

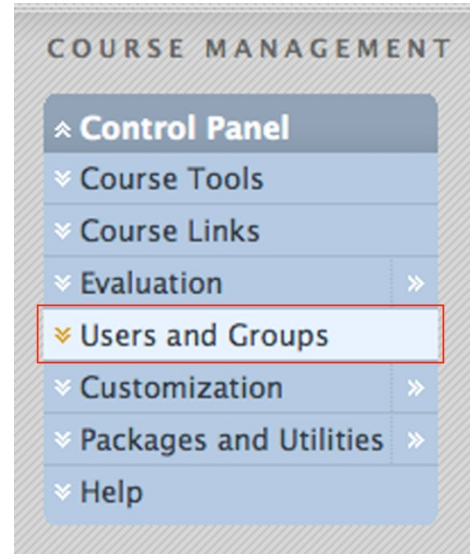
Blackboard Version 9

Removing students from course sites

During the academic semester following the drop/add period, students are removed and added by the faculty member. The following are the steps to remove students from your Blackboard course site.

To remove students from your course site:

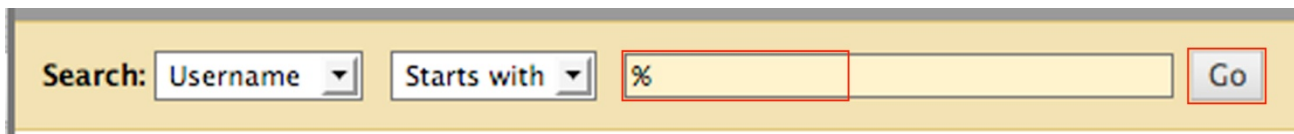
1. In your Blackboard course site, go to the **Course Management area**
2. On the Control Panel menu, click **Users and Groups**



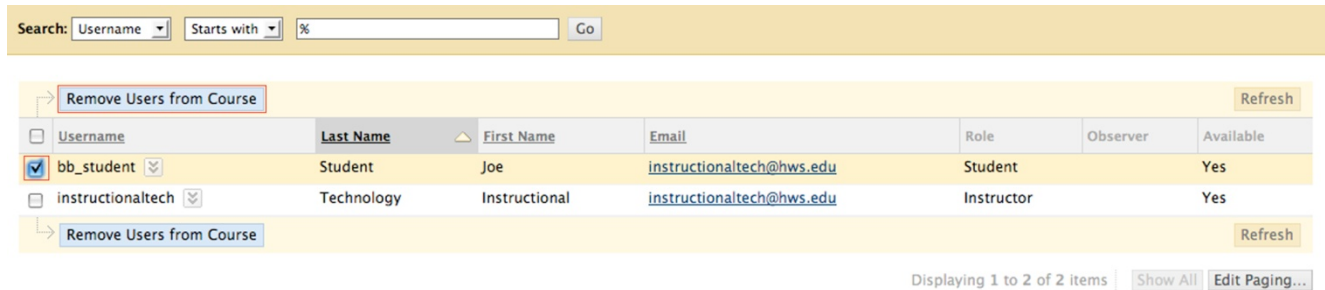
3. In the dropdown, click **Users**



4. On the users screen, in the text box, type a % sign
5. Click **Go**



6. On the list of student users, click the checkbox next to the student to be removed
7. At the top of the student list, click **Remove Users**



Search: Username Starts with % Go

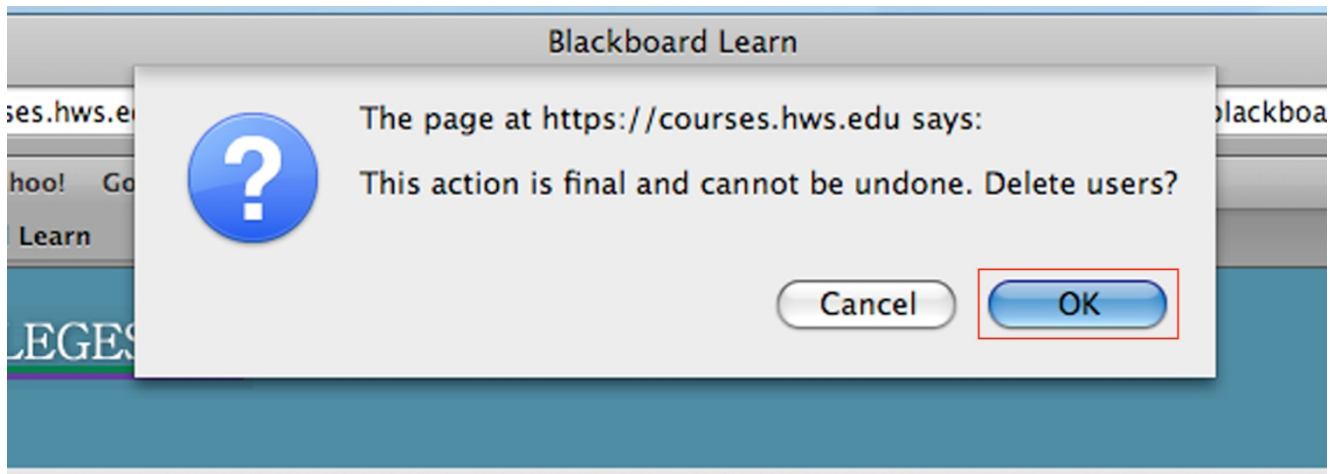
Remove Users from Course Refresh

Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/> bb_student	Student	Joe	instructionaltech@hws.edu	Student		Yes
<input type="checkbox"/> instructionaltech	Technology	Instructional	instructionaltech@hws.edu	Instructor		Yes

Remove Users from Course Refresh

Displaying 1 to 2 of 2 Items Show All Edit Paging...

8. On the dialogue box, click **OK** to finalize the action

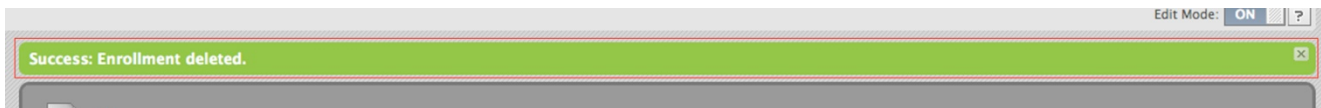


Blackboard Learn

The page at <https://courses.hws.edu> says:
This action is final and cannot be undone. Delete users?

Cancel OK

9. A green bar should appear at the top of screen indicating that the action was successful



Success: Enrollment deleted.