INSTRUCTIONAL COMPUTING & **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

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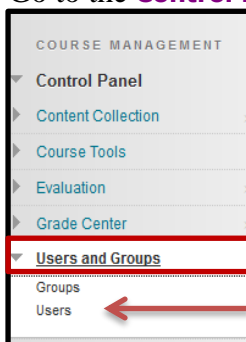

NOTE: In most cases, instructors should **not** manually remove students from their courses. Blackboard course enrollments are automatically transferred from CUNYfirst maintained by the Registrar generally once per day. This means that a student who is officially enrolled in a class will "reappear" even 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 manually added and instructors should 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.
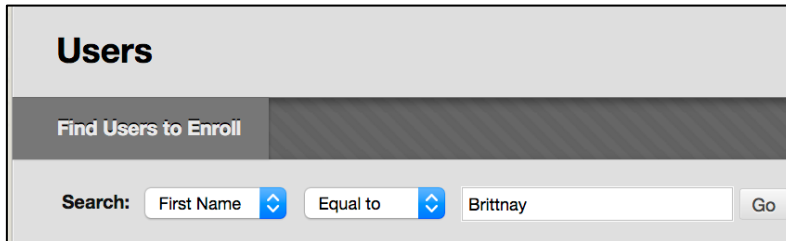

In Blackboard, you can no longer completely remove a user from your course or organization; however, you can make the course or organization *unavailable* to a specific user. The user will still be included in the user list (via **Control Panel**), and may be visible in the **Grade Center**, but will be marked with **"No"** in the available column 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

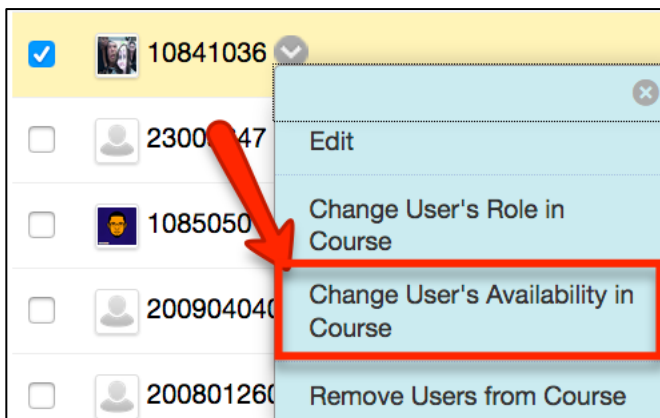To make a course or organization unavailable to a specific user:

1. Go to the **Control Panel** and click on **Users and Groups** then **Users**.
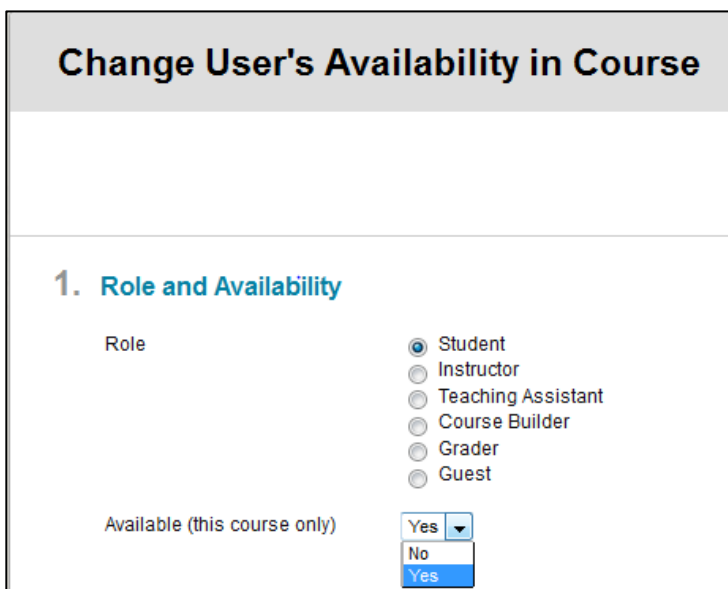
2. Search for the user you would like to "remove" (clicking **Search** will bring up a list of all enrolled users). Please note: it is best to search by the **First** or **Last name** instead of the username. Then choose the **"Equal to"** option, next type in the name of the user you are looking for.

Users

Find Users to Enroll

Search: [First Name ⌄] [Equal to ⌄] [Brittnay] [Go]

3. Once you have found the user, click on the arrow besides their **username** and click on the link underneath entitled "**Change User's Availability in the Course.**

☑ 10841036 ⌄

☐ 2300 47   Edit

☐ 1085050   Change User's Role in Course

☐ 20090404(Change User's Availability in Course

☐ 20080126(Remove Users from Course

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

Change User's Availability in Course

1. Role and Availability

Role
- ● Student
- ○ Instructor
- ○ Teaching Assistant
- ○ Course Builder
- ○ Grader
- ○ Guest

Available (this course only) [Yes ⌄]
No
Yes

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

In the list of users under the **Available** column, the user you removed will say **No**.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.