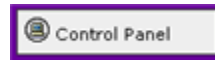


## Removing a Student from a Blackboard Section

1. Open the correct Blackboard Section.
2. Click on the "Control Panel" Button. The control panel should open.
3. Click on the "[Remove Users from Course](#)" button in the "User's Management" area located in the upper-right section of the control panel. A search menu should open.



4. Click on the "Search" button. This should display all of the students who are currently enrolled in our course. (Note: sometimes you need to click on the search button twice in order to see your class list. Your Blackboard enrollment list should appear.



5. Click in the box to the left of the name of the person that you would like to remove from your Blackboard section.



6. Type "Yes" in the text box that is located in the lower-left section of our screen.



7. Click on the "Submit" Button.

The selected students (**and all of their records**) are now **permanently** deleted from your Blackboard section.