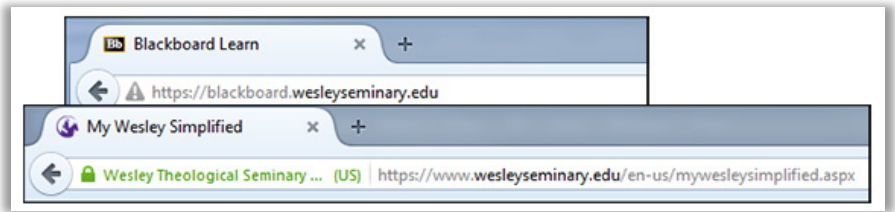


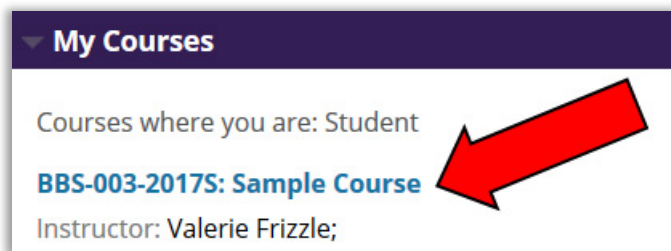
Removing Students

Note: Please be certain you are removing the right student. If you remove a student that has submitted work that work will be removed, and we cannot recover it.

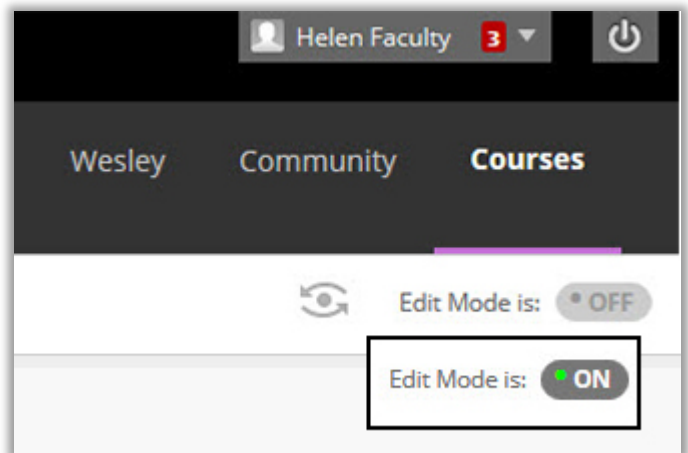
1. Navigate to Blackboard then enter your username and password. You can do this either through [MyWesley](#) or blackboard.wesleyseminary.edu



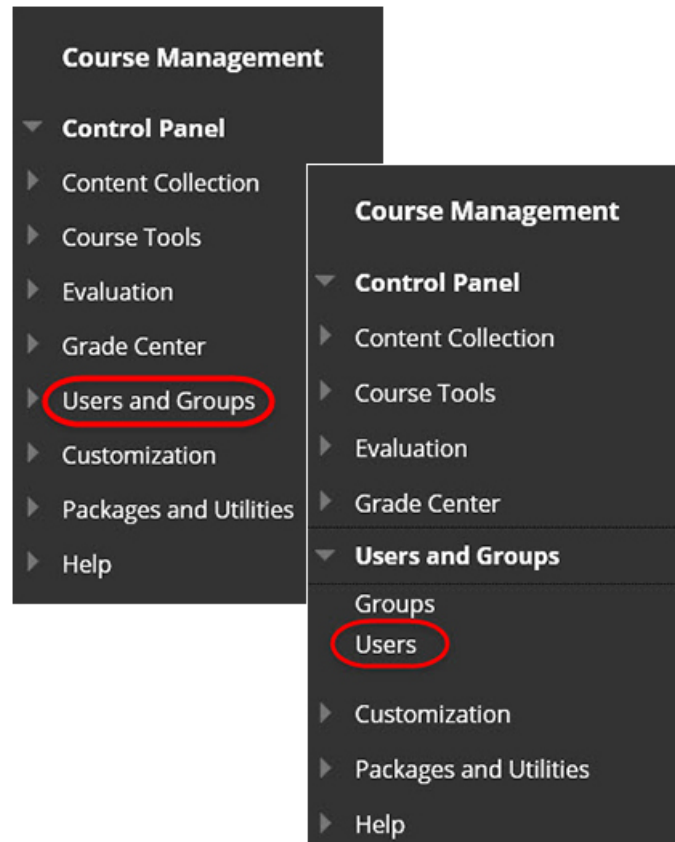
2. Enter your course.



