



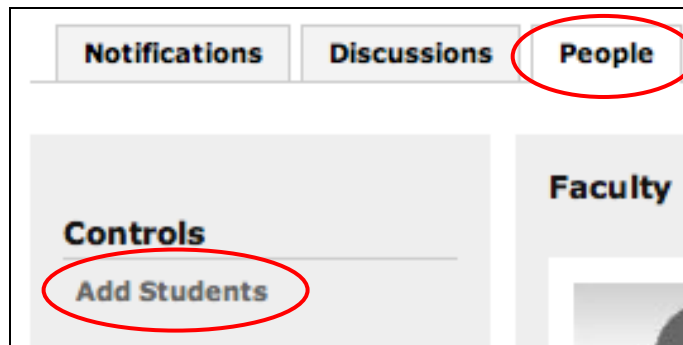
Remove Students from a Course

Introduction

There may be times when you need to remove a student from a course. Perhaps the student joined the wrong course, or an instructor enrolled the wrong student. In this case the instructor of a course always has the ability to remove the student and if need be, enroll someone else.

Remove/Unenroll a Student

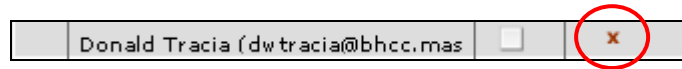
Step 1: Starting from within your course, select the **People** tab at the top of the page and click **Add Students**.



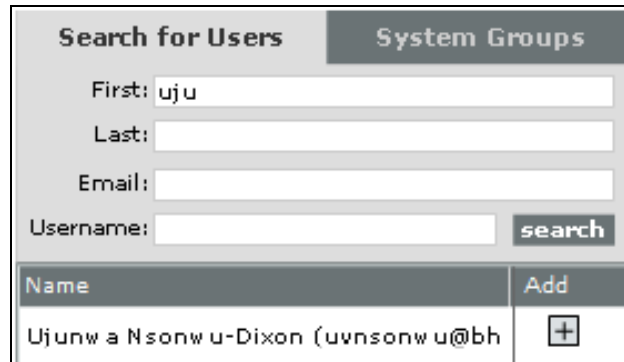
Step 2: From the student roster on the right, find the student you wish to remove from the course.

Users and Groups you have added to your course:			
Reg	Name	Faculty	Delete
	Stephan Brooks (snbrooks@bhcc.e	<input checked="" type="checkbox"/>	x
	Luan Thanh Le (lle6685@bhcc.edu)	<input type="checkbox"/>	x
	Donald Tracia (dwtracia@bhcc.mas	<input type="checkbox"/>	x
	Frank Watts (fjwatts@bhcc.edu)	<input type="checkbox"/>	x

Step 3: Click the red **x** button to the right of that student to unenroll them.



Step 3: If you need to add a different student, you can do that by using the **search for users** tool on the left.



Step 4: When you are finished adding and removing students, click the **save** button.



Conclusion

We hope this guide was helpful.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.