

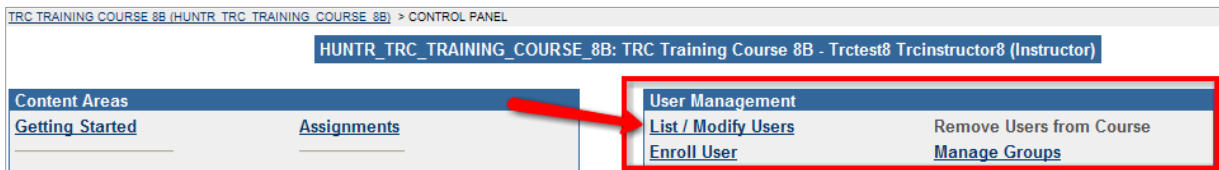
“Removing” Users from Courses and Organizations

NOTE: In most cases, you should **not** manually remove students from your courses. Blackboard course enrollments are automatically generated based on information from the Registrar’s office. These enrollments are generally updated in Blackboard once per day throughout the semester.

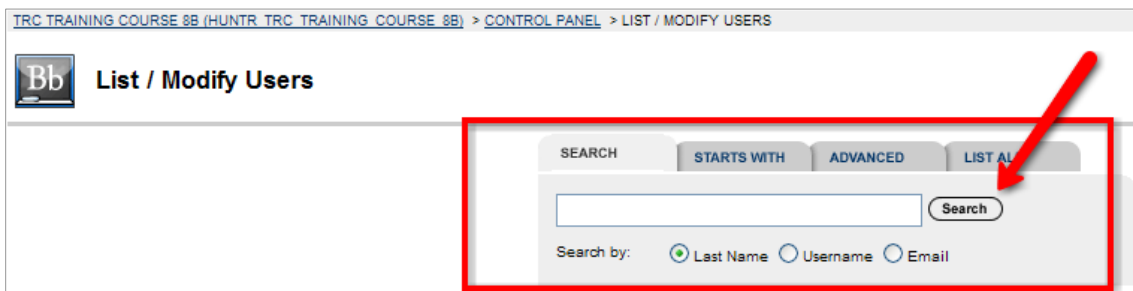
In Blackboard 8, you can no longer completely remove a user from your course or organization; however, you can make the course or organization *unavailable* to a specific user. The user will still appear to you on the **roster** list and in the **Grade Center**, but will no longer have access to the course or organization. The course or organization will still be available to other enrolled users. You may want to use this process to remove TAs or visitors from courses, or participants from organizations.

To make a course or organization unavailable to a specific user:

1. Go to the **Control Panel** and click on the **List/Modify Users** link in the **User Management** section.



2. Search for the user you would like to “remove” (clicking **Search** will bring up a list of all enrolled users).



- Click on the **Properties** link to the right of the user's name.

TRC TRAINING COURSE 88 (HUNTR TRC TRAINING COURSE 88) > CONTROL PANEL > LIST / MODIFY USERS

List / Modify Users

SEARCH STARTS WITH ADVANCED LIST ALL

Search by: Last Name Username Email

3 users located.
Displaying records 1-3.

Name	Username	Email	Role	Observers
Student, Hunter	20080126022616100167	bb6@hunter.cuny.edu	Student	Properties
Trcinstructor7, Trctest7	20070206023153010187	TRAINING@HUNTER.CUNY.EDU	Student	Properties
Trcinstructor8, Trctest8	20070206023153010188	TRAINING@HUNTER.CUNY.EDU	Instructor	Properties

- Click on the arrow under **Available** and choose **No** from the drop-down menu.

4 Role and Availability

Role

Course Builder Grader Guest Instructor Student Teaching Assistant

Available (this course only)


▼

- Click the **Submit** button. You will receive a confirmation saying the course or organization has been made unavailable to the user.

TRC TRAINING COURSE 88 (HUNTR TRC TRAINING COURSE 88) > CONTROL PANEL > LIST / MODIFY USERS

List / Modify Users

User information updated.
Name: Trctest7 Trcinstructor7
Email: TRAINING@HUNTER.CUNY.EDU
Username: 20070206023153010187
Course Role: Student
Course Role Available: N

The  icon will appear in the **roster** list and **Grade Center** next to the user for whom the course or organization has been made unavailable.

3 users located.
Displaying records 1-3.

Name	Username	Email	Role	Observers
Student, Hunter	20080126022616100167	bb6@hunter.cuny.edu	Student	Properties
Trcinstructor7, Trctest7	20070206023153010187	TRAINING@HUNTER.CUNY.EDU	Student	Properties
Trcinstructor8, Trctest8	20070206023153010188	TRAINING@HUNTER.CUNY.EDU	Instructor	Properties