


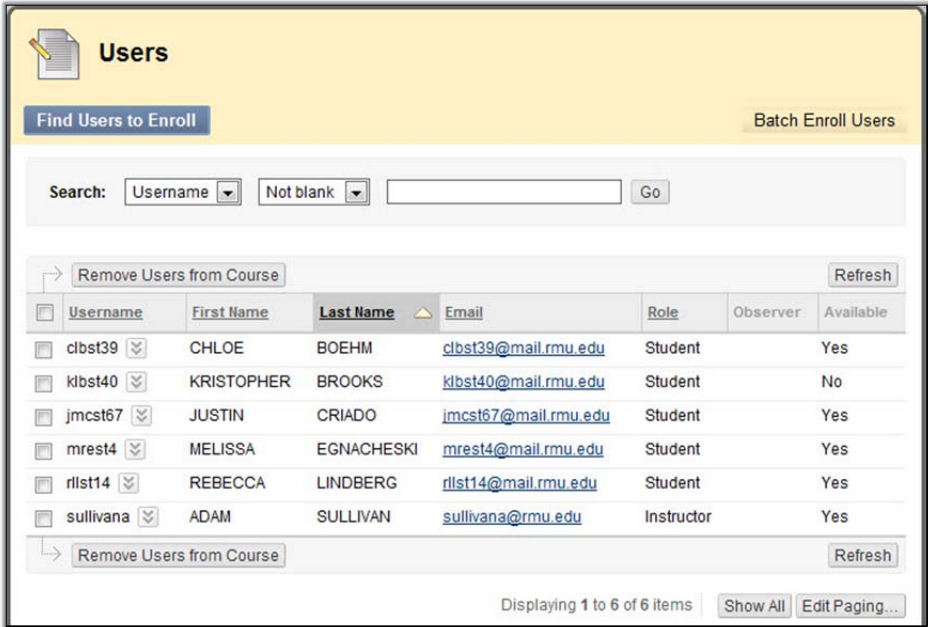


Removing Students from Blackboard Courses

This work instruction shows users how to remove students from their Blackboard courses. Blackboard rosters must be reconciled against Sentry Secured Services rosters to ensure that only enrolled students have access to the course. *This document assumes that the user is logged into Blackboard, inside of a course shell, and is ready to remove students.*

	START PROCEDURE																																																	
1.	<p>From the Control Panel, click the Users and Groups link.</p> 																																																	
2.	<p>From the Users and Groups menu, click the Users link.</p> 																																																	
	<p>The Users page displays.</p>  <table border="1"><thead><tr><th>Username</th><th>First Name</th><th>Last Name</th><th>Email</th><th>Role</th><th>Observer</th><th>Available</th></tr></thead><tbody><tr><td>cbst39</td><td>CHLOE</td><td>BOEHM</td><td>cbst39@mail.rmu.edu</td><td>Student</td><td></td><td>Yes</td></tr><tr><td>kbst40</td><td>KRISTOPHER</td><td>BROOKS</td><td>kbst40@mail.rmu.edu</td><td>Student</td><td></td><td>No</td></tr><tr><td>jmcs67</td><td>JUSTIN</td><td>CRIADO</td><td>jmcs67@mail.rmu.edu</td><td>Student</td><td></td><td>Yes</td></tr><tr><td>mrest4</td><td>MELISSA</td><td>EGNACHESKI</td><td>mrest4@mail.rmu.edu</td><td>Student</td><td></td><td>Yes</td></tr><tr><td>rlst14</td><td>REBECCA</td><td>LINDBERG</td><td>rlst14@mail.rmu.edu</td><td>Student</td><td></td><td>Yes</td></tr><tr><td>sullivana</td><td>ADAM</td><td>SULLIVAN</td><td>sullivana@rmu.edu</td><td>Instructor</td><td></td><td>Yes</td></tr></tbody></table>	Username	First Name	Last Name	Email	Role	Observer	Available	cbst39	CHLOE	BOEHM	cbst39@mail.rmu.edu	Student		Yes	kbst40	KRISTOPHER	BROOKS	kbst40@mail.rmu.edu	Student		No	jmcs67	JUSTIN	CRIADO	jmcs67@mail.rmu.edu	Student		Yes	mrest4	MELISSA	EGNACHESKI	mrest4@mail.rmu.edu	Student		Yes	rlst14	REBECCA	LINDBERG	rlst14@mail.rmu.edu	Student		Yes	sullivana	ADAM	SULLIVAN	sullivana@rmu.edu	Instructor		Yes
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kbst40	KRISTOPHER	BROOKS	kbst40@mail.rmu.edu	Student		No																																												
jmcs67	JUSTIN	CRIADO	jmcs67@mail.rmu.edu	Student		Yes																																												
mrest4	MELISSA	EGNACHESKI	mrest4@mail.rmu.edu	Student		Yes																																												
rlst14	REBECCA	LINDBERG	rlst14@mail.rmu.edu	Student		Yes																																												
sullivana	ADAM	SULLIVAN	sullivana@rmu.edu	Instructor		Yes																																												

3. Click to select the checkbox to the right of the student being removed.

The selected row turns a pale yellow.

Users

Find Users to Enroll Batch Enroll Users

Search: Username Not blank Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	cbst39	CHLOE	BOEHM	cbst39@mail.rmu.edu	Student		Yes
<input checked="" type="checkbox"/>	klbst40	KRISTOPHER	BROOKS	klbst40@mail.rmu.edu	Student		No
<input type="checkbox"/>	jmcst67	JUSTIN	CRIADO	jmcst67@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	mrest4	MELISSA	EGNACHESKI	mrest4@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	rlst14	REBECCA	LINDBERG	rlst14@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	sullivana	ADAM	SULLIVAN	sullivana@rmu.edu	Instructor		Yes

Remove Users from Course Refresh

Displaying 1 to 6 of 6 items Show All Edit Paging...

IMPORTANT NOTE: More than one student can be removed at a time. Just click to select the checkbox(es) for additional student removals.

4. **Remove Users from Course** Click the **Remove Users from Course** button to remove the selected student(s).

The selected user(s) is removed from the course.

Success: Enrollment deleted.

Users

Find Users to Enroll Batch Enroll Users

Search: Username Not blank Go

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	cbst39	CHLOE	BOEHM	cbst39@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	jmcst67	JUSTIN	CRIADO	jmcst67@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	mrest4	MELISSA	EGNACHESKI	mrest4@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	rlst14	REBECCA	LINDBERG	rlst14@mail.rmu.edu	Student		Yes
<input type="checkbox"/>	sullivana	ADAM	SULLIVAN	sullivana@rmu.edu	Instructor		Yes

Remove Users from Course Refresh

Displaying 1 to 5 of 5 items Show All Edit Paging...



END PROCEDURE