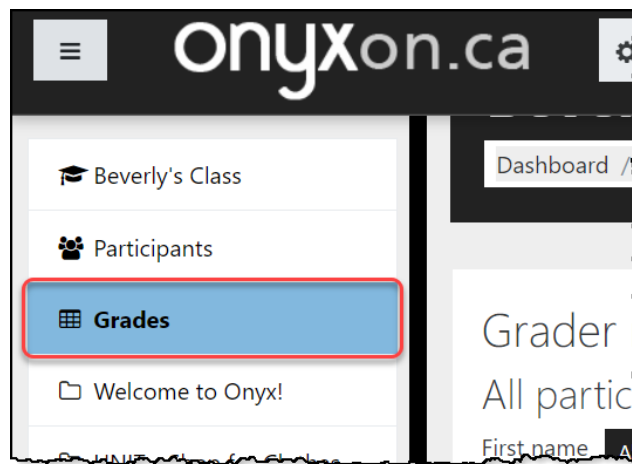# onyxon.ca

Showing and Hiding Suspended Learners on the Gradebook and Participants List

By default, *Suspended* users do not show in the course *Gradebook* unless an instructor changes their *Grader report* preferences to show grades to all users.
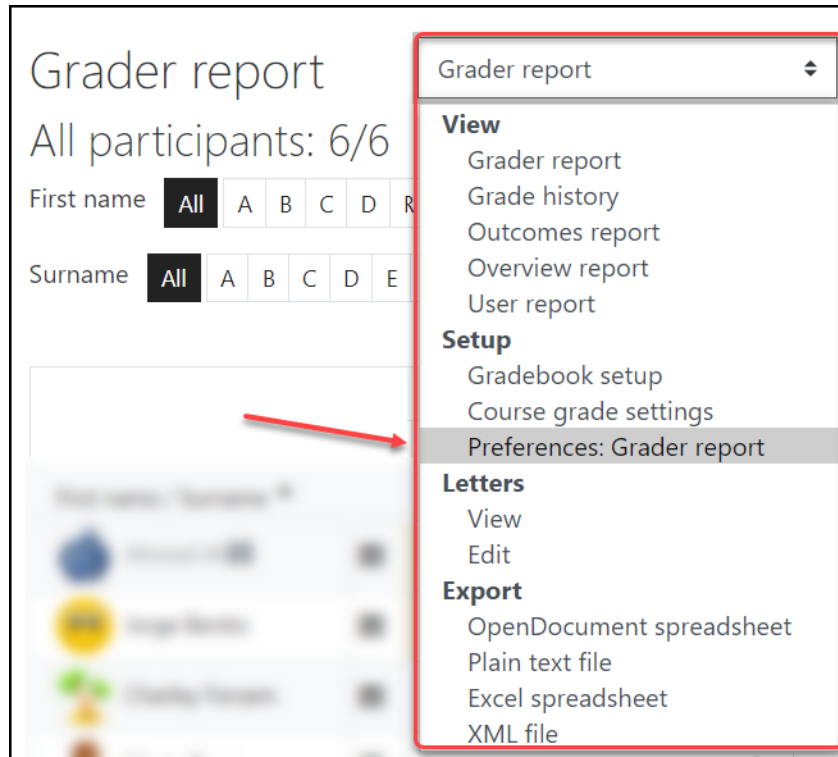
To see the *Suspended* status in the *Gradebook*,

1. Click on the *Grades* link in the *Navigation drawer*.

The *Grader report* page appears.

2. From the dropdown menu at the top, select *Preferences: Grader report*.

The *Grader report preferences* page appears.

3. Scroll down to the *General* section.

Note that the *Show only active enrolments* is set to *Report default (Yes)*. This indicates that only learners with an *Active Status* will show on the list.

4. To show all participants regardless of their *Status*, select *No* from the drop down menu.

This will show the names and grades of all users in a course. In the gradebook, suspended users' names will show in grey.