Dropping Students from a Stacked Section

When a student drops a course and you have stacked the enrollment for that course, the student WILL NOT be automatically removed from the destination course. You will need to manually disable the student’s enrollment using the following procedure:

1. Within the course you need to drop the student from, scroll down to the CONTROL PANEL. Click USERS AND GROUPS to expand this menu and select USERS.

2. On the USERS page, SEARCH for the student by Student ID #, last name, first name, or e-mail address.
3. When you locate the student within the roster, roll your mouse over the student’s username. A gray context arrow will appear to the student’s username.

4. Click the gray arrow button and from the menu that appears, select **CHANGE USER’S AVAILABILITY IN COURSE**.

5. On the **CHANGE USER’S AVAILABILITY IN COURSE** page, scroll down to the **AVAILABLE** menu and choose **NO**.

6. Click **SUBMIT**.
7. You will be taken back to the **USERS** page, where you will see a green confirmation message stating you edited the student’s role. You will notice that the student’s availability has been marked as “No”, which prevents the student from accessing the course.