

## Remove Students from Blackboard

Instructors may easily remove students from a course. **NOTE: Unless the student(s) have been removed from Web Advisor he/she will reappear in your course within the hour when the next automated data load is completed..**

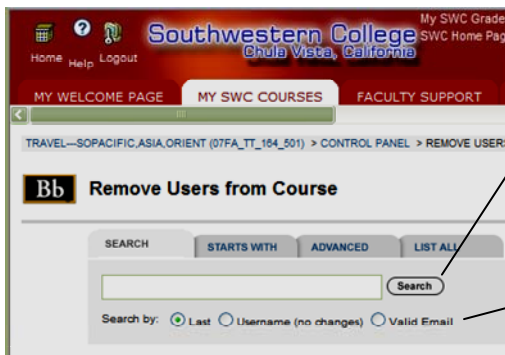
**Step 1:** Click on the "**Control Panel**" button (at bottom left of screen).



**Step 2:** Click on the **Remove Users from the Course** link in the *User Management* area.



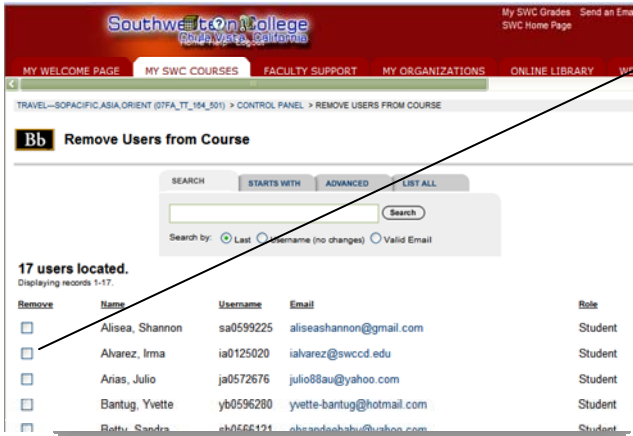
**Step 3:** Click on the **LIST ALL** tab at the top and click the **List All** button.



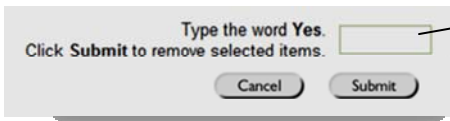
Click on the **SEARCH** button with no information typed in the box will display all students in your course

You can leave the default selection or change the search perimeters

**Step 4:** Select the student(s) you wish to remove.



Click on the box next to the name of the student(s) you wish to remove. NOTE: You can only select one page at a time. If you navigate to the next page all of your choices from the previous page will deselect.



After you have selected the students you want to remove then type in the word "Yes" in the window and click on the submit button



**NOTE: Unless Web Advisor has removed students from your class, any students that are removed will appear back in your class within the hour.**