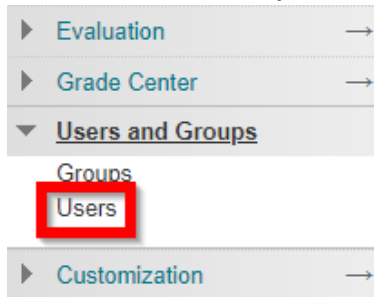


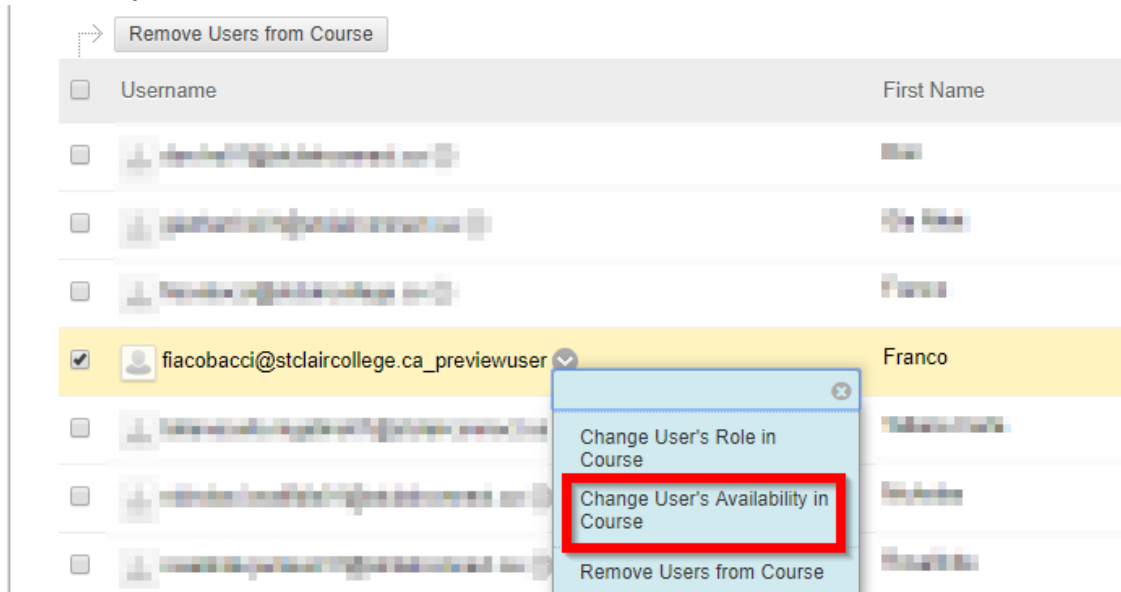


Disabling Users in a Course

1. Log into Blackboard and select your course.
2. Under **Users and Groups** click **Users**.



3. Click the chevron next to the username you wish to disable and click **Change User's Availability in Course**.



4. Change **Available** to **No**.

ROLE AND AVAILABILITY

Role

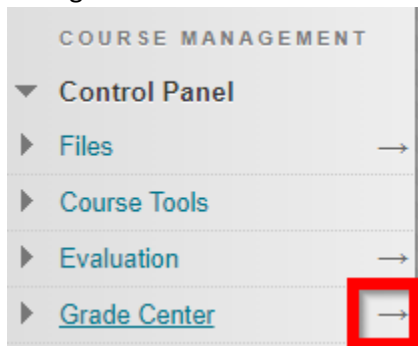
- Course Builder
- Grader
- Instructor
- Student
- SCC_RubricGrader
- Teaching Assistant
- Guest



Available (this course only)

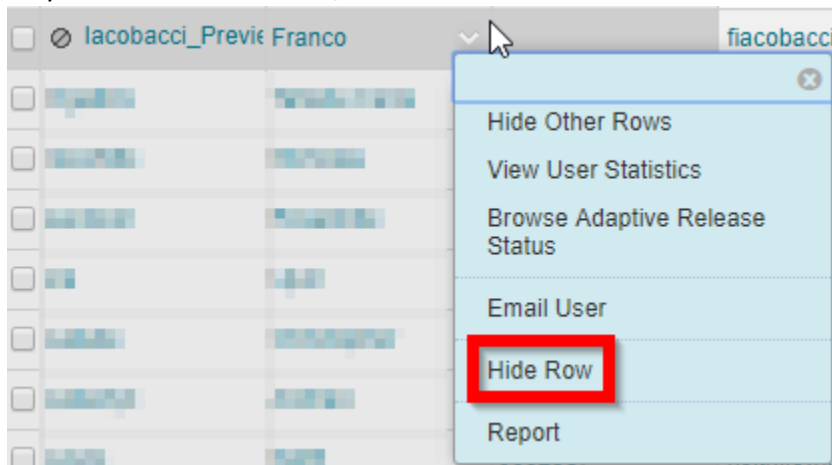
5. Click **Submit**.



6. Now go to **Full Grade Center**



7. Locate the user notice the  beside their name, it means the user is no longer available. You may also wish to hide them, hover over the user and click the chevron  then click **Hide Row**



8. The user will no longer be visible in grade center.