



Remove a Student from your Blackboard Course Site

Coppin State University automatically creates a Blackboard course site for every class that is officially offered each semester. Students who enroll in your class through EagleLINKS will be automatically added to your Blackboard course site. However, when a student drops the course through EagleLINKS, she is not automatically removed from the Blackboard course site; the instructor must do this. You have two options: **remove** the student from your Blackboard course site (which also deletes any work they have submitted), or mark the student as “**unavailable**” (so that the student cannot access your course site, and you can preserve any work they have submitted).

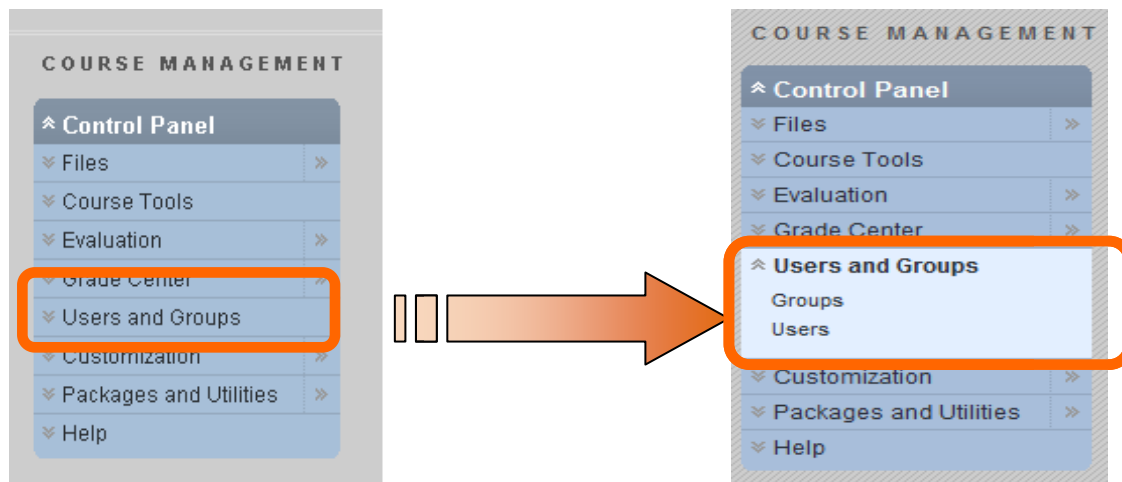


IMPORTANT NOTE: Students must officially drop the class in EagleLinks, so that they are removed from the official roster and do not get a failing grade.

Once you remove a student from the Blackboard course site, all his work for the course is deleted as well. This action cannot be undone. A safer option is to mark the student as “unavailable.”

View the students in your Blackboard course site

1. In the **Control Panel** section in the left side of the screen , click **Users and Groups**.



The **Users and Groups** section expands and displays more options.

2. Click **Users**.

The content panel displays the list of students in the Blackboard course site.

Users


Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

Find Users to Enroll

Search: Username Not blank

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	abyrnes00	Byrnes	Abby	tit@coppin.edu	Student		Yes
<input type="checkbox"/>	abyrnes	Byrnes	Abby	AByrnes@coppin.edu	Instructor		Yes

Option 1: Mark the student as “unavailable” *(preserve their work)*

1. Click the  **Options Menu** button next to the student's name that has dropped the course.
2. Click **Change User's Role in Course**.

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	abyrnes00	Byrnes	Abby	tit@coppin.edu	Student		Yes
<input type="checkbox"/>	abyrnes	Byrnes	Abby	AByrnes@coppin.edu	Instructor		Yes

Displaying 1 to 2 of 2 items |

3. Change the option “Available (this course only)” to **No**.

Change User's Role in Course

1. Role and Availability

Role Course Builder Grader Instructor Student Teaching Assistant Guest

Available (this course only)


4. Click **Submit**.

When you view the list of students in the Blackboard course site, you will see "No" in the Available column for that student. The student will not be able to access your Blackboard course site -- but can still access their other course sites.

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	abyrnes00	Byrnes	Abby	tlt@coppin.edu	Student		No

You can easily **reverse** the step to change a student to "Available-Yes" so that she can enter the Blackboard course site, submit homework assignments, and access course materials.


Option 2: Remove the student from the course site



IMPORTANT NOTE: Students must officially drop the class in EagleLinks, so that they are removed from the official roster and do not get a failing grade.

Once you remove a student from the Blackboard course site, all his work for the course is **deleted** as well. This action cannot be undone. A safer option is to mark the student as "unavailable."

1. View the list of students for the course.

 **Users**

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

Find Users to Enroll

Search: Username Not blank Go

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/>	abyrnes00	Byrnes	Abby	tlt@coppin.edu	Student		Yes
<input type="checkbox"/>	abyrnes	Byrnes	Abby	AByrnes@coppin.edu	Instructor		Yes

2. Place a checkmark in the box to the left of the student's name.

3. Click **Remove Users from Course**.

You will see a warning message, "This action is final and cannot be undone. Delete users?"

4. Click **OK**.

The person you removed will not be able to see your course in Blackboard as a student. All of their work submitted through Blackboard will be deleted.

Where to get help

There are several resources at Coppin State University to help you be successful with technology.

If you need help with Blackboard, Tegrity, or submitting assignments with TurnItIn, you can contact the 24x7 help desk at their toll free number:

1-866-886-4911

This support number is open to all faculty, students and staff at Coppin State University.

Where to Get Help - Faculty

- On campus HelpDesk for faculty and staff:
410-951-3888
- Faculty training sessions and tipsheets offered by Instructional Technology, website:
<http://www.coppin.edu/TLT>

Where to Get Help - Students

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911
- On campus HelpDesk for students, located in Grace Jacobs MC 16:
410-951-3872
- Tipsheets for students on the IT Student Service Center (help desk) web site:
<http://www.coppin.edu/ITSSC/>