

View and Hide Dropped Students

Overview

This tutorial will explain how to identify dropped students in your gradebook and course roster and how to hide or view dropped students on your gradebook. Students who have withdrawn from a course will now remain listed on the Blackboard course roster and in the grade center, but will not have access to those courses. Faculty may be asked to provide the last date of attendance/participation information for students who have dropped your class, for the federally mandated attendance verification process required of all courses each semester. View the [Obtain Last Day of Student Participation tutorial](#) for instructions on how to find their last date of attendance/participation.

Step 1

In the grade center, an icon will display to the left of a student's last name with a circle and diagonal line drawn through it. The icon indicates that the user is 'Unavailable,' cannot view the course in their course list, and does not have access to the course.

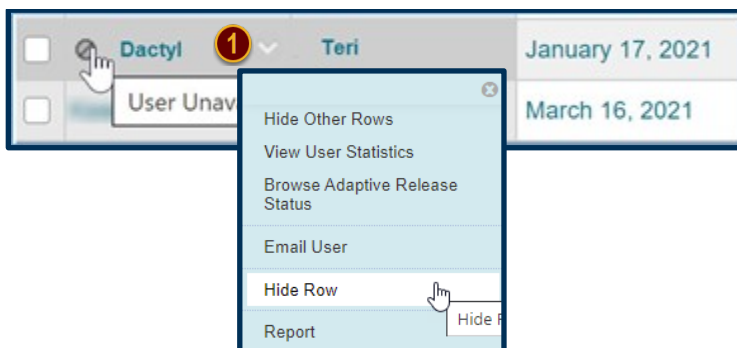


On the Blackboard course roster (Control Panel Menu > Users and Groups > Users), the Available column will contain 'No' for any withdrawn students.



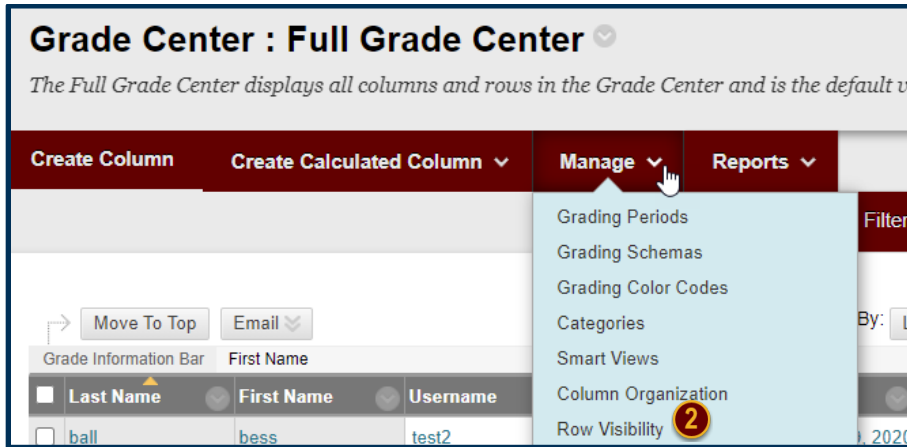
Step 2

In the grade center, you can hide the unavailable user(s) by clicking on the drop down arrow [1] beside their last name in the grade center and selecting 'Hide Row.'



Step 3

To show the row again, click on the Manage button at the top of the grade center and select 'Row Visibility' [2].



Grade Center : Full Grade Center ▼

The Full Grade Center displays all columns and rows in the Grade Center and is the default view.

Create Column
Create Calculated Column ▼
Manage ▼
Reports ▼

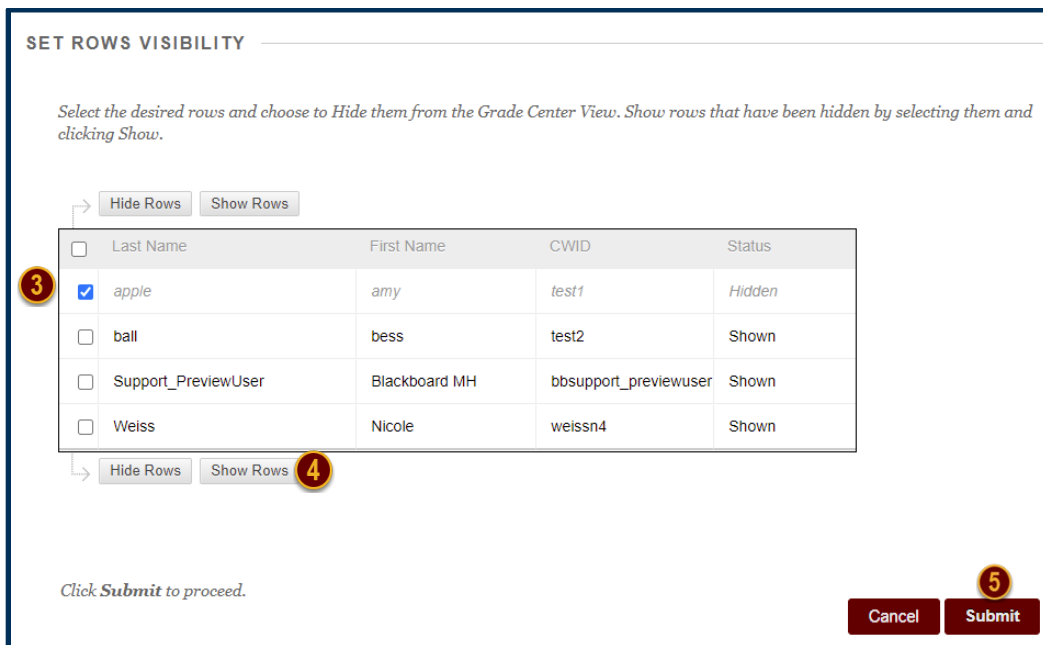
Move To Top
Email ▼

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username
<input type="checkbox"/>	ball	bess	test2

Grading Periods
 Grading Schemas
 Grading Color Codes
 Categories
 Smart Views
 Column Organization
 Row Visibility **2**

Click the checkbox [3] beside a hidden student's name, click the Show Rows button [4], then click Submit [5].



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

<input type="checkbox"/>	Last Name	First Name	CWID	Status
<input checked="" type="checkbox"/> 3	apple	amy	test1	Hidden
<input type="checkbox"/>	ball	bess	test2	Shown
<input type="checkbox"/>	Support_PreviewUser	Blackboard MH	bbsupport_previewuser	Shown
<input type="checkbox"/>	Weiss	Nicole	weissn4	Shown

Hide Rows
Show Rows **4**

*Click **Submit** to proceed.*

Cancel
Submit **5**