Student Access

You can deny and allow students access to your course at any time. This feature is particularly useful when you are making changes to your course and want to temporarily disallow students from accessing it.

Denying access

The following procedure denies all students access to your course. If you want to deny access to a group of students, list a subset of students first. You can also deny access to one student at a time by editing the student's record. Note: Denying access to students does not delete any student information. To permanently remove students from your course, you must delete their records.

1. On the Control Panel, select Manage Course.
2. On the Manage Course screen, Select Manage Students
3. In Manage Students, from the Manage Students drop-down list, select Deny student access, and then click Go. The Confirm Deny Access screen appears.
4. Click Deny Access under the student records. A confirmation message appears.
5. Click OK. The student records now appear in grey text, indicating that the students have been denied access to the course.
6. Click Update.

Allowing access

The following procedure allows all students access to your course. If you want to allow access for a group of students, list a subset of students first. You can also allow access for one student at a time by editing the student's record.

1. In Manage Students, from the Manage Students drop-down list, select Allow student access then click Go. The Confirm Allow Access screen appears.
2. Click Allow Access under the student records. A confirmation message appears.
3. Click OK.
4. Click Update.
Deleting Students from a Course

Warning: The delete operation removes the deleted students' records completely and removes their access privileges to the course.

Deleting one student at a time

1. In Manage Students, click the link in the lefthand column for the student that you want to delete. The Edit Record screen appears.
2. Click Delete.

Deleting more than one student at a time

1. In Manage Students, from the Manage Students drop-down list, choose Select students to view, and then click Go. The Select Students screen appears.
2. Select the check boxes beside the students that you want to delete, and then click View. The Manage Students screen reappears, listing only the selected students.
3. From the Manage Students drop-down list, select Delete shown records, and then click Go. The Confirm Deletion screen appears.
4. Click Delete. A progress screen appears for the delete process.