Removing Users From a Blackboard Section

When students drop a course they are automatically removed from MyCentral/Banner. They are not, however, removed from Blackboard. Instructors must manage the enrollments for dropped students within Blackboard themselves.

**Warning!!** Removing students from a Blackboard section will also remove all data associated with that student from the course. This includes grades, assignment submissions, statistics, etc. We instead recommend that you make them unavailable to the course. This is safer, easier to reverse and will maintain all student data.

Making Users Unavailable

**Step 1:** Select Users from the Users and Groups area of the Control Panel of the course you are wanting to manage users in.

**Step 2:** The Users screen should load with all course users listed. If it doesn’t, select Username and Not Blank as search criteria and click Go.

In addition, there is a Show All button at the bottom of the screen you can use if your user count exceeds 25 users.
Step 3: On the next screen, set the Available option to No and click Submit.

*Note: To make the student available again, just change the above option back to Yes.

Repeat steps 2-3 for any additional students who need to be made unavailable.

You can also hide the unavailable students in the Grade Center.

Removing Users

Step 1: Perform Steps 1-2 from the above section, Removing Users.

Step 2: Click the chevron (drop down button) next to the users name and select Change User’s Availability in Course from the list provided.
Step 3: Check the box(es) next to the name(s) of the student(s) who has/have dropped and click the Remove Users from Course button.

*Note: Make sure you are removing the correct student(s). You can double check their 700# in the Grade Center. Last names (female students in particular) aren't always current in Bb. It is possible to remove an enrolled student due to an outdated last name in Blackboard.

If you have any questions regarding removing users, contact UCM Blackboard Support at blackboard@ucmo.edu or call us at (660) 543-8484.