

## 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](http://blackboard.wesleyseminary.edu)



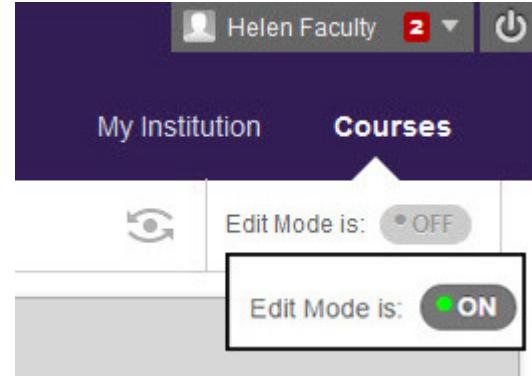
2. Enter your course

▼ My Courses

Courses where you are: Instructor

BBS-002-15: Sample Course 2  
Instructor: Helen Faculty;

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.



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

The screenshot shows the Blackboard course management interface. At the top, there's a header bar with icons for adding a new item, file operations, and navigation. Below the header is a sidebar titled "Announcements" which includes "Create Announcements" and "New announcements". The main content area is titled "Course Management" and contains a "Control Panel" menu with several options: "Files", "Course Tools", "Evaluation", "Grade Center", "Users and Groups" (which has a large red arrow pointing to it), "Customization", and "Packages and Utilities". On the right side of the screen, there's a logo for "Bb Blackboard" and a copyright notice "© 1997-2 Accessit".

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5. Then click **Users**

This screenshot shows the "Users and Groups" menu from the previous step. The "Control Panel" is still visible at the top. Under "Users and Groups", there are two options: "Groups" and "Users". The "Users" option is circled in red. Below this, there are additional menu items: "Customization", "Packages and Utilities", and "Help".

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

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

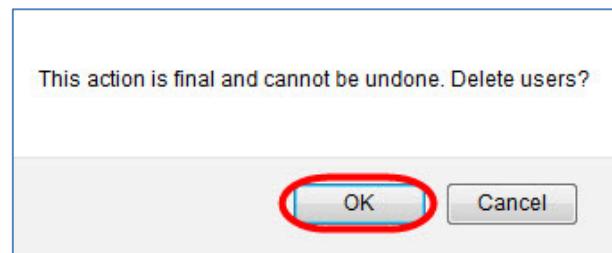
7. Then click **Remove Users from Course** located above and below the list of users.

Remove Users from Course

Username	Last 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

Remove Users from Course

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



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

