Granting Student Access to Unavailable Courses

Instructors at UConn will be able to extend student access to a course for a specified period of time.

### Info

Approximately two weeks after the academic term ends, students will lose access to a course (assuming a later end date has not been set). Additionally, four weeks after the term ends, student enrollment is set to "unavailable" (applies to courses where the end date has passed). This removes courses from the students' view in HuskyCT which would otherwise contain older, inaccessible courses.

### Warning

If the course is re-opened, it will be re-opened for anyone in the course who’s Availability is set to "Yes". (see the Info above). Instructors should contact huskyct@uconn.edu to request the student enrollment roster for all students in a course to be set to "unavailable" to limit access to only the student or students you are opening the course for. An Instructor can set student's enrollment to "unavailable" on a one-by-one basis within the Users and Groups of the course, However, if this needs to be done for many students, please contact huskyct@uconn.edu to have an admin do it.

There may be times when a student receives an incomplete in a course. If choosing to re-open the course for a period of time to the student, please follow these steps:

1. Under **Customization** -> **Properties**, set a new desired end date for the course. Click **Submit**.
2. Under **Users and Groups** -> **Users**, click the down arrow next to the student requiring access, then choose **Change User’s Availability**. This is only necessary if the student’s Availability is set to “No” (last column in the roster view has this value).
3. On the next screen, set the Availability to **Yes**. Click **Submit**.

The student(s) will now have access to the course until the end date specified in Step 1.

If you have questions or difficulty granting access to a student, please contact huskyct@uconn.edu.

### Note

Please note that if a student contacts HuskyCT or the UITS Help Center to re-establish access in a course, access is always confirmed with the instructor before making changes.

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