Blackboard 9.1 - Remove Enrollments from your course

Overview & Objectives
The Blackboard 9.1 SP5 upgrade on July 10, 2011 provided new permissions such that only Blackboard Administrators could delete users from courses and organizations. Since this change, the UNH IT Portal Administration and Development team has received many requests to remove users from courses and organizations. To help Instructors and Organization Leaders perform this task themselves, a new “UNH - Remove Enrollments” Blackboard building block was created, replacing the previous “UNH – Delete Non-Active Members” building block.

The “UNH – Remove Enrollments” building block is designed to work differently in courses versus organizations. In a course, only non-active users (users with only a Prior Student Role) may be removed. In an organization, active and non-active users may be removed.

**Please refer to the Blackboard User Management for Courses/Organizations document for additional information.

Removing Users from Courses - Using the UNH-Remove Enrollments Tool
To remove non-active users from a course:

1. From the course Control Panel select Course Tools.
2. Select UNH-Remove Enrollments.
3. The Remove Course Enrollments screen will appear, indicating if there are any non-active users (with only a Prior Student Role in Blackboard).
   Note: Instructors have the ability to make unwanted active users unavailable within the Users list in the Control Panel.
4. You can remove individual non-active users or all inactive users, as follows:
   • To remove all inactive users: Click the Select All button, and then click the Submit button.
     or
   • To remove one or more individual inactive users: Check the box(es) next to the username(s) you want to remove, then click the Submit button.

To search for and remove an individual non-active user:

1. Enter his/her username in the User ITID box and then click the Go button.
2. To remove this user, check the box next to the username, and then click the Submit button.
Removing Users from Organizations - Using the UNH-Remove Enrollments Tool

To remove users from an organization:

1. From the organization Control Panel select Organization Tools.
2. Select UNH-Remove Enrollments.
3. The Remove Organization Enrollments screen will appear indicating if there are any non-active users (with only a Prior Student Role in Blackboard).
   
   If an organization does not contain non-active user enrollments, Leaders can still display all enrollments: From the Select dropdown box click the arrow, choose ALL enrollments, and then click the Go button.

5. You can remove individual non-active users, all non-active users, individual active users, or all active users, as follows:
   • To remove all non-active OR active users: Click the Select All button, and then click the Submit button.

   or

   • To remove one or more individual non-active or active users: Check the box(es) next to the username(s) you want to remove, then click the Submit button.

To search for and remove an individual non-active or active user:

1. Enter his/her username in the User ITID box and then click the Go button.
2. To remove this user, check the box next to the username, and then click the Submit button.