

## CANVAS: How to manage Inactive Students

If a student drops your course, their name will be tagged with the label “Inactive”. You will see them listed in the PEOPLE list and it will show the last time the student logged in.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
[Redacted]	[Redacted]	709280593	Section 1A	Student	Oct 29 at 1:31pm	06:11:00
[Redacted]	[Redacted]	931992085	Section 1A	Student	Oct 22 at 6:40pm	08:59:53
[Redacted] <b>Inactive</b>	[Redacted]	201322162	Section 1A	Student	<b>Aug 11 at 10:36pm</b>	02:12

By default, you will not see them listed in Grades. If you do need to see them in the gradebook, you can toggle the display by expanding the menu in the Student Name header cell, then selecting Inactive enrollments. Repeat these steps to hide the inactive students again.

**click to show or hide dropped students**

Student Name [Redacted] **Inactive enrollments**

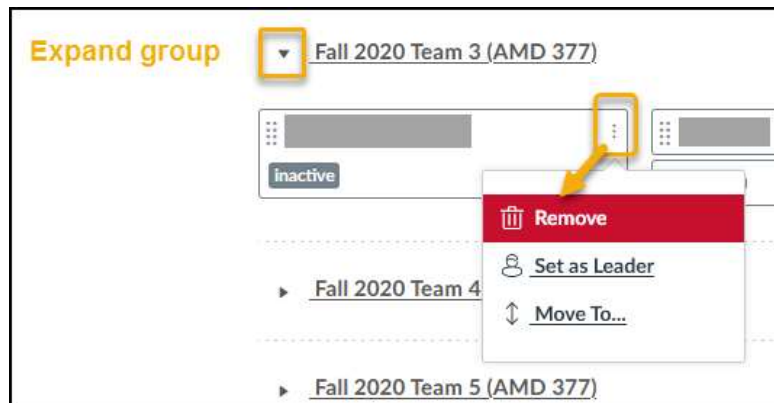
If a student was placed into a Group before they dropped, they will still be listed as a member on the Group page, so the group membership number will not accurately indicate the number of active members.

**Click arrows to expand each group: show student members**

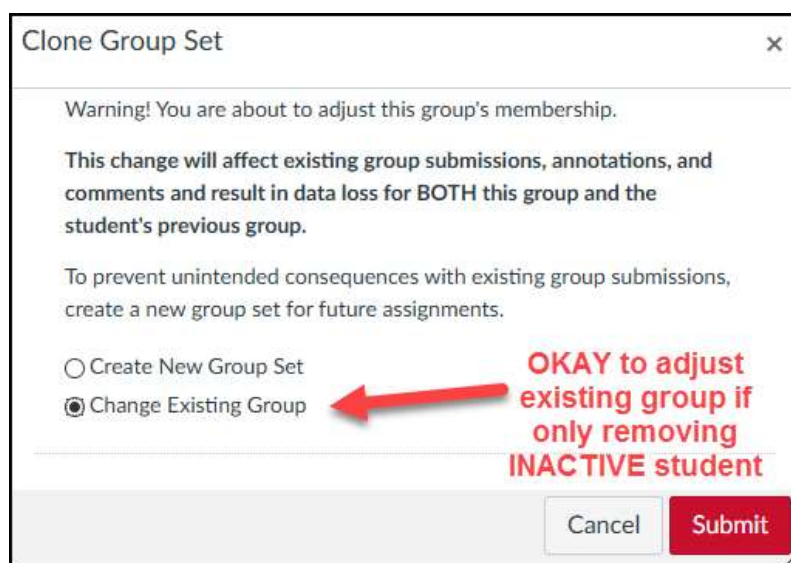
**member # includes inactive students**

Group Name	Number of Students
Fall 2020 Team 1 (AMD 377)	5 students
Fall 2020 Team 2 (AMD 377)	6 students
Fall 2020 Team 3 (AMD 377)	4 students
Fall 2020 Team 4 (AMD 377)	5 students

Begin by expanding each group so that the members are listed. If a student is tagged as “Inactive”, click the 3 dots to the right of their name and select Remove.



You are then asked whether you wish to make a new Group Set (with revised groups) or if you wish to simply revise this individual group. In this case you will select “Change Existing Group”.



ASIDE: If you wanted to switch active students between groups, you would instead select Create New Group Set to ensure that grading remained consistent. This is a much more complicated action since you then also need to adjust all upcoming group activities to use the new Group Set and not the original Group Set.