Removing users from Blackboard courses
A guide for SSC Admin users

Contents
Introduction 1
Restricting student access to a course 2
  From the course Control Panel 2
  From the SysAdmin tab 3
Removing staff from a course 4

Introduction
Removing a user from your course is final and irreversible.
When you remove a user from a course, all of the information associated with that user is also deleted.
This includes
  • Grade Centre information
  • information about assessment and assignments
  • course statistics.
Discussion board posts are not deleted, but will show as ‘Anonymous’.
Although you can re-enrol the user on a course, this will not restore any of the deleted information such as Grade Centre data.

Therefore, you should not remove students from Blackboard courses.
Removing users from Blackboard courses: Guide for Local Course Admins  Centre for Quality Support and Development

Restricting student access to a course

If a student has withdrawn from the course, their RISIS record will be updated, and this in turn will disable the student’s Blackboard course enrolment, and render it invisible.

If you need to immediately restrict a student’s access to a course, you can set their enrolment to ‘Unavailable’.

From the course Control Panel

In the course, go to Control Panel > Users and Groups > Users and select the user whose access you wish to restrict.

Choose Change User's Availability in Course.

On the next screen, change the ‘Available’ setting from Yes to No.

Press Submit to save the change.

N.B. You do not have to have Local Course Admin privileges to do this – any Instructor or Teaching Assistant can set an enrolment as Unavailable.
Removing users from Blackboard courses: Guide for Local Course Admins
Centre for Quality Support and Development

From the SysAdmin tab

Go to SysAdmin > Courses.

Search for the course you require. From the options menu, choose **Enrolments**.

![Courses](image1)

A list of users enrolled on the course appears. Find the user you need, and from the options menu choose **Edit**.

![Enrolments](image2)

Change the 'Enrolment Availability' to **No**.

Press **Submit** to save the change.

![Enrol Users](image3)
Removing staff from a course

You cannot delete a staff or student enrolment from within the course – you always need to do this from the SysAdmin tab – so only staff with the Local Course Admin role can remove users from a course.

Go to **SysAdmin > Courses**

Search for the course you require. From the options menu, choose **Enrolments**.

A list of users enrolled on the course appears. Find the user you need, tick the box next to their name, and then press **Remove Users from Course**.

A warning message appears.

Press **OK**.

The user is removed from the course and a green Success message will be shown at the top of the screen.