

# How do I ... View data for unenrolled students?

In the Learning Management System Gradebook, students are UNENROLLED from a subject if they have:

- withdrawn from the subject
- have outstanding fees
- are enrolled in a subject that is no longer required for the population of the current LMS subject

This means that their names, usernames etc are invisible in the Gradebook and, from the students' point of view this means that these LMS subjects won't appear in the Course List on the My LMS page.

Until a Subject Designer 'resets' a subject (see Resetting a Subject) the student data, including assessment and assignment data will remain invisibly in the Gradebook.

## **TO MAKE UNENROLLED STUDENTS' DATA VISIBLE IN THE GRADEBOOK**

1. From the TEACH tab, from Instructor Tools, select Grade Book.
2. In the Grade Book, select GRADE BOOK OPTIONS
3. Then choose SHOW UNENROLLED MEMBER DATA.
4. This data can be hidden again by repeating steps 1 and 2 and then choosing HIDE UNENROLLED MEMBER DATA.