

Instructions for Un-enrolling Student in D2L

Objective: Remove students from D2L based upon your Banner Roster

What you will need:

A current **Banner roster** for each course that you teach. Please print the Banner roster prior to entering the D2L website.

How will removing (unenrolling) a student effect the student's submitted work?

If you decide to allow a student back into the course at a later date, the student work will remain within the course.

For Example:

Dropbox: submissions will remain within the folder of which it was submitted.

Discussion Board: threads posted by a student will remain within the discussion area.

Instructions:

1. Log into D2L through the MySCCC portal
2. Click into your course
3. Click on the Classlist link
4. Based upon the Banner roster, place a check mark next to the name of each student who is no longer listed on the Banner roster. Do this by clicking in the box next to the student name.

The screenshot shows the D2L Classlist interface. On the left, an 'Instructions' sidebar states: 'Use this page to view participants enrolled in a course, email all or selected users and also check user progress.' Below this, a note says: 'Click in the check box next to the student name'. The main 'Classlist' area has a blue header with 'Classlist', 'Add Participants', and 'Report' buttons. Below the header are 'Print Tab' and 'Email everyone on this tab' options. A filter bar shows 'All', 'Students', 'Guests', and 'Moderators'. The 'View By' dropdown is set to 'User'. A search bar contains 'Acunzo, Sarah' with a red dash snowman icon next to it. Below the search bar, a table lists participants. The first row is for 'Acunzo, Sarah' with a red box around the checkmark icon in the 'Action' column. The table has columns for 'Last Name ^, First Name', 'Username', 'Org Defined ID', 'Role', and 'Action'.

5. Click on the red dash snowman icon
6. A window will pop up and ask "Are you sure that you want to unenroll the selected users?"

The confirmation dialog box has a blue header with the word 'Confirmation'. Below the header is a question mark icon in a blue circle. The text reads: 'Unenroll user' followed by 'Are you sure you want to unenroll the selected users?'. At the bottom, there are two buttons: 'Yes' and 'No'.

7. Click on the Yes button
8. If necessary go to the second page of the Classlist and repeat the process.