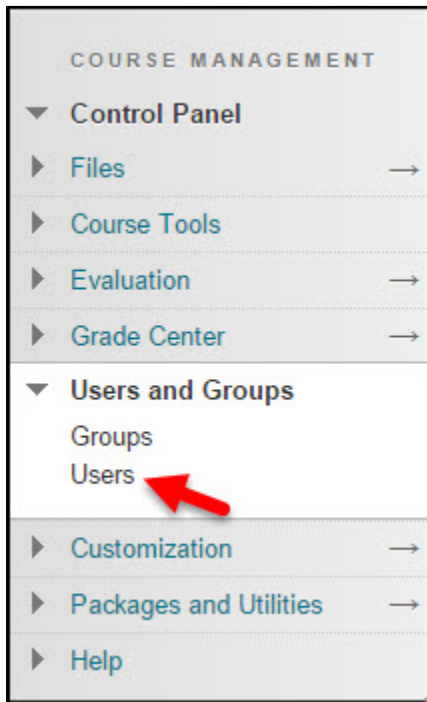


# INS-USER MANAGEMENT

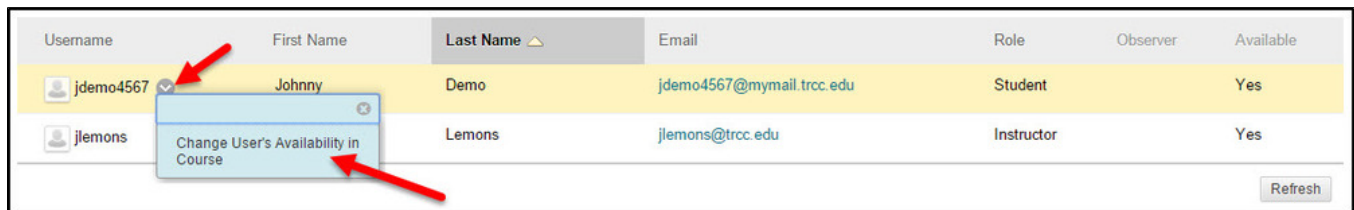
## User Management Within Your Course

During the start of the semester, student's frequently drop courses. Once they do this, they no longer display on your *myTRCC* roster, but they usually still display on your blackboard course. This first section will guide through the process to make a student unavailable in a course so that they no longer see or receive notifications from your course.

- First under the **Course Management** menu, click on the drop down arrow for **Users and Groups** and then click on **Users**



- Then by the users name click on the drop down arrow and click on **Change User's Availability in Course**




A screenshot of a user management table. The table has columns: Username, First Name, Last Name, Email, Role, Observer, and Available. The first row is highlighted in yellow and has a dropdown menu open over it. A red arrow points to the dropdown arrow, and another red arrow points to the 'Change User's Availability in Course' option in the menu.

Username	First Name	Last Name	Email	Role	Observer	Available
jdemo4567	Johnny	Demo	jdemo4567@mymail.trcc.edu	Student		Yes
jlemons		Lemons	jlemons@trcc.edu	Instructor		Yes

- In the drop down box click **No** to make them unavailable.



**ROLE AND AVAILABILITY**

Role: Student

Available (this course only): Yes  
No  
Yes 

*Click **Submit** to proceed. Click **Cancel** to go back.*

- Here you can see that under **Available** it says **No** now.

Username	First Name	Last Name ▲	Email	Role	Observer	Available
 jdemo4567	Johnny	Demo	jdemo4567@mymail.trcc.edu	Student		<b>No</b>
 jlemons	Jonathan	Lemons	jlemons@trcc.edu	Instructor		Yes

[Refresh](#)

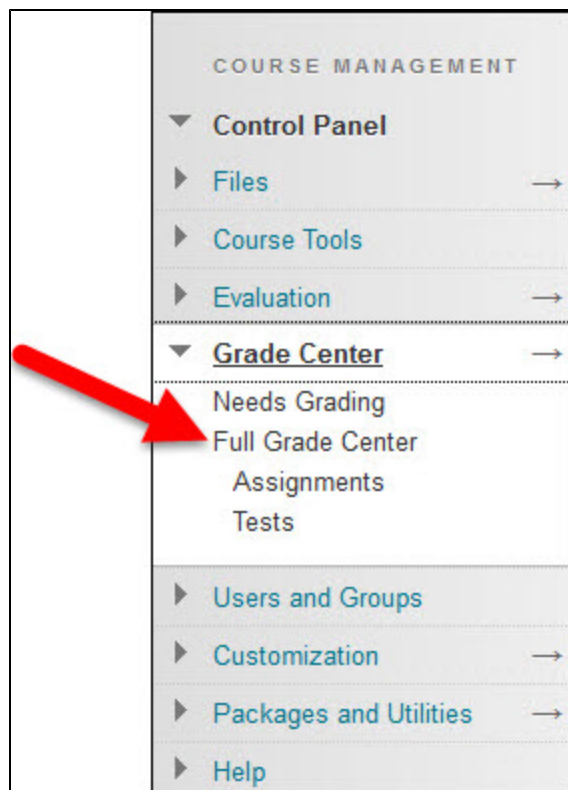
## Grade Center Clean-up After Attendance Verification

Once the attendance verification process has completed, you can "hide" unavailable students from the Full Grade Center, giving the page a cleaner look showing only "active" students.

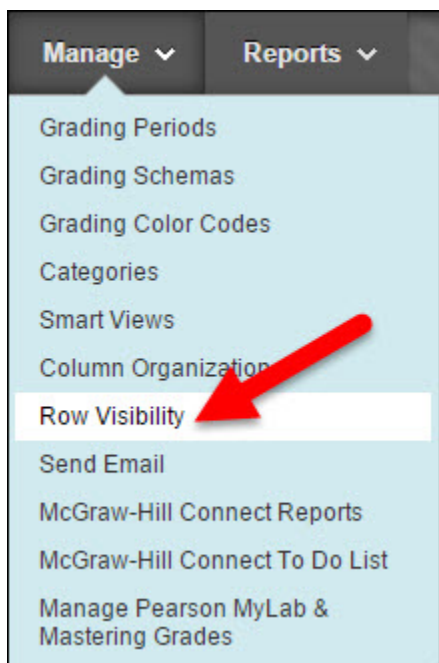
### **USE CAUTION:**

***If you "hide" an inactive student, and they later re-add your class, you must change the grade center to "show" them again.***

- Under your Course Management menu click the drop down on **Grade Center** and then click on **Full Grade Center**.



- Click on the **Manage** drop down tab and then click on **Row Visibility**.



- Here you will see the list of users that are available and unavailable in the course. Depending on if you are wanting to show or hide the user you can click the **Hide Rows** or **Show Rows** buttons.

**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	Student ID	Status
<input checked="" type="checkbox"/> Demo	Johnny	jdemo4567	Shown

Hide Rows Show Rows

- Now click the **Submit** button to confirm your selection.

Jump to... Hide User Names

Exit Submit

- Here you can now see that the user is grayed out which means they are hidden.

**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

Grayed Out Means Hidden

Last Name	First Name	Student ID	Status
<input type="checkbox"/> Demo	Johnny	jdemo4567	Hidden

Hide Rows Show Rows

**BACK**