

# Hiding the “Inactive” Students on Your Roster in Canvas

Students marked as “inactive” on your roster have dropped the course. Here’s how to hide those names.

1. To hide the names of “inactive” (dropped) students from your course roster, click on the “People” tab in your course.

The screenshot shows the Canvas interface for a course. On the left is a navigation sidebar with the 'People' tab highlighted. The main area displays a table of students. Hermione Granger and Draco Malfoy are marked as 'inactive'. A pop-up window on the right shows details for Hermione Granger, with her name and a circled '3' highlighted.

Name	Login ID	SIS ID	Section	Role	Last Active
Cho Chang	cchang19@bw.edu		CSC-	Student	Sep 8 at 10:11
<b>Hermione Granger</b> <small>inactive</small>	hgranger20@bw.edu		CSC-	Student	
<b>Draco Malfoy</b> <small>inactive</small>	dmalfoy22@bw.edu		CSC-	Student	
Harry Potter	hpotter21@bw.edu		CSC-	Student	Sep 9 at 12:00
Ron Weasley	rweasley20@bw.edu		CSC-	Student	Sep 8 at 10:11

2. Next, click on the **NAME** of an inactive student.
3. The box on the right opens. **Click the student’s name again** to launch details screen.

The screenshot shows the student details page for Hermione Granger. The 'Access Report' tab is selected. At the bottom of the page, under the 'Membership(s)' section, the 'Conclude' button is highlighted with a red box.

Membership(s)

Membership	Enrolled as	Created	Actions
CSC-	Student	May 5 at 12:12pm	<b>Conclude</b> Can't Restore Delete

4. Click the link that says “CONCLUDE.” Return to the previous screen. That student will now be gone from your roster. Repeat the process for each “inactive” student.