Denying Access to a Blackboard Course

From the Blackboard course while logged in as an instructor, expand the ‘Users and Groups’ section under the Control Panel and select ‘Users’.

Find the user you wish to deny access to and click on the downward facing contextual arrows to select ‘Change User’s Availability in Course’.

You are re-directed to a new window. Change the ‘Available (this course only)’ option to ‘No’.

Click Submit!

For more information or further assistance, please request support through the USM HelpDesk.