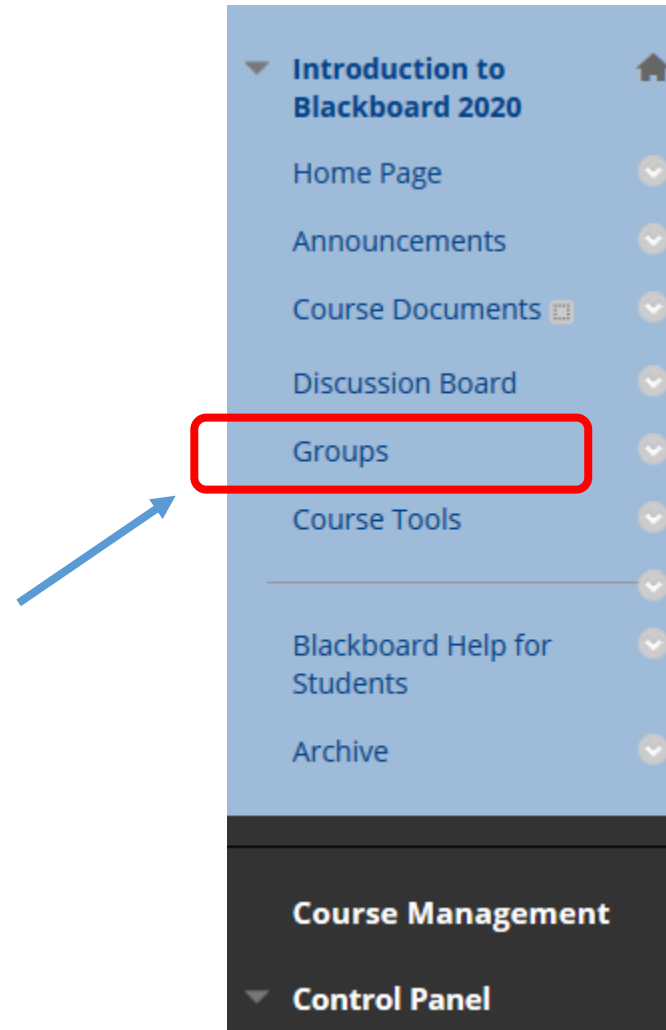




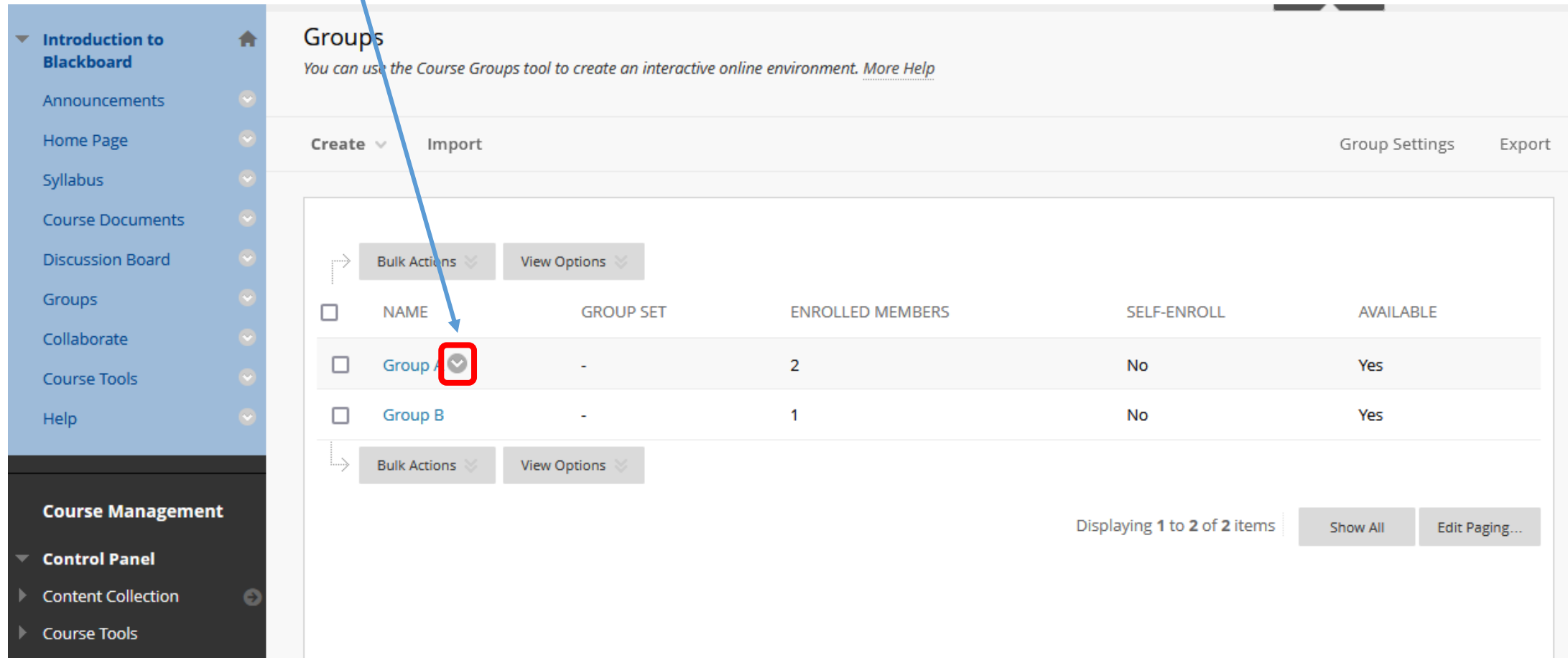
How to Remove a User from a Group

1. Log in to the Course on Blackboard. Click **Groups** on the course menu to enter the Groups tool.



2. Move your mouse cursor over the title of the group that contains the user you want to remove, and a downward facing arrow will appear.

Click the downward facing arrow, noted in red below, to reveal a menu.



The screenshot shows the Blackboard interface for managing groups. On the left is a navigation menu with options like 'Introduction to Blackboard', 'Announcements', 'Home Page', 'Syllabus', 'Course Documents', 'Discussion Board', 'Groups', 'Collaborate', 'Course Tools', and 'Help'. The main content area is titled 'Groups' and includes a subtitle: 'You can use the Course Groups tool to create an interactive online environment. [More Help](#)'. Below the title are buttons for 'Create' and 'Import', and links for 'Group Settings' and 'Export'. A table lists two groups:

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Group A	-	2	No	Yes
<input type="checkbox"/>	Group B	-	1	No	Yes

At the bottom right, it says 'Displaying 1 to 2 of 2 items' with buttons for 'Show All' and 'Edit Paging...'. A blue arrow points from the text above to a downward arrow next to 'Group A', which is highlighted with a red box.

3. Click “Edit Group” on the menu.

