



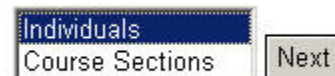
Remove individual users to a Blackboard course site

1. Access Blackboard Wizard at <http://www.cwru.edu/its/itac/BBWizard/index.htm>
2. Click on "[Remove Users from a Site](#)" on the left menu. Use your Case ID and password to login
3. All the Blackboard course sites under your account will be listed in the [Drop Down Menu](#) format. Click on the desired Blackboard site that you would like to add users and hit the Next button to continue.



4. Click on [Individuals](#) and hit the Next button.

Please Note: Choose [Course Sections](#) if you want to remove all students from a specific course/section.



5. You will receive a [List](#) of users who are currently added to this Blackboard course. Check the names that you would like to remove, and hit the "Remove Users" button.

Choose users to remove

Choose the users you would like to remove from this site.

Instructors

- Linos, Megan (wxs40)
- Mentch, Mace (mwm13)

TAs

- Karaffa, Linda (lek2)

Course Builders

- Alexander, Fabienne (fxa31)

Students

- Williams, Stacie (saw24)

Guests

- Mathieson, Genevieve (gxm11)

Remove users

WARNING! This will permanently delete all Blackboard data specific to the selected users in this course site, particularly gradebook entries for students.



Please Note: This will permanently delete all Blackboard data specific to the selected users in this course site, particularly grade book entries for students.

6. You will receive a [confirmation](#) after users are removed from the course site.

Results

Successfully removed gxm11.

Successfully removed mwm13.

Successfully removed fxa31.

Successfully removed saw24.

Successfully removed lek2.