Remove/Unenroll a User from a Course

In some cases, you may need to manually remove a user from a course or organization. The following describes the process of removing or unenrolling users. Please note that this procedure only works for users that were added to the course using the same tool. The “Add/Modify Enrollments” tool is located in the Course Tools menu on the Control Panel.

Remove Users

1. Open the course in which the user is enrolled.
2. Click to expand the Course Tools menu within the Control Panel.
3. Select Add/Modify Enrollments from the tool list.

NOTE: If you do not see “Add/Modify Enrollments,” click Customization and then click Tool Availability. Scroll down to find the “Roster Manager Module” tool and click to place a check in the “Available” column. Then click Submit and go back to Step 2.

4. Select Manage Enrollments.
5. Select the users you wish to remove/unenroll and click the Unenroll from This Course button located at the top of the list of users.

NOTE: Do not use the “Unenroll” buttons located to the right of each user unless you wish to remove the user from multiple courses in a single procedure. This process requires an extra step in which you must select the course(s) from which you wish to remove the user. If at least one course is not selected, nothing will happen and the user will still be enrolled in the course.

6. Confirm that you receive a success message and click OK.

If a user who must be removed is not on the Modify Enrollments list, please request the enrollment change by submitting a work order at www.ohio.edu/oitech, emailing the request to bbsupport@ohio.edu, or contacting the OIT Service Desk at 740-593-1222.