



Disabling Student Access to your Bb Site upon Drop

How to Disable Student access to your Bb site upon Drop:

- 1-Go to Control Panel > Users and Groups >Users
- 2-Click on the down arrow by student name
- 3-Select Change User Availability
- 4-Set Available (this course only) to NO>Submit.

A Student with access disabled will NOT:

- see your course in the Blackboard Welcome page (under “My Courses” Area)
- be able to access your course
- receive any email/updates sent to all users (students) in the course

A Student with access disabled WILL:

- have his/her participation/submissions records saved
- show up in the grade center with a tag that indicates Disabled/Unavailable

Yes, you can hide students with disabled access in the Gradebook by clicking on the student row, then clicking **Hide**:

The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these, there are buttons for 'Move To Top' and 'Email'. The main area displays a table with columns for 'Last Name', 'First Name', 'Weighted Total', 'Total', 'Test 1', 'Test 2', 'Test 3', 'Test Exam', 'HIST111 Quiz 4', and 'Test your Black'. The table contains three rows: 'Li Wei', 'Saravia-Lopez Gabriela', and 'Student Bb'. The 'Student Bb' row is selected, and a context menu is open over it. The menu options are: 'Hide Other Rows', 'View User Statistics', 'Browse Adaptive Release Status', 'Email User', 'Hide Row' (highlighted with a red box), and 'Report'. The 'Report' option has a 'Hide Row' button next to it. The bottom of the interface shows 'Selected Rows: 0', 'Move To Top', 'Email', 'Icon Legend', and 'Edit Rows Displayed'.

Last Name	First Name	Weighted Total	Total	Test 1	Test 2	Test 3	Test Exam	HIST111 Quiz 4	Test your Black
Li	Wei	--	--	--	--	--	--	--	--
Saravia-Lopez	Gabriela	--	--	--	--	--	--	--	--
Student	Bb	77.50%	57.00	15.00	15.00	20.00	1.00	7.00	--



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If you want to show that student again:

Go to the **Grade Center**---->click **Manage**---->**Row Visibility**

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column **Manage** Reports Filter Work Offline

Grade Information Bar

Move To Top Email

Last Name First Name Weighted Test 2 Test 3 Test Exam HIST111 Quiz 4 Test your Black

Last Name	First Name	Weighted	Test 2	Test 3	Test Exam	HIST111 Quiz 4	Test your Black
Li	Wei	--	--	--	--	--	--
Saravia-Lopez	Gabriela	--	--	--	--	--	--
Student	Bb	77.50%	15.00	20.00	1.00	7.00	--

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: February 7, 2014 9:12 AM

Send Email McGraw-Hill Connect To Do List McGraw-Hill Connect Reports

Icon Legend Edit Rows Displayed

You will see the hidden student similar to this:

1. Set Rows Visibility

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.

Hide Rows Show Rows

Last Name	First Name	FHSU ID	Status
Li	Wei	w_li7	Shown
Saravia-Lopez	Gabriela	g_saravialopez	Shown
<input checked="" type="checkbox"/> Student	Bb	bbstudent	Hidden

Hide Rows Show Rows

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Select the hidden student row and click on **Show Rows**, then **Submit**:

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.



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If you want to download the Grade book into an Excel file, the hidden students will not show up in the downloaded excel file. Make sure to have the following option set as "No" (it's by default set as NO) to not include hidden students in the Excel file:

1. Data

Select Data to Download

Full Grade Center

Selected Column Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

3. Save Location

Select where to save the file.

Download Location

My Computer

Content Collection