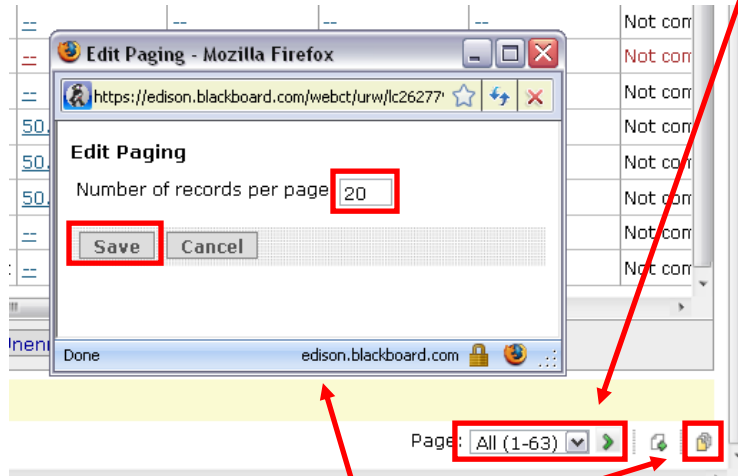
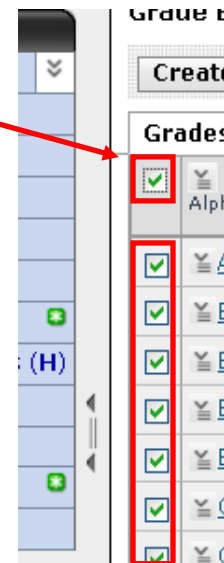


3. At the bottom left hand side of the page, click the drop down menu and select **All** students (then click the green arrow), **or..**



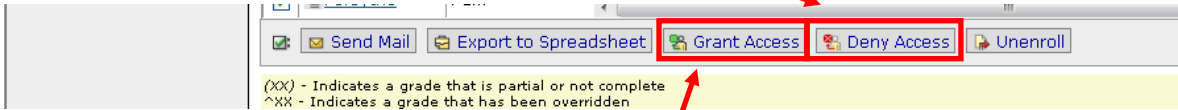
4. Alternatively, click the **Paging** button at the bottom right and enter a **number of records per page** in the text box that is larger than the number of students in your class (click Save!)

5. Click the check box at the top left side of the grade book to select all students (You may click the individual check boxes to the left of each name to select or unselect students).



(next page to finish)

6. Click the **Deny Access** button to restrict the student or students from accessing your course.



7. To undo the restriction and **Grant Access**; follow steps 1-5 again, then click the **Grant Access** button.