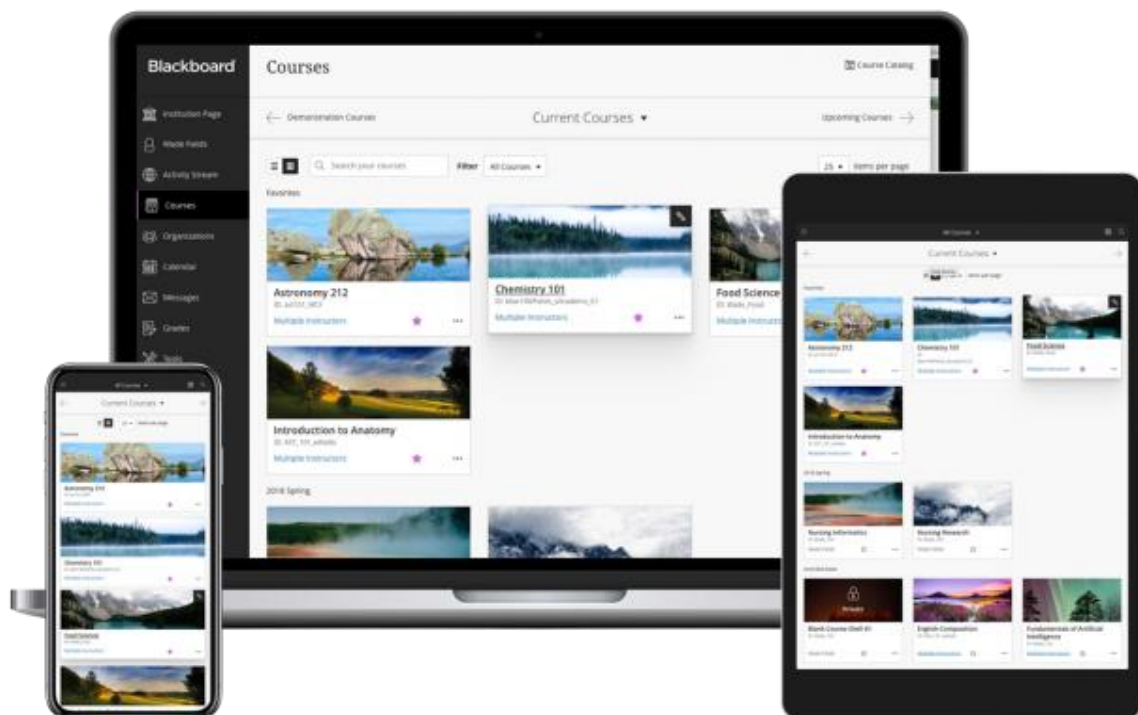


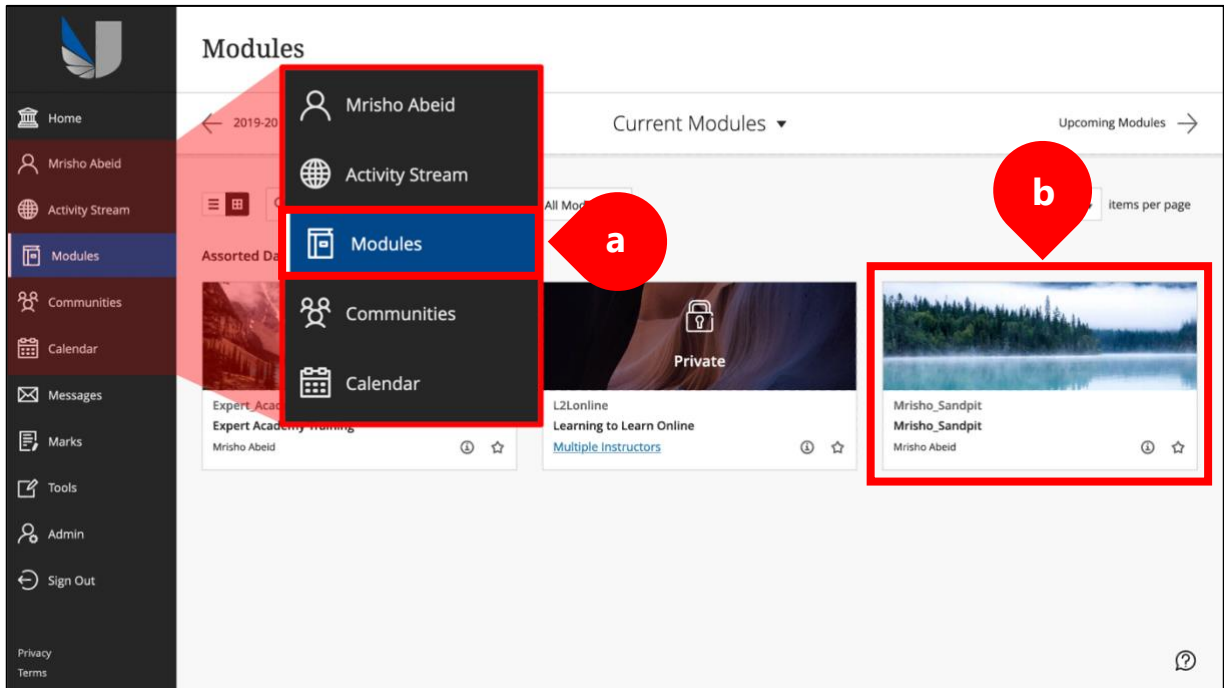
## BLACKBOARD:

