

# Managing Incompletes in Blackboard

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If you give a student an Incomplete, you will want to continue to make your course available for that student but unavailable to students who have completed the course. To make your course available to selected students only once the semester has ended:

1. Leave the **Course Availability** setting (under the **Settings** panel in the **Control Panel**) as "**Available**"
2. Go to **List/Modify Users** under **User Management** in the **Control Panel**.
3. Leave the Search Box empty and click the **Search** button to get a complete list of your students.
4. Select the **Properties** of the first student that you do **NOT** want to have access to this course. On the student's Properties page, scroll down to "**4. Role and Availability.**"
5. Change the setting of "**Available (this course only)**" to **No** for this student.
6. Repeat these steps for **all** students who should no longer have access to this course.
7. When you are done, only the student(s) who are taking Incompletes will continue to have access to this course.

**IMPORTANT: When the student has completed the course (or when the Incomplete deadline has passed), be sure to set the course to be Unavailable (in the Control Panel, choose Course Availability under the Settings panel).**