

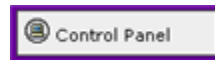
Blocking a Student from Participation In Your Blackboard Course

The Harper College Banner System may on rare occasion enroll a student that you do not want into your Blackboard course. When this happens you have two options in Blackboard for keeping this student out of your course materials:

1. You can remove this person from your course by using the "Remove Users from Course" button that is located in the control panel. This will remove the student from your course; however, it is possible that Banner will reenroll the student in your course as it updates your class list. For this reason we recommend leaving the student in your course but making the course "Unavailable" to your student (See option 2).
2. You can leave the student in your course but make your course "unavailable" to the student. Detailed instructions for this process are listed below:

1. Open the correct Blackboard.

2. Click on the "Control Panel" Button. The control panel should open.



3. Click on the "List/Modify Users" button in the "User's Management" area located in the upper-left section of the control panel. A search menu should open.



4. Click on the "Search" button. This should display all of the students who are currently enrolled in our course. (Note: sometimes you need to click on the search button twice in order to see your class list.



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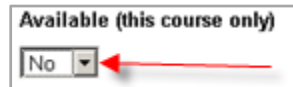
5. Click on the "Properties" button that is located to the right of the student's name. A new ("Modify User's Properties") menu should open.



6. Scroll down to the bottom of the menu of the "Modify User's Properties" menu to section #4: "Roles and Availability".



7. Click on the drop-down menu that is located directly under the words: "Available (this course only)". Select "No".



8. Click on the "Submit" button. This course is no longer available to the selected student.



Note: This action does not affect other Blackboard courses.