# REMOVE INSTRUCTORS OR LEADERS FROM SITES

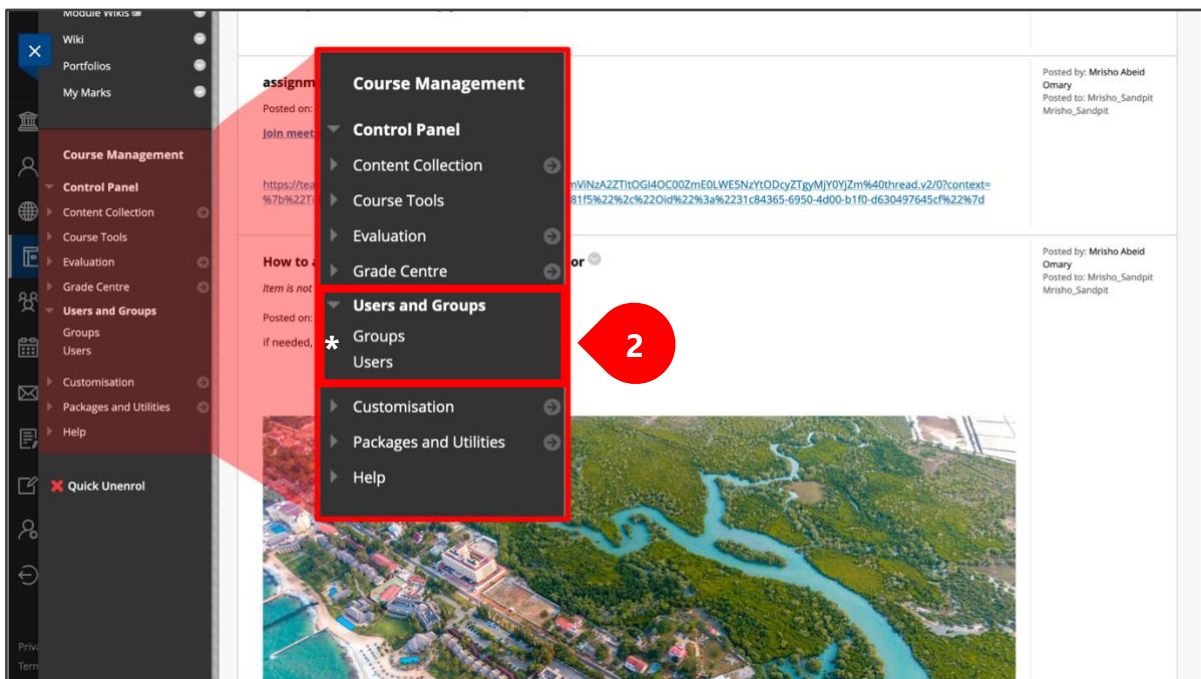
*This document will show you how to remove an instructor or a leader from a Blackboard course/module or community respectively. Usually, you may get an error by default, but this guidance will show you how to get around that.*



