Western Oregon
UNIVERSITY
powered by Google

Steve Taylor <taylors@mail.wou.edu>

[All Faculty/Staff] Monday Moodle Tips: Dropped Students
1 message

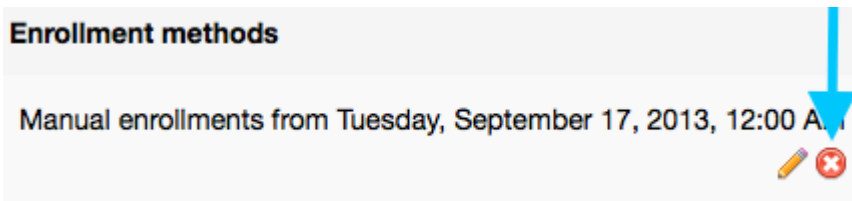**Elayne Kuletz** <kuletze@wou.edu>   Mon, Apr 28, 2014 at 5:10 PM
To: allfacstaff@wou.edu

Deleting Dropped Students

It's that time of term again! Do you still have students in your Moodle course after they've dropped your class? Don't forget that Moodle's auto-enrollment process only *adds* new students but will not delete anyone from your course.

Here's a quick refresher on how to remove those extra students whenever you're ready:

1. Start on your course homepage
2. Click *Users* and then *Enrolled Users* (in the Settings block)
3. Find a student's name
4. In the far right column under *Enrollment Methods*, click the little X in the box next to *Manual enrollments from* and then confirm your decision to unenroll that student.

Happy Moodling 😄

...

Moodle Support Team
moodle@wou.edu
503-838-9300
Mon-Fri, 8-5