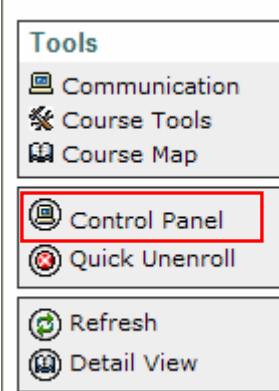


How to remove users

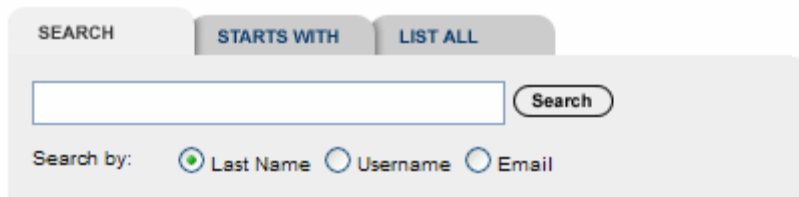
- Log in to your blackboard account.
- Click into one of your course sites.
- To get to the control panel, under the buttons on the left side of the screen there is a set of links like the one below.



- Click the Control Panel link.
- This will bring up the control panel.
- In the user management section click Remove Users from Course.



- The Remove Users from Course screen will appear.



- Make sure that the circle beside “Last Name” has a green dot in it.
- Then type the student’s last name in the box beside the search button.
- Click the search button.
- Go through the list; click the box beside the name of the user(s) you want.
- Click the submit button.
- That user has now been removed from your course.
- Repeat this process until all users have been enrolled in the course.