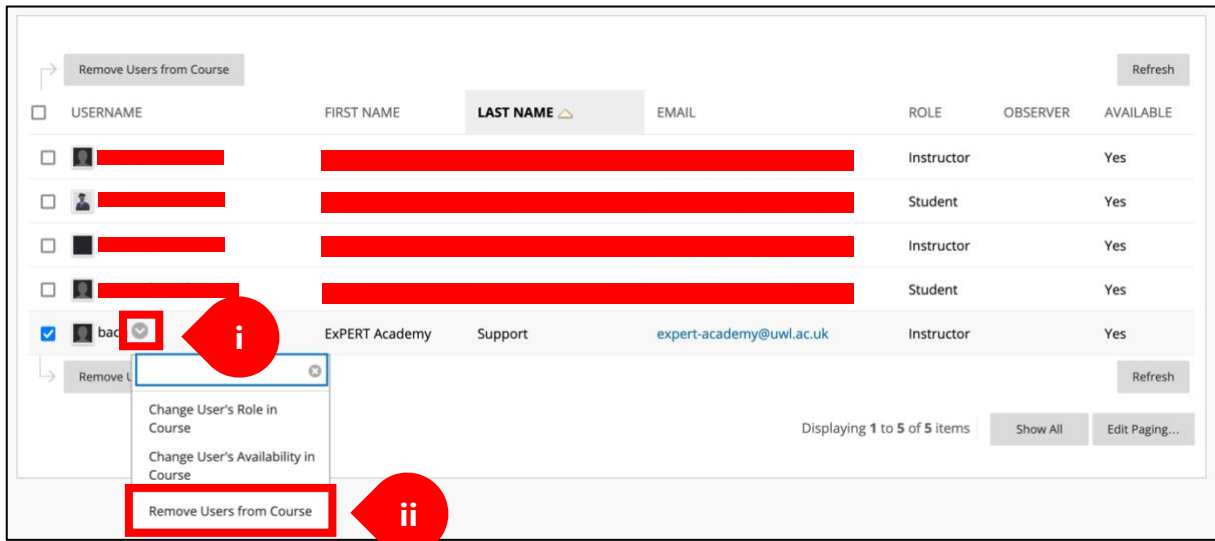
1. After logging into Blackboard and while on the base navigation,
  - a. open **modules** (for courses and modules)
  - b. select a module in which you would like to add a user



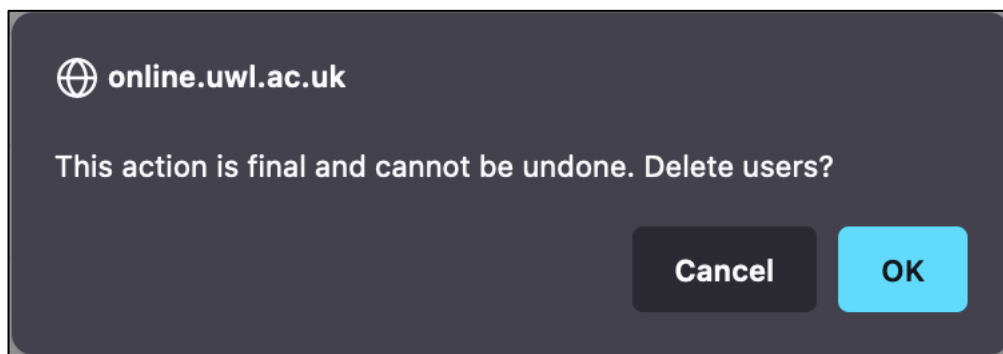
2. While in the module/course or community scroll down to **course management > users & groups > users**:



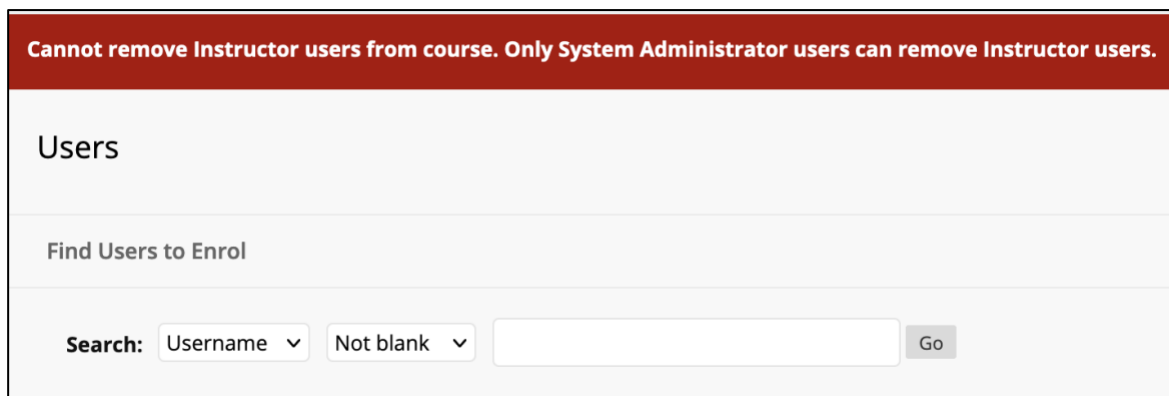
3. Select **instructor you would like to remove** from the module.
  - i. **username** – select the dropdown next to their username
  - ii. **remove** – then select *remove user from course*



