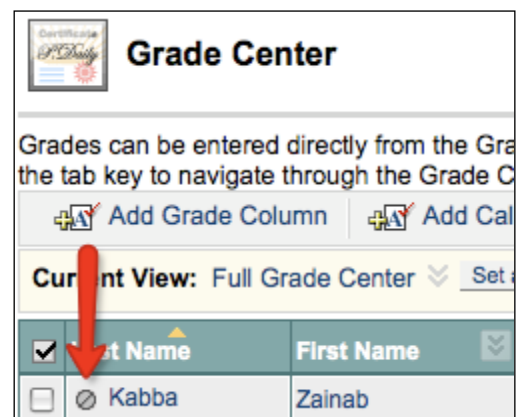


“Removing” Users from Courses and Organizations: A Guide for Instructors and Organization Leaders

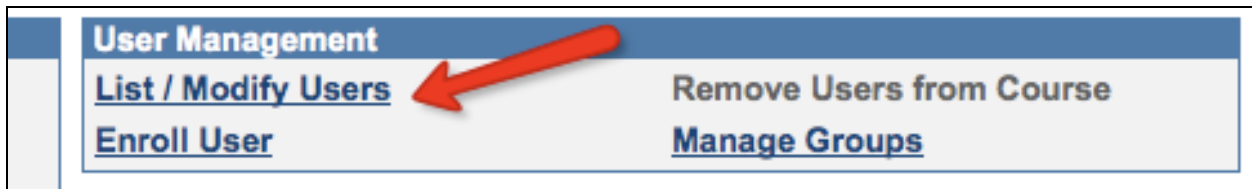
NOTE: In most cases, instructors should **not** manually remove students from their courses. Blackboard course enrollments are automatically transferred from the official Student Information Management System (SIMS) maintained by the Registrar generally once per day. This means that a student who is officially enrolled in a class will “reappear” even if he or she is removed from a course using the steps below. An instructor (or organization leader) can make a course or organization permanently unavailable only to users who have been added manually and instructors shall not manually add students expecting a grade for a course. In addition, for merged courses, the method described in this document works only for the students who were enrolled in the “target” course originally. For all other students, the availability status is determined by how it is set in the “source” course. So the availability status in source and target course cannot be different.

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 be included in the user list (via **Control Panel**), and may be visible in the **Performance Dashboard** and the **Grade Center**, but will be marked with an icon indicating that he or she no longer has 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.

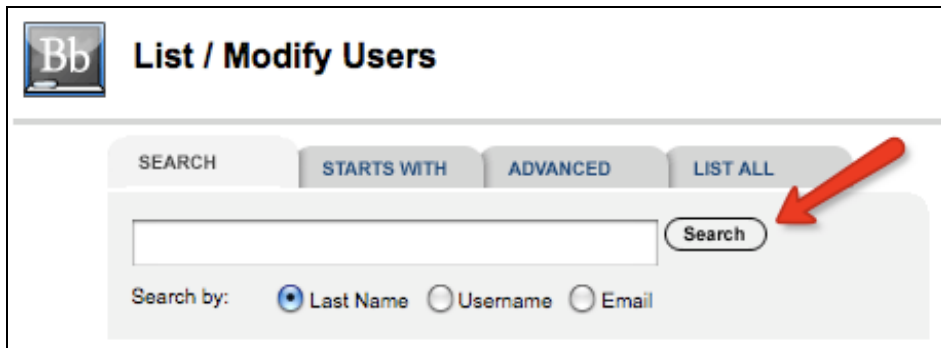


To make a course or organization unavailable to a specific user:

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



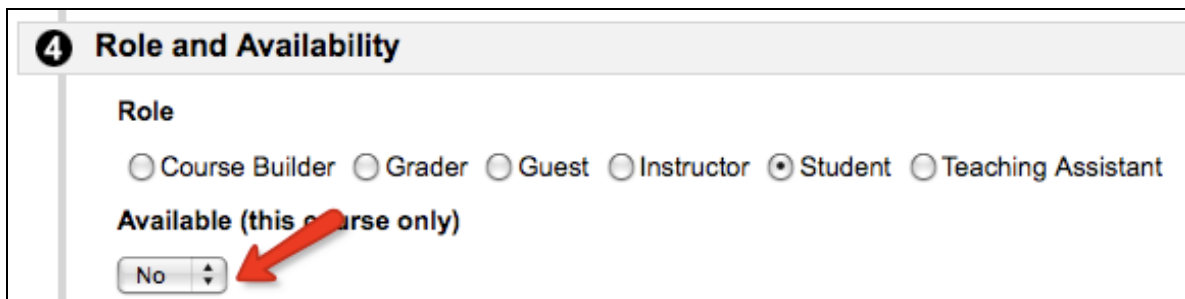
2. Search for the user you would like to “remove” (clicking **Search** will bring up a list of all enrolled users).



3. Click on the **Properties** link to the right of the user’s name.

Name	Username	Email	Role	Observers
Guerrero, Enercida	20021104101104767544	eguerrer@hunter.cuny.edu	Course Builder	Properties
Kabba, Zainab	20080520023119960267	zkabba@hunter.cuny.edu	Student	Properties
Kudritskiy, Victoria	20070920022748230222	vkudrits@hunter.cuny.edu	Student	Properties

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



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

List / Modify Users

User information updated.
 Name: Zainab M Kabba
 Email: zkabba@hunter.cuny.edu
 Username: 20080520023119960267
 Course Role: Student
 Course Role Available: N

The icon will appear in a search or listing of all users in a course next to the user for whom the course or organization has been made unavailable.

Name	Username	Email		Role
Guerrero, Enercida	20021104101104767544	eguerrer@hunter.cuny.edu		Course Builder
Kabba, Zainab	20080520023119960267	zkabba@hunter.cuny.edu		Student
Kudritskiy, Victoria	20070920022748230222	vkudrits@hunter.cuny.edu		Student

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.