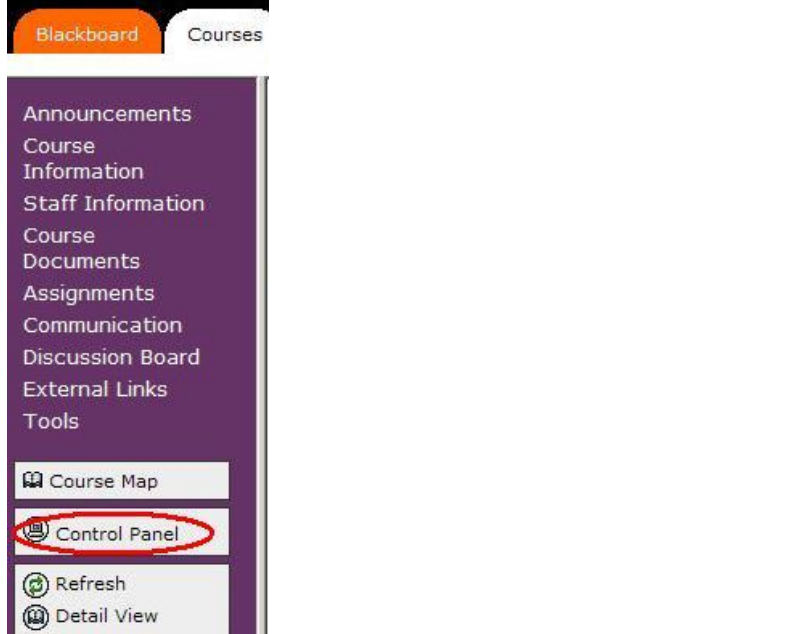

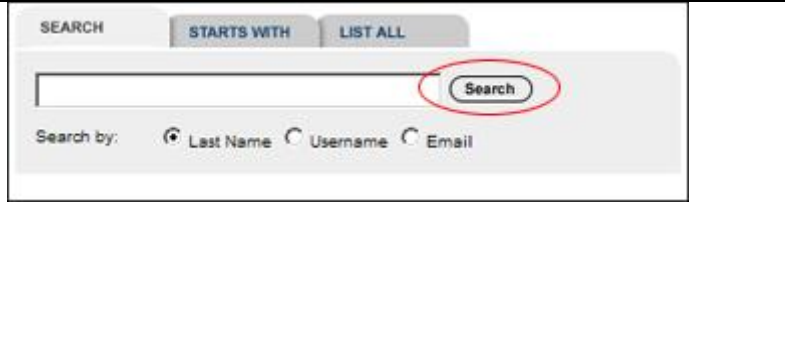


How do I remove someone from my Blackboard course?

<p>1. On the main page of the course you manage, click Control Panel.</p>	
<p>2. Click "Remove Users from the Course" link on the Control Panel under the sub-header "User Management".</p>	
<p>3. You can search by last name, username, or email address by selecting the appropriate radio button. Enter your text in the search field and click the Search button.</p>	

<p>4. Click the checkbox under "Remove" next to the person's name you want to remove.</p>	<p>1 user(s) located <small>Displaying records 1-1</small></p> <table border="0"> <thead> <tr> <th data-bbox="735 247 829 268"><u>REMOVE</u></th> <th data-bbox="1036 247 1101 268"><u>NAME</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="727 289 792 342"><input checked="" type="checkbox"/></td> <td data-bbox="1024 296 1174 321">Fred Falcon</td> </tr> </tbody> </table>	<u>REMOVE</u>	<u>NAME</u>	<input checked="" type="checkbox"/>	Fred Falcon
<u>REMOVE</u>	<u>NAME</u>				
<input checked="" type="checkbox"/>	Fred Falcon				
<p>5. Type "Yes" without the double-quote marks in the textbox to confirm.</p>	<p>Please type the word "Yes". Click "Submit" to remove selected items: <input type="text" value="Yes"/></p>				
<p>6. Click Submit.</p>	<p><input type="button" value="Cancel"/> <input checked="" type="button" value="Submit"/></p>				

The student will be removed as a member of the course.

rev 8/14/2008