

Inactive Students

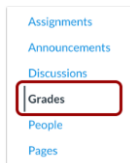
How do I view grades for inactive student enrollments in the Gradebook?

In the Gradebook, instructors have the option to view inactive enrollments. The feature to view inactive students is disabled by default.

For inactive student enrollments, grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback.

Open Grades

In Course Navigation, click the **Grades** link



Open Student Name Menu

Hover over the Student Name column header and click the Options icon

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35

Show Inactive Enrollments

To view inactive enrollments, select the Inactive enrollments link

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Joe Rogers	32
Nora Sanderson	29
Jane Smith	35

View Inactive Enrollments

View the inactive student in the Gradebook. You will be able to edit the grades. However, the student will not be able to access the course to view the grades or any submission comments or feedback.

Student Name	Research Paper Out of 35
Emily Boone	-
Jessica Doe	35
Max Johnson	30
Bruce Jones	28
Nora Sanderson	29
Jane Smith	35
Test Student	-

Attendance Roster FAQs

1. Student attending class but not appearing on your roster?
Student must contact campus [Enrollment Center/Advising Office](#).
2. Experiencing technical issues regarding attendance and/or grade rosters?
Contact campus [Enrollment Services](#) using the e-mail addresses below.

Blue River	BR.EnrollmentServices@mcckc.edu
Longview	LV.EnrollmentServices@mcckc.edu
Online	ON.Enrollment@mcckc.edu

Maple Woods	MW.Admissions@mcckc.edu
Penn Valley	PV.Financialaid@mcckc.edu