

How to Change Student Status to Inactive

To effectively "hide" old courses from your students you should change their status in the course to "inactive." When a student is inactive in a course the student sees no trace of the course. This is in contrast to students who have been denied access. When access is denied the student will still see the course on her "My WebCT Page," but the student will not be allowed to access the course.

Changing your students' status in a course to inactive is accomplished in the Manage Students area. If you want to make all of the students in a course "inactive," simply go to Manage Students, and then choose the "Make Students Inactive" option on the drop down menu under Options: Advanced, then click "Go."

You will be asked to confirm your intention to make all students inactive by clicking on the "Make inactive" button toward the bottom of the page, under the list of students.

Subsets of students (less than the whole class roster) can also be made inactive by first choosing to "View Some Students," selecting those students whose status you wish to change, and then making inactive only those students you have selected.

Inactive status is the recommended status for students who drop or withdraw from your course

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Let me know if you have any questions related to this.

Thanks.

Ken

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