

## 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

P	Remove Users from Course						Refresh
	USERNAME	FIRST NAME	LAST NAME 🛆	EMAIL	ROLE	OBSERVER	AVAILABLE
	<u>+</u>				Instructor		Yes
	2				Student		Yes
					Instructor		Yes
	2				Student		Yes
	🔲 bac 💿	ExPERT Academy	Support	expert-academy@uwl.ac.uk	Instructor		Yes
$\downarrow$	Remove L	0					Refresh
	Change User's Role in Course Change User's Availability Course	in		Displaying 1 t	o 5 of 5 items	Show All	Edit Paging
	Remove Users from Cours						

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

⊕ online.uwl.ac.uk						
This action is final and cannot be undone. Delete users?						
	Cancel	ок				

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

Cannot remove Instructor users from course. Only System Administrator users can remove Instructor users.					
Users					
Find Users to Enrol					
Search: Username V Not blank V Go					



4. The first thing you need to do isa. change the user's role in the course

	Remove U	Jsers from Course						Refresh
	USERNAM	ΙE	FIRST NAME	LAST NAME 🛆	EMAIL	ROLE	OBSERVER	AVAILABLE
	2					Instructor		Yes
	1					Student		Yes
						Instructor		Yes
	2					Student		Yes
	🔲 bach	0	ExPERT Academy	Support	expert-academy@uwl.ac.uk	Instructor		Yes
Ļ	Remove L		0					Refresh
		Change User's Role in Course	a		Displaying 1 to	1 to 5 of 5 items	Show All	Edit Paging
		Change User's Availability Course	in					
		Remove Users from Cours	e					

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

Change User's Role in Co	burse		
ROLE AND AVAILABILITY			
Role	Student b Instructor b Course Builder Marker Guest Facilitator		
Available (this course only)	Yes 🗸		
Click <b>Submit</b> to proceed.			Cancel Submit

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.