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



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

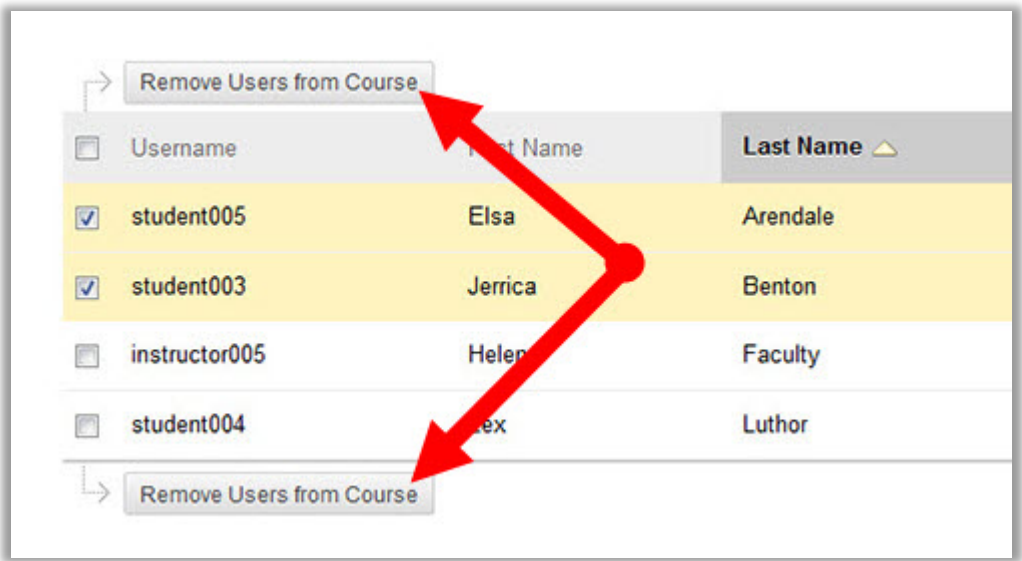


-
5. Locate the student(s) you wish to remove and click the check box to the left of their user ID.

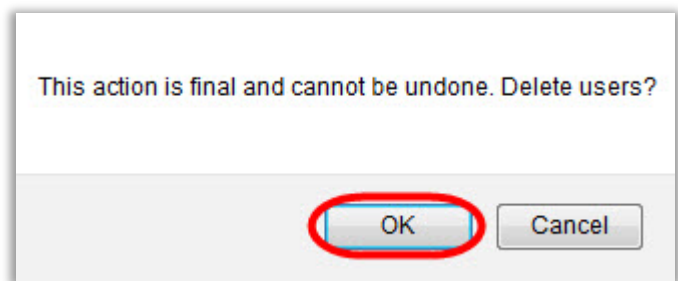
The screenshot shows the 'Remove Users from Course' interface. It features a table with columns for Username, First Name, and Last Name. The table contains four rows of user information. The checkboxes for 'student005' and 'student007' are checked and circled in red.

<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

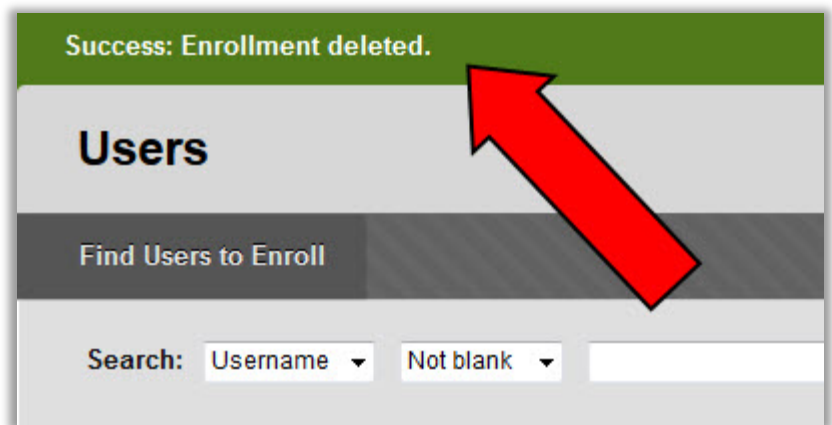
6. Click **Remove Users from Course** located above and below the list of users.



7. A box will pop up to confirm removal of the student. Click OK to continue.
Note: Users are not deleted from the system, just your course



8. At the next screen, you will see a green bar across the top, confirming that the student has been removed successfully from the course.



If you have any questions or problems, please contact Educational Technology at edtech@wesleyseminary.edu