

# Managing Students Who Withdraw

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### Making Your Course Unavailable to Students who Withdraw

The only reason to make a course unavailable to a student is if you have been notified that the student has withdrawn from the course. This is not done automatically so that, as the instructor, you can still view the student's grades and restate the student in the event of any error.

To make the course unavailable to a student, in the Control Panel, choose **List/Modify Users** under **User Management**. Click the **Search** button, leaving the box blank. This will give you a list of all students in the course. Choose **Properties** for the student who has withdrawn. Scroll down to **4: Role and Availability**. Set **Available (this course only)** to **No**. The student will no longer be able to access this course. Return to this page if you need to make the course available to the student at a later date.

**IMPORTANT NOTE: As an instructor you can change student's passwords and personal information. Never make any changes without the student's written permission. Your changes are not restricted to your course but apply to the student's Blackboard account.**