The screenshot shows the Blackboard Groups management interface. On the left is a navigation menu with categories like 'Introduction to Blackboard', 'Course Management', and 'Control Panel'. The main content area is titled 'Groups' and contains a table of group information. A context menu is open for 'Group A', with 'Edit Group' highlighted in red. A blue arrow points to the dropdown arrow next to 'Group A' in the table.

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input checked="" type="checkbox"/>	Group A	-	2	No	Yes
<input type="checkbox"/>	Group B	-	1	No	Yes

Context menu for Group A:

- Open Group
- Edit Group**
- Email Group
- Delete Group
- Create Smart View

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

4. Scroll to the bottom of the new web page. You will find a section titled **Membership**. Here you will see the members enrolled in the group.

To remove a member, click the **X** to the right within the row associated with the group member you want to remove.




MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

Allow Personalization

MEMBERSHIP

Add Users Remove All Users

USERNAME	FIRST NAME	LAST NAME	ROLE	
 20040617013020870022	Student	Stestperson9	Student	
 23521590_previewuser	James	Weirich_PreviewUser	Student	X

*Click **Submit** to proceed.*

Cancel Submit

5. You will see a message indicating that the removal was successful.

Click **Submit** on the bottom right of that page to continue. Completing this step will finalize the process of removing the student from the group.

MEMBERSHIP

Add Users Remove All Users

Success: Enrollment deleted.

USERNAME	FIRST NAME	LAST NAME	ROLE	
23521590_previewuser	James	Weirich_PreviewUser	Student	✕

Click **Submit** to proceed.

Cancel **Submit**