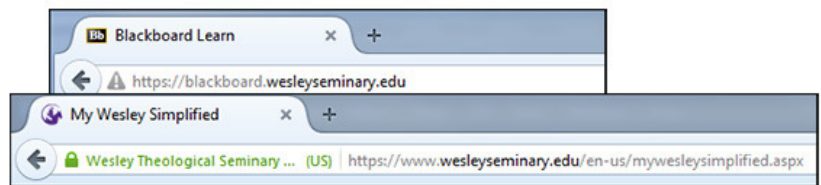


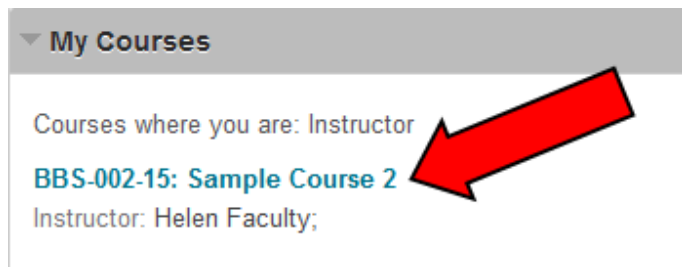
How to Remove Dropped Students

Note: Please be certain you are removing the right student. If you remove a student that has submitted work, that work will be removed. If you did not mean to remove that student, you can add them back in the class, but the work is gone and we cannot recover it.

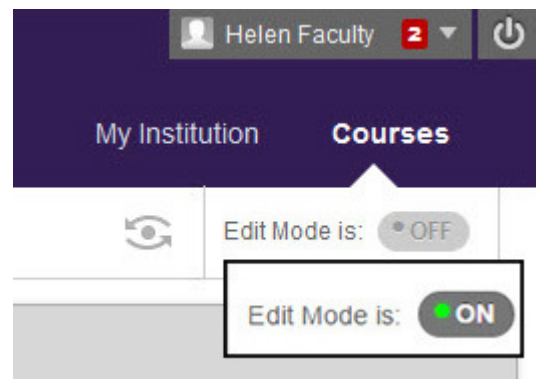
1. Navigate to blackboard then enter your username and password. You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



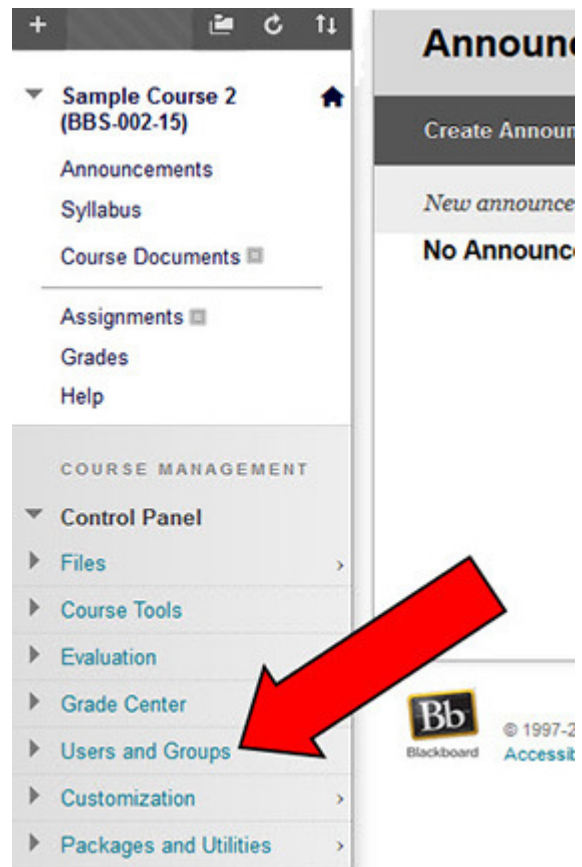
2. Enter your course



3. Make sure Edit Mode is in the ON position. Edit controls are in the upper right corner of the screen. IF the Edit mode shows as Off, click **OFF** once to turn it on.



