



## Remove class students from a Blackboard course site

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

ACCTAIS: ACCT 306: Accounting Information Systems	Next
2005 PhD Dissertation: ACCT 701: DISSERTATION PH.D. (Spring 2005 (Smith))	
Biol214: BIOL 214: Genes and Evolution	
ITAC_STC: ITAC Student Technology Consultants	
ITAC_Student: ITAC Students Test	

4. Click on [Course Sections](#) since you would like to remove the entire class (students) at the same time. Then, hit the Next button.

**Please Note:** Choose "[Individuals](#)" if you want to remove individual students or class members (grader, TA, etc) to the course site.

Individuals	Next
Course Sections	

5. All the classes (students) that are added in this Blackboard site will be listed under a [Drop Down Menu](#). Choose the proper one and hit the "Next button" to continue.

**Please Note:** If more than one class/section (students) needs to be removed, you will have to the same procedures multiple times.

ACCT 701: DISSERTATION PH.D. (83909) ▾	Next
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6. Please review the [Confirmation](#) details and make sure everything is correct. Then, hit the "Remove course" button.

**Please Note:** You could keep certain students in the course site when remove others by unchecking their names. This is good for those students who request for an "incomplete" grade.

### Confirmation

The following students will be removed from your site, since they are in the selected course. You can uncheck any students that you want to keep enrolled in the site.

Remove?	Network ID	Name
<input checked="" type="checkbox"/>	rar13	Roig, Reed

**WARNING:** this will permanently delete all Blackboard data specific to this course site and the selected students, particularly gradebook entries.

Remove course