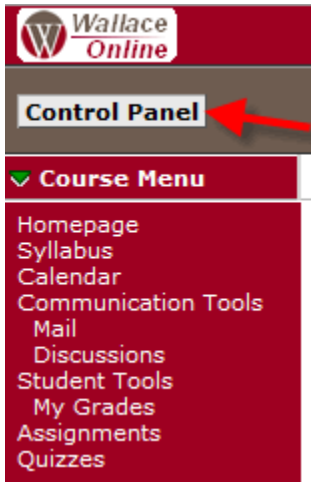
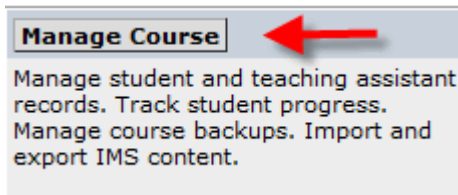


## Deny Access to a student in WebCT

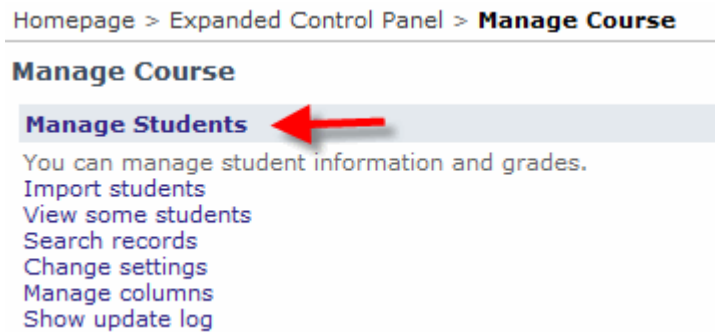
1. Click on the **Control Panel**.



2. From the *Control Panel*, click **Manage Course**.



3. The *Manage Course* screen appears. Click **Manage Students**.




- The *listing of students* enrolled in the course appears. Accordingly, locate the student to be denied access to the course. Click on the student's Last Name.

### Manage Students

Actions		
Options: Records	Options: Advanced	Organize
- Select action -	- Select action -	- Select ac

Page: All Go ... Records 1 - 1 of 1 [Total: 1]

Last Name	First Name	User ID
Edit	Edit	
 Student	Modules	modules_student

- Click on the **Deny access** button.

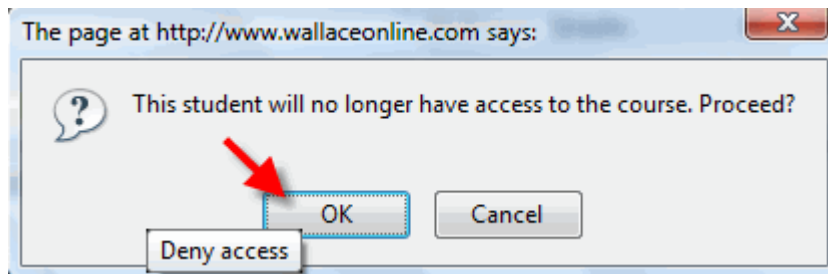
Homepage > Expanded Control Panel > Manage Course > Manage Students > **Edit Record**

### Edit Record

Last Name	First Name	User ID	Midterm_Grade
Student	Modules	modules_student	

Update Delete Cancel Change password Deny access Make inactive

- Now click on the **OK** button.




7. The student's User ID in WebCT now shows an asterisk indicating that he/she has been denied access to the course.

### Manage Students

Actions		
Options: Records	Options: Advanced	Organize
- Select action - <input type="button" value="Go"/>	- Select action - <input type="button" value="Go"/>	- Select acti

Page:   ... < > ... Records 1 - 1 of 1 [Total: 1]

Last Name <input type="button" value="↑"/>	First Name	User ID
Edit	Edit	
 <b>Student</b>	Modules	modules_student*

\* The user has been denied access.