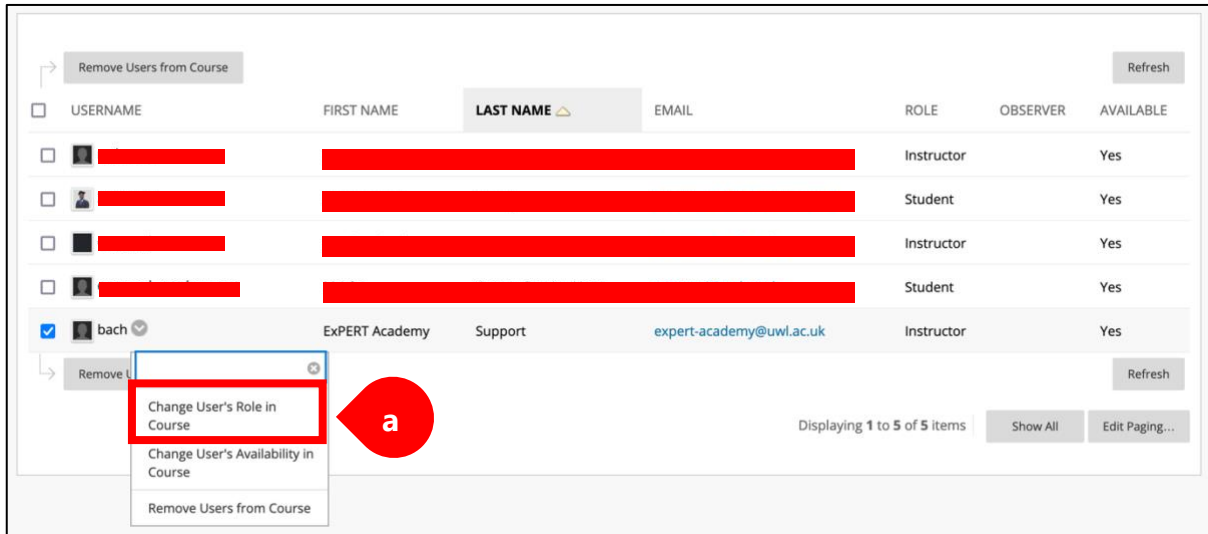
\* Confirm to unenroll the user from the module. As the message says, this **action is final and cannot be undone**.



\* Usually, doing so will display the following error instead of removing the instructor/leader.

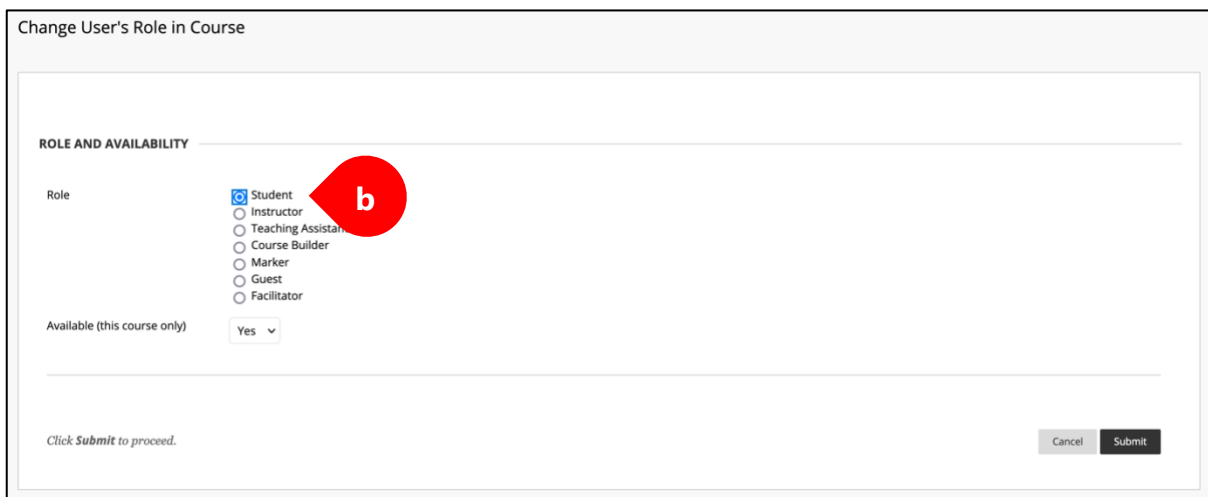


4. The first thing you need to do is
  - a. **change the user's role** in the course



	USERNAME	FIRST NAME	LAST NAME	EMAIL	ROLE	OBSERVER	AVAILABLE
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Instructor		Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student		Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Instructor		Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student		Yes
<input checked="" type="checkbox"/>	bach	EXPERT Academy	Support	expert-academy@uwl.ac.uk	Instructor		Yes

\* Set it to **student or participant** from instructor or leader and save it.



Change User's Role in Course

**ROLE AND AVAILABILITY**

Role

- Student
- Instructor
- Teaching Assistant
- Course Builder
- Marker
- Guest
- Facilitator

Available (this course only)

Click **Submit** to proceed.

5. Once their enrolment on the site is changed to **student or participant**, follow the guidance [to remove a user from a module as seen in point 3 above](#).
  - \* This will remove them from the module/course or community and the error will no longer be displayed.