-
4. Click **Users and Groups** in the Course Management Menu



-
5. Then click **Users**

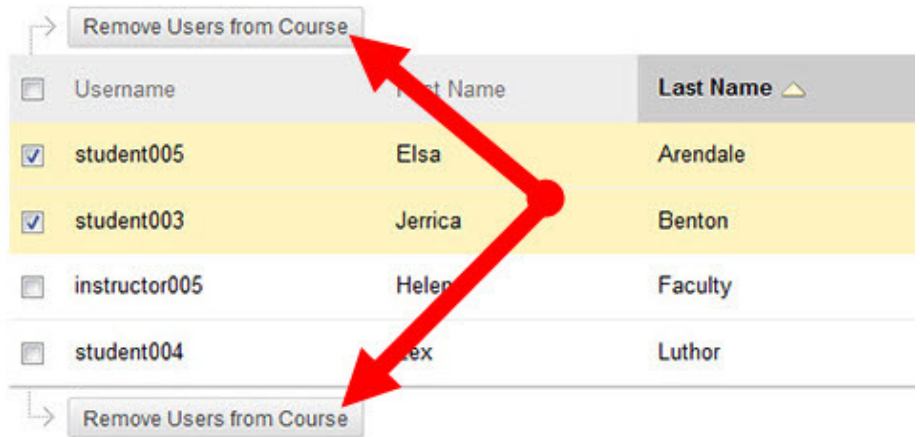


6. Locate the student you wish to remove and click the check box to the left of their User ID.



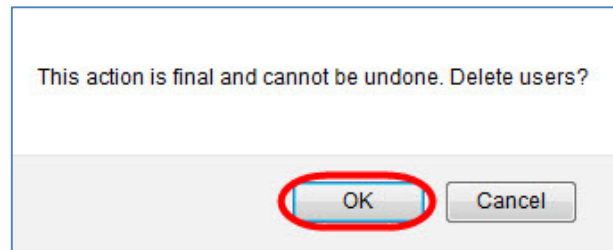
<input type="checkbox"/>	Username	First Name	Last Name ▲
<input checked="" type="checkbox"/>	student005	Elsa	Arendale
<input type="checkbox"/>	student003	Jerrica	Benton
<input checked="" type="checkbox"/>	student007	James	Bond
<input type="checkbox"/>	student006	Cruella	DeVil

7. Then click **Remove Users from Course** located above and below the list of users.



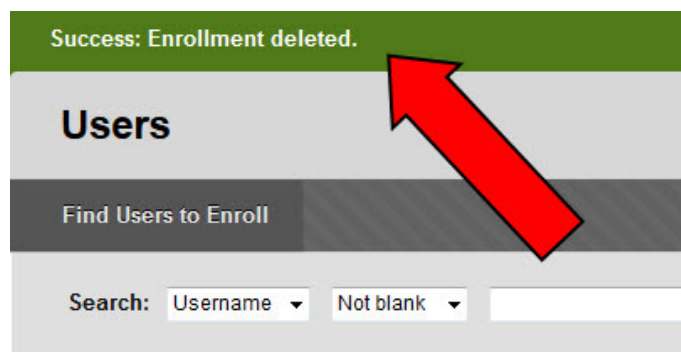
<input type="checkbox"/>	Username	First Name	Last Name ▲
<input checked="" type="checkbox"/>	student005	Elsa	Arendale
<input checked="" type="checkbox"/>	student003	Jerrica	Benton
<input type="checkbox"/>	instructor005	Helen	Faculty
<input type="checkbox"/>	student004	Lex	Luthor

8. A box will pop up to confirm deletion of the student. Click **OK** to continue



This action is final and cannot be undone. Delete users?

9. You will see a green bar across the top, confirming that the student has been removed successfully from the course.



Success: Enrollment deleted.

Users

Find Users to Enroll

Search: Username ▼ Not blank ▼