Remove Users from Your Course

Removing Instructors
1. Navigate to blackboard.towson.edu.
2. Log in with your Towson University Net ID and Password.
3. Enter the course you’d like to remove an instructor from.
4. On the left hand side, click Users and Groups in the Control Panel (Fig 1, 1).
5. Select Users (Fig 1, 2).
6. Find the user you’d like to remove.
7. Click the down arrow to the right of the username (Fig 2, 1).
8. Select Change User’s Role in Course (Fig 2, 2).
9. In the list of Roles, select Student (Fig 3, 1).
10. Click Submit (Fig 3, 2).
11. You’ll be automatically directed back to your course enrollments.
12. Locate the user again, and click the checkbox to the left of their name (Fig 4, 1).
13. At the bottom of the page, click Remove User from Course (Fig 4, 2).
14. A prompt will appear stating, “This action is final and cannot be undone. Delete users?” (Fig 6).
15. Click OK. (Fig 6, 1).
16. The user is now removed from your course.

![Figure 4]

**Removing Students**

**PLEASE NOTE:** If you remove a student, all of the work that Student has done in your course will be permanently deleted. This includes: assignments, tests, grades, etc. Do not remove a student unless absolutely necessary.

17. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).

18. Log in with your Towson University Net ID and Password.

19. Enter the course you’d like to remove a student from.

20. On the left hand side, click **Users and Groups** in the **Control Panel** (Fig 1, 1).

21. Select **Users** (Fig 1, 2).

22. Find the user you’d like to remove.

23. Click the **down arrow** to the right of the username (Fig 5, 1).

24. Select **Remove Users from Course** (Fig 5, 2).

![Figure 5]

25. A prompt will appear stating, “**This action is final and cannot be undone. Delete users?**” (Fig 6).

26. Click **OK** (Fig 6, 1).

![Figure 6]