CANVAS: How to manage Inactive Students

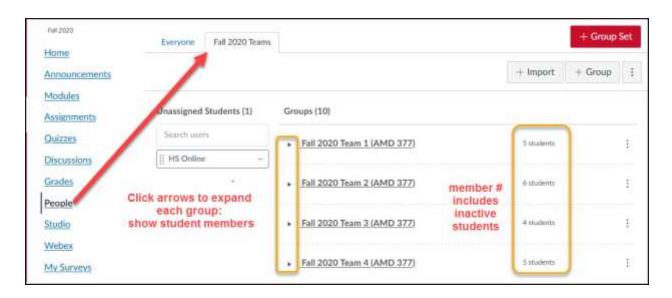
If a student drops your course, their name will be tagged with the label "Inactive". You will see them listed in the PEOPLE list and it will show the last time the student logged in.

Home Announcements	(Francisco) - Francisco (0 Teams		17		1	+ Group Set
Modules Assignments	Everyone Fall 2020 Search people	All Ro	les	*			
Quizzes	Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Discussions Grades	2		709280593	Section 1A	Student	Oct 29 at 1:31pm	08:11:00
People	2		931992085	Section 1A	Student	Oct 22 at 6:40pm	08:59:53
<u>Studio</u> Webex	tractive		201322162	Section 1A	Student	Aug 11 at 10:36pm	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.

Grade	click to show of dropped stud	
Studen	t Name	12020 Termi
jection 1	Sort by	>
section 1	Display as	>
Section 1	Secondary hto	> -
ection 1	Show 🚽	E
ection 1	Inactive enrollin	nents
lection 1	Concluded enro	allments

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.



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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.

Expand group	Fall 2020 Team 3 (AMD 377)			
	inactive			
	Inactive	前 Remove		
	▶ <u>Fall 2020 Team 4</u>	Set as Leader		
	▶ Fall 2020 Team 5	(AMD 377)		

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 Exiting Group".

Clone Group Set	×
Warning! You are about to adjust this	group's membership.
This change will affect existing group comments and result in data loss for student's previous group.	
To prevent unintended consequences create a new group set for future assi	00
 Create New Group Set Change Existing Group 	OKAY to adjust existing group if only removing INACTIVE student
	Cancel Submit

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.