibility for a student at any time during the course duration.